
Dudley Schools Forum – 10th December 2013

Report of the Director of Children's Services

De-delegations: 2013/14 Projected Outturn and 2014/15 Proposals

Purpose of Report

1. To provide Schools Forum with a financial update in respect of the provisional outturn for the 2013/14 financial year de-delegated services and to agree the de-delegation options for 2014/15.

Budget Working Group Discussed

2. 4 December 2013

Schools Forum Role and Responsibilities

3. In accordance with the Schools Forums (England) Regulations 2012, Schools Forum must authorise the deduction of budgets from Maintained Schools Budget shares in respect of certain central expenditure. (Under regulation 8(5)).

Where this central expenditure is to be 'de-delegated' to the local authority then the Schools Forums (England) Regulations 2012 state that:

- a. **Regulation 8 paragraph 9A** - Only the Schools members of the schools forum who are representatives of primary schools (other than nursery schools) may vote to decide whether or not to authorise the matters referred to as de-delegation where they relate to primary schools (other than nursery schools); and
- b. **Regulation 8 paragraph 9B** - Only the Schools members of the schools forum who are representatives of secondary schools may vote to decide on whether or not to authorise the matters referred to as de-delegation where they relate to secondary schools.

Action for Schools Forum

4. To note the 2013/14 projected outturn in respect of the de-delegated budgets.
5. To discuss and approve the de-delegations for maintained mainstream schools for 2013/14.

Attachments

6. Appendix A – 2013/14 De-delegations Projected Outturn at 30 September 2013.
7. Appendix B – Detail of Consultation responses received.
8. Appendix C – Service Provider Information for 2014/15 De-delegation Options.

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1. To provide Schools Forum with a financial update in respect of the provisional outturn for the 2013/14 financial year de-delegated services and to agree the de-delegation options for 2014/15.

Background

2. De-delegation refers to a process whereby a school is entitled to funding via their delegated budget, but collectively, maintained mainstream schools' through a phase chose to return the funding to the Directorate of Children's Services where the management and co-ordination of that service will continue to be provided centrally on behalf of those schools.
3. The DfE's School Funding Reforms implemented on 1 April 2013 outlined which centrally maintained service budgets must be delegated to schools from 2013/14.
4. However, recognising that authorities had centrally retained these services for the greater good of all schools, the DfE allow for any of the newly delegated services to be 'de-delegated' but only by maintained mainstream schools. This action requires the maintained mainstream schools within a phase, via Schools Forum, to agree that a service should be provided centrally on the grounds of economies of scale or pooled risk.
5. The Schools Forum Regulations 2012 (amendment) determine that any budgets de-delegated must be approved by Schools Forum in the relevant phase (primary or secondary) to decide whether that service should be retained centrally.
6. For Academy schools, de-delegation of mandatory delegated budgets is not permitted under the 2012 School and Early Years Finance (England) Regulations. Therefore Academy schools cannot be invited to de-delegate their element of the delegated funds but they will be entitled to buy back the service, if traded through the local authority.
7. Where Schools Forum agrees to de-delegate any budget this will be for one financial year. Any surplus funds or overspending at the end of the financial year will be carried forward into the next financial year and schools' budgets adjusted accordingly.

2013/14 Approved De-delegations

8. For 2013/14 Schools Forum approved the following services for de-delegation totalling £1.282m; this related to 93 maintained schools.

Table 1 – De-delegated Services for the 2013/14 Financial Year

De-delegation for mainstream maintained schools for:	Budget for 2013/14
Contingencies - closed schools and rental payments	£245,963
Staff costs - supply cover – Union Facilities time	£226,457
Staff costs - supply cover – NQT (Newly Qualified Teachers)	£305,927
Support for minority ethnic pupils/underachieving groups. Family Support Workers	£256,485
LACES (Looked After Children Education Services)	£28,095
School Library Service	£219,483
Total De-delegations	£1,282,410

9. Upon conversion to Academy School status a former maintained school's de-delegated budget is pro-rated in year and returned to the school for allocation at their discretion. Academy Schools can choose to buy into the central service though a traded service option rather than a compulsory de-delegation. Due to the conversion of five schools to Academy status after the de-delegations budget was set for 2013/14 the de-delegation budget has now reduced and the revised budgets are shown in Table 2.
10. Table 2 summarises the projected outturn for 2013/14 de-delegated services in respect of 88 maintained schools. Appendix A provides the full details.

Table 2 – 2013/14 Projected Outturn for De-delegated Services

De-delegation for mainstream maintained schools	Latest Budget for 2013/14	Projected Outturn	Expected Under spending or over spending ()
	£	£	£
Contingencies - closed schools and rental payments	£234,819	£184,819	(£50,000)
Staff costs - supply cover – Union Facilities time	£216,196	£216,196	£0
Staff costs - supply cover – NQT (Newly Qualified Teachers)	£292,063	£292,063	£0
Support for minority ethnic pupils/underachieving groups. Family Support Workers	£250,590	£240,590	(£10,000)
LACES (Looked After Children Education Services)	£26,822	£26,822	£0
School Library Service	£209,535	£209,535	£0
Total De-delegations	£1,230,025	£1,170,025	(£60,000)

2014/15 Proposed De-delegations

11. At the October 2013 Forum meeting the issue of 2014/15 delegations was briefly discussed in the context of the report titled ‘School Funding Reforms: Funding Arrangements and Changes for 2014-15’, which included at Question 5 of the consultation document : “Do you have any comments regarding the de-delegation of funding for the services listed in Table 4 of the consultation?” The responses and backing data are attached at Appendix B. Forum was advised that a full report would be presented at the December meeting when members would be required to vote on the proposals for 2014/15.
12. The de-delegations for 2014/15 to be considered by Schools Forum are outlined in Table 3. Other than the reduction in the contingency budget by £50,000 and the addition of one new service, Behavioural Pupil Referral Unit primary outreach service, all other services are proposed as 2013/14. The budgets to be de-delegated, subject to further Academy School conversions before 31 March 2014, would be as outlined in Table 3.
13. Appendix C provides details from the service provider to support why the service should be de-delegated and centrally maintained for 2014/15.

Table 3 – De-delegated Services Proposed for the 2014/15 Financial Year

De-delegation Services for Mainstream Maintained Schools 2014/15	Proposed Budget for De-delegation 2014/15 Primary Sector £	Proposed Budget for De-delegation 2014/15 Secondary Sector £	Proposed Budget for De-delegation 2014/15 Total Funding £
Contingencies - closed schools and rental payments	106,804	70,052	176,856
Staff costs - supply cover – Union Facilities time	126,134	82,731	208,865
Staff costs - supply cover – NQT (Newly Qualified Teachers)	170,398	111,764	282,162
Support for minority ethnic pupils/underachieving groups. Family Support Workers	234,945	11,433	246,378
LACES (Looked After Children Education Services)	15,648	10,264	25,912
School Library Service	122,249	80,184	202,433
Behavioural Pupil Referral Unit – Primary Outreach Service	275,088	0	275,088
Total De-delegations	1,051,266	366,428	1,417,694

Schools Forum Voting Requirements for De-delegations

14. Taking into consideration the consultation feedback received in Appendix B and the service providers information in Appendix C, Schools Forum members will be asked to vote.
15. Members of the Schools Forum who are representatives of primary schools (other than nursery schools) can vote in respect of the primary sector de-delegations totalling £1,051,266 in Table 3. This relates to Mr B Jones, Mr D Ward, M/s P Rogers, Mrs J Quigley, Mrs P.Hazlehurst, Mr L Ridney, M/s T Pearce. Mr M Weaver, Mr P Harris and Mrs J Belcher.
16. Members of the Schools Forum who are representatives of secondary schools can vote in respect of the secondary sector de-delegations totalling £366,428 in Table 3. This relates to Mr B Warren, Mrs A Garratt, Mr N Shaw, Mr B Patterson, Mrs G Withers and Mr J Conway.

Finance

17. The funding of schools is prescribed by the Department for Education (DfE) through the School Finance and Early Years (England) Regulations 2012.

18. Schools Forums are regulated by the Schools Forums (England) Regulations 2012.

19. From 1 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.

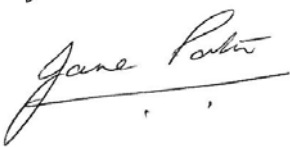
Equality Impact

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

Recommendation

22. Schools Forum to note the report in respect of de-delegated services for 2013/14 and after consideration of the information outlined within the report, Schools Forum **School Members** who are representatives of:

- a. primary schools, are asked to vote on the recommendations outlined in Table 3 in respect of de-delegated budgets for maintained primary schools for 2014/15 financial year; paragraph 15 refers and
- b. secondary schools are asked to vote on the recommendations outlined in Table 3 in respect of de-delegated budgets for maintained secondary schools for 2014/15 financial year; paragraph 16 refers.



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2013/14 De-delegations Projected Outturn at 30 September 2013

Details	Latest De-delegated 2013/14 Budget * £	Other Funding 2013/14 ** £	Total Funding 2013/14 £	Projected spend to 31/3/14 £	Variance to budget (£) = under-spending £	Comments
Contingencies - closed schools and rental payments	234,819	6,212	241,031	191,031	(50,000)	Projected spend includes costs of Pensnett school and Holt Farm until site disposal
Staff costs – supply cover – Union Facilities time	216,196	42,913	259,109	259,109	0	
Staff costs - supply cover – NQT	292,063	51,750	343,813	343,813	0	
Support for minority ethnic pupils/underachieving groups. Family Support Workers	250,590	20,343	270,933	260,933	(10,000)	Projected under spend relating to running costs
LACES (Looked After Children Education Services)	26,822	797	27,619	27,619	0	
School Library Service	209,535	4,259	213,794	213,794	0	
Total	1,230,025	126,274	1,356,299	1,296,299	(60,000)	

* Following 2013/14 academy transfers#

** Early Years, special schools buy back, academies buy back

Dudley Consultation on School Funding Reforms: Funding Arrangements and Changes for 2014-15

Appendix B

QUESTION 5

Do you have any comments regarding the de-delegation of funding for the services listed in Table 4?
(paragraphs 76-85 of consultation refer)

Yes	No	No response	Comments	Consultation response from:
	1			Amblecote Primary
1			The amount de-delegated in respect of Union facilities time is excessive and in the current environment very unattractive. Reductions should be investigated and alternative funding methods investigated.	Chair of Govs - Colley Lane
	1			Bishop Milner
1			I am happy for the de-delegation of funding for services listed to occur.	Bromley-Pensnett
	1			Windsor High School
	1		Agree with current situation	Cotwall End
	1			Mount Pleasant
1			I disagree with all de-delegation with the exception of the contingency fund. The union facilities time should be found by the unions. At present employers are paying both for their costs and the union costs. It is not unreasonable to expect the unions to pay for the facility time. The NQT supply time should be delegated to schools to make the arrangements for supporting NQT programme. They can then choose the level and type of cover required. The other costs should be available as traded services with the money in the delegated budget	Redhill School
	1			Our Lady & St Kenelm
1			It seems disproportionate that the NASUWT receive £83,368 and the NAHT only receive £14,315. Should it not be the case that unions fund themselves from their own budgets? Member's subscriptions?	St Mary's CE
	1		N/A - Academy School	Earls
	1			Wordsley
	1			Quarry Bank
	1		Not within the NDCS's remit to comment on the services	National Deaf Children's Society
		1		Lutley/Lapal
Designation		Comments		
Rufford Primary School		In relation to question 5 - I feel very strongly that it is vital for union facilities time to be maintained. The various union representatives provide crucial support for their members. Were the funds not to be de-delegated for this purpose, we would lose a support that is increasingly important in times of forced academisation, parental complaints, allegations etc. I would even go so far as to say that the amount de-delegated and allocated for NAHT representation would benefit from being increased. I understand that the amounts are calculated on the number of members that each union has and it is clear that NAHT membership will be lower than general teaching unions. However, school leaders are likely to need proportionally more assistance, which currently is not always available. With the implementation of the new Pay Policy and other changes in policy, there is likely to be an increase in the need for Headteachers and other school leaders to be supported by their NAHT representative.		

Consultation (Table 4) Delegated and De-delegated Services for 2013/14

De-delegation for mainstream maintained schools for:	Value for 2013/14	UOR Prim	UOR Sec	Comments	Financial Details
Contingencies	£245,963	£5.71	£8.14	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 has incurred expenditure which it would be unreasonable to expect them to meet from the school's budget share	£145,709 closed schools contingency £41,004 Assigned rents £59,250 contingency general
Staff costs - supply cover – Union Facilities time	£226,457	£5.26	£7.50	Expenditure in making payments to, or in providing a temporary replacement - taking part in trade union activities	NASUWT £83,368 NUT £53,708 ASCL £14,889 ATL £24,734 NAHT £14,315 GMB £19,867 Teacher Union Representative £15,576
Staff costs - supply cover – NQT (Newly Qualified Teachers)	£305,927	£7.11	£10.13	Expenditure in making payments to, or in providing a temporary replacement	£16,900 Primary Pool contribution £26,000 for Reg. Staff College training £263,027 Payment to schools with NQTs
Support for minority ethnic pupils/underachieving groups. Family Support Workers	£256,485	£134.85	£134.85	Expenditure for the purposes of improving the performance of under-performing pupils from ethnic minority groups; and meeting the specific needs of bilingual pupils Funding allocated on EAL numbers.	6.91 FTE: 1 HOS 4.91 Family Support Officers 1 Admin
LACES (Looked After Children Education Services)	£28,095	£0.65	£0.93	Cost of providing or purchasing specialist behaviour support services, both advisory and teaching	1 member of staff supporting schools
School Library Service	£219,483	£5.10	£7.26	Expenditure on services to schools provided by Library service.	Library service to Primary schools 5.88 fte
Total De-delegations	£1,282,410				

De-delegated Service Options for 2014/15 – Service Provider Information

1. Contingencies - closed schools and rental payments

Contingencies are retained centrally for maintained schools but only for a limited range of circumstances to cover:

- i. Exceptional unforeseen costs which it would be unreasonable to expect governing bodies to meet including assigned rents for Castle High playing fields, Rufford School methane gas monitoring;
- ii. Additional costs relating to new, reorganised or closing schools. Until such times that all closed school sites are disposed there are short term ongoing liabilities to cover the ongoing costs at Pensnett and Holt Farm.

2. Staff costs - supply cover – Union Facilities time

The budget currently funds union facilities time required in all Dudley schools to represent: National Association of Schoolmasters Union of Women Teachers (NASUWT); National Union of Teachers (NUT); Association of School and College Leaders (ASCL); National Association of Head Teachers (NAHT); Teacher representatives, General, Municipal; Boilermakers and Allied Trade Union (GMB).

The funding of union facility time enables trade unions to work with schools and the local authority on the development of employment policies and procedures, and other matters, which require a consistent and collaborative approach across the borough as a whole. This helps to foster a climate in which the conduct of business between employers and the workforce is efficient and less likely to be hindered by local disputes. It also helps to manage the workload of managers and governors in schools who would otherwise have to deal individually with a number of different unions on a wide range of employment and educational issues. In addition it enables trade unions to represent the interests of their members, both individually and collectively on matters such as:

- a. Terms and conditions of employment;
- b. Health, safety, welfare, and other issues relating to the working environment;
- c. Policies and procedures on matters affecting employment including matters of discipline;
- d. Changes to services, functions and structures that have direct or indirect implications for working arrangements for employees;
- e. Any other matters which either side may reasonably wish to bring.

3. Staff costs - supply cover – NQT (Newly Qualified Teachers)

It is proposed that Dudley LA continue to act as the provider of NQT and induction tutor support, the role of appropriate body and HR support for NQTs during 2014-15.

In previous years the LA has provided the full range of support to individual NQTs, their respective schools and induction tutors. The support falls into three broad categories –

- Role of the appropriate body
- Support and development package
- Support / administration / advice from HR

The LA has enabled this support by providing a dedicated officer to support induction tutors, NQT queries and act as the appropriate body. Regional Staff College has provided a training package for primary colleagues and a secondary programme consisting of a range of workshops throughout the academic year and HR have provided specific employment advice in relation to NQTs for schools and individuals.

Statutory role of appropriate body

The appropriate body provides a quality assurance role within the induction process and, in so doing, offers guidance to schools in meeting their responsibilities for monitoring, support and assessment of NQTs. It also provides an officer as a named contact with whom schools and NQTs, in particular, can raise concerns. The officer provides training for induction tutors and is available to respond to their requests for assistance and advice.

Training provision

The training programme delivered by Regional Staff College (RSC) aims to provide broad and balanced content linked to the Teacher Standards and themes that are important to understand in those crucial first terms for example managing behaviour, effective pedagogy and inclusion. There is a blend of knowledge and skill development within each session. There are also some key workshops that are imperative to Dudley teachers e.g. Child Protection and Health and Safety.

The training programme aims to compliment support and development that is taking place within the NQT's own school.

Evaluations have shown that participants have consistently found the sessions to be excellent or good.

Other workshop topics include –

- Numeracy
- Raising writing standards
- CAF and integrated working
- Self review and using your year's professional learning

NQT Induction tutor support / training

The named officer for the appropriate body provides annual training for induction tutors. This provides tutors with:

- an update on statutory guidance;
- an overview of the role of the induction tutor;
- advice on how and when to liaise with the appropriate body;
- an opportunity to explore the Teaching Standards in relation to NQTs;
- an opportunity to network and share experiences.

The named officer is available to provide follow-up advice/support and guidance to induction tutors throughout the induction period.

HR support - administration of NQT info / recording of info

HR provide a range of support for NQTs and schools including –

- Keeping a central database with NQT information and updating this on a term by term basis
- Liaising with other partners who may need to access NQT info e.g. Unions
- Working with finance to ensure that funding is claimed for and transferred to schools on a term by term basis
- Linking with the DFE to ensure they have an update of NQT information on a term by term basis. This includes obtaining information from schools about starters, leavers, number of terms completed, extensions, failures and passes on a termly basis
- Linking with schools to collect this information and chase up any missing records
- Updating individuals HR records and linking to payroll
- Communication with schools
- Notifying individuals by letter of the outcome of their NQT year

4. Support for minority ethnic pupils/underachieving groups. Family Support Workers Family support and liaison work

5. LACES (Looked After Children Education Services)

6. School Library Service -Support to Schools 2014 onwards

Dudley Schools Library Service (SLS) exists to assist schools (primary, secondary, special) to raise standards by providing high quality, well targeted resources and specialist expertise. The SLS experienced staff offer a quality service with a flexible approach to meet schools' individual needs.

To help support achievement in schools the SLS offers for loan resources such as – topic boxes, class reading sets, guided reading sets, Big Books, artefacts, photo-packs and DVDs. Also SLS offers advice and support including the re-organisation of school libraries.

There is excellent buyback from primary and special schools. Topic boxes usage has increased to an average of 2,000 boxes per term. Only one primary does not buy back the service currently.

Annual Book quizzes continue to be successful. 57 primary schools regularly take part in the Primary Literacy Quiz and 27 - 30 primary schools also take part in the Year 2 Book Quiz.

Secondary quizzes continue to be successful with four secondary schools taking part, of which three are academies. The Secondary School Book Award, now in its third year, saw eight schools attending the ceremony. One or two more schools not able to attend the ceremony also voted. Also, Secondary Schools Librarians Support meetings are held 2-3 times a year

Advice and support to schools has increased. Annually, SLS receive more phone calls and emails requesting help. Adding guided reading sets and artefacts to stock has provided added value. The Service regularly responds to requests to add to the variety of resources already held.

SLS remaining a centrally provided service is more cost effective for schools - to borrow resources regularly, rather than purchase individually when resources need to be replaced. Also, resources need to be replaced regularly due to poor condition, being out of date etc. In addition, it is time-saving for teaching staff as resource boxes are tailor-made and are selected by professionally qualified staff using expert knowledge.

The service supports schools to improve reading and enquiry skills and as such one measurable outcome is improvement in literacy. The impact of the service is continually reviewed and initiatives are developed and improved as appropriate.

Secondary schools de-delegating their portion of the fund will invest in literacy, embedding a firm foundation in primary years; supporting reading, transition from Year 6 to 7 and improvements in the literacy skills of pupils entering secondary education.

7. Behavioural Pupil Referral Unit Primary Outreach

As part of the review and restructure of the behavioural pupil referral unit, Primary Head teachers have indicated that they would support the need to maintain the primary outreach services of the behavioural pupil referral unit at The Mere and that they would wish the funding to be de-delegated for 2014/15. It has been agreed that the charge for each school will be equivalent to the primary basic pupil led funding, which is £3,126 per pupil for 2013/14.

This funding will provide a minimum core offer to all schools that includes both emergency support for serious behaviour issues and a wide menu of behaviour management support that builds capacity in schools. This menu of support is being tailored to meet the needs of all schools and specific issues/trends as they arise. The full menu of the support on offer for 2014/15 including arrangements for an initial planning meeting to determine the specific support a school requires will be discussed in greater detail with Head Teachers during the Spring Term.