

# Blackpool Council

3 October 2017

## SCHOOLS FORUM

Tuesday, 10 October 2017 at 9.15 am  
in Community Room, Devonshire Primary Academy, Devonshire Rd, Blackpool,  
FY3 8AF

## A G E N D A

**1 APOLOGIES**

**2 DECLARATIONS OF INTEREST**

Schools Forum members are asked to declare any interests in the items under consideration and in doing so state:

- (1) the type of interest concerned; and
- (2) the nature of the interest concerned

**3 MINUTES OF THE LAST MEETING HELD ON 20 JUNE 2017** (Pages 1 - 8)

To agree the minutes of the last meeting held on 20 June 2017 as a true and correct record.

**4 REVIEW OF SCHOOLS FORUM MEMBERSHIP AND CONSTITUTION** (Pages 9 - 14)

To review the membership and constitution of the Forum for 2017/2018.

**5 PUBLIC HEALTH UPDATE**

Ms Lynn Donkin, Public Health Specialist, to provide a verbal update to the Forum on developments from the Public Health/Schools Working Party meeting held on Thursday 21 September 2017.

**6 DEDICATED SCHOOLS GRANT BUDGET MONITORING 2017/2018** (Pages 15 - 18)

Mrs Mark Golden, Finance Manager, to provide a written update to the Forum.

**7       SCHOOLS NATIONAL FUNDING FORMULA UPDATE** (Pages 19 - 24)

Mr Paul Sharples, School Funding and PFI Manager, to provide a written report to the Forum on the National Schools Funding Formula.

**8       HIGH NEEDS UPDATE** (Pages 25 - 28)

Mr Philip Thompson, Head of SEND, to present a written report on updates related to Special Educational Needs and Development.

**9       INCLUSION UPDATE** (Pages 29 - 34)

Mrs Hilary Wood, Head of Business Support and Resources, to provide a verbal update on inclusion and accessibility.

**10      LOOKED AFTER CHILDREN PUPIL PREMIUM GRANT** (Pages 35 - 42)

Mrs Hilary Wood, Head of Business Support and Resources, to present a written report on retention of the Pupil Premium Grant for Looked After Children.

**11      ACADEMY UPDATE**

Mrs Hilary Wood, Head of Business Support and Resources, to provide a verbal update to the Forum on relevant Academy School developments.

**12      LOCAL AUTHORITY UPDATE**

Mrs Hilary Wood, Head of Business Support and Resources, to provide a verbal update to the Forum on relevant Local Authority developments.

**13      DATE OF NEXT MEETING**

The Forum to note the date of the next meeting as Tuesday 16 January 2018 at Devonshire Primary Academy from 9.15am.

**General information:**

For queries regarding this agenda please contact Chris Williams, Democratic Governance Adviser, Tel: (01253) 477153, e-mail: [chris.williams@blackpool.gov.uk](mailto:chris.williams@blackpool.gov.uk)

Copies of agendas and minutes of Council and committee meetings are available on the Council's website at [www.blackpool.gov.uk](http://www.blackpool.gov.uk).

### **Present:**

#### **Primary School Head Teachers/Representatives**

Ms J Hirst, Bispham Endowed (Chairman)  
Ms E Allen, St John Vianney

#### **Special School Head Teacher/Head Teacher Representative**

Mr C Andrew, Woodlands

#### **Pupil Referral Unit Head Teacher/Head Teacher Representative**

Ms W Casson, Pupil Referral Unit

#### **Academy School Representatives**

Mr S Brennand, Unity  
Mr M Gray, Waterloo  
Ms T Harrison, Thames  
Mr D Medcalf, St Georges  
Mr N Toyne, Devonshire  
Mrs S Wilson, Fylde Coast Academy Trust

#### **Non-Schools Members**

Ms A Baines, Staff/Teacher Associations  
Mr D Dickinson, Staff/Teacher Associations  
Mr R Rendell, Early Years Strategic Group  
Ms J Marne, Blackpool and Fylde College (post 16 representative)

#### **In Attendance:**

Councillor Cain, Cabinet Secretary (Resilient Communities)  
Mrs L Donkin, Consultant in Public Health  
Ms S McCartan, Service Manager Children's Centres  
Mr P Sharples, School Funding and PFI Manager  
Mr P Thompson, Interim Head of SEND  
Mrs A Whitehead, Head of Schools, Standards and Effectiveness  
Mr C Williams, Democratic Governance Adviser (Minutes)  
Mr K Wood, Divisional Commissioning Manager  
Mrs H Wood, Head of Business Support and Resources.

### **1 APOLOGIES**

Apologies for absence were received from Cllr Benson, Cabinet Member for Schools and Learning, Mr G Dow and Ms J Carroll, Academy School Representatives, Mrs D Booth, Director of Children's Services, Mr M Golden, Finance Manager and Ms C Butterworth, Primary School Governor Representative.

### **2 DECLARATIONS OF INTEREST**

There were no declarations of interest on this occasion.

## **MINUTES OF SCHOOLS FORUM MEETING - TUESDAY, 20 JUNE 2017**

### **3 NATIONAL SCHOOLS FORUM ASSOCIATION**

The Chairman reported that an invitation had been received from Ms Niki Crookdale, Chair of the National Schools Forum Association, for Blackpool Schools Forum to join the National Association. Ms Hirst explained that she would support Blackpool Schools Forum joining, as members would benefit from the sharing of expertise and best practice, receipt of feedback from the Department for Education (DfE) and ability to raise issues of local importance on a national stage.

Forum Members expressed their support for the decision to join the National Schools Forum Association.

### **4 MINUTES OF THE LAST MEETING HELD ON 14 MARCH 2017**

The minutes of the Schools Forum held on 14 March 2017 were agreed as a correct record and signed by the Chairman.

Mrs Wood advised that the response from Central Government regarding the local consultations on the proposed National Funding Formula and High Needs Funding Reform may be delayed as a result of the snap general election held in June 2017.

### **5 PUBLIC HEALTH UPDATE**

Mrs Donkin provided an update on Public Health initiatives that were of significance to schools.

It was reported that the School Level data for the National Childhood Measurement programme had been sent out to primary schools in May 2017. The letter included links and information on local and national initiatives to help schools support pupil health and wellbeing. Mrs Donkin advised that the Public Health Department wished to support schools to promote health and wellbeing and welcomed discussions with individual settings to establish how best to help those schools achieve a healthy weight among their pupil populations.

Following the success of the PSHE in Secondary School pilot programme, it was proposed to offer a similar programme for primary schools for the 2018/2019 school year, which would allow a consistent approach to the delivery of PSHE across all Primary schools in Blackpool.

The Forum noted that the Healthy Weight Summit held on 2 February 2017 had proved successful with over 40 individuals attending the day and 20 organisations pledging to develop their own Healthy Weight Declaration, which included a number of school settings. As a result, Mrs Donkin informed the Forum of a further event to be held on the 28 June 2017 at 1.30pm at Bickerstaffe Square to review the progress being made to date.

A discussion about free school breakfasts resulted in a wide range of opinions about the value of the scheme. Some members expressed a desire to offer a more traditional style of breakfast should the scheme continue although acknowledged there would be practical considerations that would need to be addressed. Mrs Donkin offered to liaise

## MINUTES OF SCHOOLS FORUM MEETING - TUESDAY, 20 JUNE 2017

with individual school settings in order to help improve their individual breakfast or school meal offer.

### **The Forum agreed:**

To send out information on current school offerings in terms of free school breakfast provision with a view to improving service levels.

## **6 MONITORING OF BLACKPOOL CHILDREN'S CENTRES**

Ms McCartan, Service Manager Children's Centres, provided an overview of Blackpool Children's Centre performance in 2016/2017.

The Forum noted that Blackpool Children's Centres continued to deliver services to families across all thresholds - Universal, Early Help and Statutory. Examples of the work done by the centres were provided. Those included; hosting weekly universal well baby clinics, undertaking Early Help assessments, providing low level family support and facilitating group contact. Ms McCartan advised that all centres strived to continue providing vital services to those most in need, but acknowledged that to do so without additional funding would be a real challenge in the future.

Various figures were provided to demonstrate the important transformational effect the children's centres were having. The result had been an increase in the number of children accessing various services and consequently progress against over 93% of set outcomes had been achieved. Key successes for 2016/2017 were noted. It was reported that all Children's Centres had achieved the ICAN Good Practice Validation and parents had shaped service delivery. Various centre's had also played an active role in the Syrian Resettlement Programme. In addition, Children's Centre practitioners had renewed their Baby Friendly (Breastfeeding) training and undertaken Perinatal and Infant Mental Health training. Underpinning the operational element, a system of robust Quality Assurance was in place that included monthly case file audits, Safeguarding Supervision, Activity Observations and Activity Evaluations and Service User feedback.

Ms McCartan informed the Forum that prior to the Ofsted pause, a total of 89% of Blackpool Children's Centres had been graded as 'Outstanding' or 'Good' as compared to 67% in the North West and 66% in England (as of 31 August 2015). One Children's Centre in Blackpool was graded as 'Requires Improvement', which equated to 11% locally, compared to 32% in the North West and 33% in England. In addition, it was noted that currently there were no 'Inadequate' graded settings in Blackpool compared to a 2% average in England.

### **The Forum agreed:**

To continue to provide financial support to Blackpool Children's Centres through a Contribution to Combined Budgets of £1 million p.a., subject to the evolving situation regarding the implementation of a National Schools Funding Formula.

## MINUTES OF SCHOOLS FORUM MEETING - TUESDAY, 20 JUNE 2017

### 7 DEDICATED SCHOOLS GRANT YEAR END BUDGET MONITORING 2016/2017

Mrs Wood presented the budget position of the Dedicated Schools Grant for the 2016/2017 Financial Year and the amount of DSG reserves as at 31 March 2017 along with details of future commitments.

The Forum noted that in terms of costs, by far the most significant overspend at year end had been within the High Needs Block, specifically, Out of Borough Placements which had resulted in an overspend of £291,000. Despite underspends in certain areas, most notably a £111,000 speech and language underspend, overall an in-year deficit of £191,752 along with a planned use of reserves of 192,000 had placed additional pressures on the Dedicated School Grant Reserves.

The Forum noted the report.

### 8 SCHOOLS SAFEGUARDING ADVISOR DEVELOPMENT

Mrs Wood presented the report and outlined the central recommendation to approve the allocation of £5,280 from Dedicated Schools Grant reserves to allow the School Safeguarding Advisor (SSA) to undertake a Master of Science qualification in 'Safeguarding in an International Context' at the University of Central Lancashire (UCLAN) beginning in September 2017.

Members of the Forum questioned the relevance of the course in terms of benefits it would bring to Blackpool schools. Concerns were also expressed at the potential for other practitioners submitting applications for funding to undertake a course of study. Mrs Wood responded that the course would enhance the overall effectiveness of the School Safeguarding Advisor role and added that the contents of the course would involve research and study that could be undertaken within Blackpool, the results of which could add value and have a positive impact on outcomes for local children. In addition, the approval of the fees would not lead to other applications as the School Safeguarding Advisor post was the only such role funded by the Forum.

#### **The Forum agreed:**

1. To approve the allocation of £5,280 from Dedicated Schools Grant reserves to allow the School Safeguarding Advisor to undertake a Master of Science qualification in 'Safeguarding in an International Context' at the University of Central Lancashire (UCLAN) from September 2017.
2. For Mrs Wood and Mrs Whitehead to liaise with the Schools Safeguarding Advisor regarding the potential to conduct various course study elements within Blackpool to maximise the relevance and value to the Local Authority.
3. For the Schools Safeguarding Advisor to present a summary report at the end of each academic year of study detailing the work he has undertaken as part of the course.

## **9 NATIONAL ANALYSIS OF SCHOOLS FUNDING FORMULA**

Mr Sharples outlined the proposals to note the information provided in the analysis of Local Authority Schools Block Funding Formula Factors for 2017/2018 and to establish a working group to review options for the allocation of funding via the Blackpool Schools Funding Formula in 2018/2019, the National Funding Formula transitional year.

The Forum noted that a government guidance document entitled 'Schools Block Funding Formulae 2017 to 2018' provided an overview of the 2017/2018 formula factor values chosen by local authorities as at 9 March 2017. It also provided charts and a brief commentary on the range of unit funding amounts selected and the proportion of Schools Block funding distributed under each of the permitted factors.

As previously noted, no formal response to the consultation on National Schools Funding Formula had been published by Central Government, possibly as a result of delays due to the general election held on 8 June 2017.

In relation to the proposed Working Group, Mr Sharples advised that it was hoped this would be set up by September 2017. Mr Rendell, Ms Hirst and Mr Medcalf volunteered to join the Working Group.

### **The Forum agreed:**

1. To note the information provided in the analysis of Local Authority Schools Block Funding Formula Factors for 2017/2018.
2. To establish a working group to review options for the allocation of funding via the Blackpool Schools Funding Formula in 2018/2019, the National Funding Formula transitional year.

## **10 SPECIAL EDUCATIONAL NEEDS UPDATE**

Mr Thompson presented the report and detailed a number of proposals designed to improve Special Educational Needs Provision in Blackpool.

The Forum was informed that currently a significant number of Blackpool pupils who required special provision were transported to out of borough independent special schools at considerable cost, starting from £32,000 up to £50,000. There were currently 66 pupils in a variety of age ranges placed out of area. This often meant that pupils of primary and secondary age travelled for over 40-50 minutes to and from school. According to Mr Thompson, this was not an ideal situation for pupils who often displayed challenging behaviours and were often the most vulnerable members of society. The Local Authority had received approval from the Education and Skills Funding Agency (ESFA) and the Department for Education (DfE) to proceed with the Expression of Interest submitted for a Social Emotional and Mental Health (SEMH) Free School to be opened in Blackpool. Were the Special School to go ahead, Mr Thompson advised it had been estimated that the costs per pupil would be in the region of £18,000.

In terms of the review of high needs provision, members were advised that the DfE had given the Local Authority £57,000 to carry out a strategic review of high needs provision and the Council was seeking applications from interested organisations to carry out the review in respect of provision for Blackpool pupils. The review would consider the

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effectiveness and value for money of the full range of provision both locally and out of area. The deadline for applications was 20 June 2017 with a final report expected by September 2017.

Mr Thompson reported that Local authority SEND staff had met with Highfield and Marton schools to discuss the closure of the SERF provision in both schools from September 2018.

With reference to the SEND Service Review, Mr Thompson advised that an all options review of the Local Authority SEND team had started in November 2016. The review had so far looked at capacity within the team, and job roles and responsibilities covered by the service. Once draft proposals from the Commissioning team and the Director of Children's Services to change the structure and offer to schools from the SEND team had been agreed, the Forum would be updated on the implementation timescale of the new structure. It was anticipated the new structure would be delivered to staff in July 2017 with a view to implementation in September 2017. Whilst there was no cost savings target attached to the review, it was expected that approximately £75,000 would be saved through the reallocation of workloads and disestablishment of unfilled posts.

The Forum agreed with the concept of an approach to SEN that was whole school focused and not focused on individual pupils. That way, it was envisaged that teachers and support staff would be better able to deal with a wide range of complex SEN and become better qualified in the process.

Forum representatives welcomed a closer working relationship with the Local Authority designed to improve outcomes, add value to existing provision and meet the unmet needs of many children across Blackpool.

### **The Forum agreed:**

1. To note the approval of the local authority's Expression of Interest for a new special free school.
2. To note the Local Authority's plans for a review of high needs provision.
3. To note the Local Authority's plans to close the SERF facilities at Marton and Highfield.
4. To consider the SEND review in detail and be made aware of future developments.

### **11 INCLUSION**

Mrs Wood reported that a bid had been formulated to try to obtain funding from the government's new Strategic School Improvement Grant, specifically to improve Inclusion. Initially eight schools had been identified for additional support. If successful, it was hoped that this could be expanded so that the initial application, if approved, would act as a pilot project or precursor to something larger.

The concept of improving inclusion was agreed as a priority for the Forum and any measures designed to increase transparency and provide clarity were welcomed. Mrs Wood advised that the recently introduced secondary in-year fair access panel meetings had been well attended by Headteachers and had already been successful in aiding inclusion. It was hoped that work undertaken on managed moves and transfer protocols for first day of term would yield similarly positive results.



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The Forum noted the update.

### **12 EARLY YEARS COMMISSIONING REVIEW**

Mr Kim Wood, Commissioning Manager, reported that the outcome of the Early Years Commissioning Review consultation had not yet been published due to the general election held on 8 June 2017. However, it was noted that proposals were under consideration that would achieve the required level of cost reductions without the need for any compulsory redundancies.

The Forum noted the update.

### **13 ACADEMY UPDATE**

Mrs Amanda Whitehead, Head of Schools, Standards and Effectiveness, provided a verbal update to the Forum.

She reported that there had not been any major structural changes to announce. The Forum noted that Moor Park Primary School had indefinitely deferred its decision to join the Mulberry Multi Academy Trust (MAT), but that Stanley Primary School was on track to join the MAT in September 2017. Also announced was the decision of Claremont school to become Westminster Primary Academy as of 1 September 2017.

The Forum noted the update.

### **14 LOCAL AUTHORITY UPDATE**

In terms of Local Authority updates, it was reported that Ms Diane Booth had assumed the role of Director of Children's Services.

The Forum was advised that a number of Ofsted inspections had occurred since the last meeting with KinCraig, Christ the King, St Marys and The Pupil Referral Unit all retaining 'good' ratings, and Boundary being upgraded from 'requires improvement' to 'good'. Mrs Whitehead added that following changes to the Ofsted ratings criteria, it had become more difficult to be awarded 'good' or 'outstanding' status. It was also reported that St. Nicholas Primary school had achieved 'Teaching School Status'.

Following a 3 March 2017 Ofsted HMI meeting in Piccadilly, Manchester, it was agreed that an annual meeting be held with senior education figures from the Local Authority to discuss Education, Early Years, Further Education and Skills and Social Care provision across Blackpool.

Mrs Whitehead advised that through the School Improvement Board and its various Sub-Groups, discussions were ongoing on how schools could take a more active role in measures designed to improve inclusion and access. Alongside this, Ms Sally Shaw, Head of the Corporate Delivery Unit, would be devising a communications strategy for the Board.

The Forum noted the update.

## MINUTES OF SCHOOLS FORUM MEETING - TUESDAY, 20 JUNE 2017

### 15 DATE OF NEXT MEETING

Members noted that the date of the next meeting would be Tuesday 10 October 2017.

### Chairman

(The meeting ended at 12.00 pm)

Any queries regarding these minutes, please contact:

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<b>Report to:</b>	<b>SCHOOLS FORUM</b>
<b>Relevant Officer:</b>	Paul Sharples, School Funding and PFI Manager
<b>Date of Meeting:</b>	10 October 2017

## REVIEW OF SCHOOLS FORUM MEMBERSHIP AND CONSTITUTION

### 1.0 Purpose of the report:

- 1.1 The Schools Forum Constitution requires a review of membership at the first meeting of each academic year. The review should take into account the proportion of primary, secondary and academy representatives in order to ensure that the proportions remain representative of pupil numbers in each phase.
- 1.2 The Constitution has been reviewed for compliance with the Schools Forum Regulations (England) 2015, which have been amended through the Schools and Early Years Finance (England) Regulations 2017.

### 2.0 Recommendation(s):

- 2.1 To agree to the balance of representatives between primary, secondary and academy mainstream schools.
- 2.2 To agree to the continuation of arrangements in relation to provisions in the Constitution in respect of numbers of representatives from any federation, multi-academy trust or academy sponsor.

### 3.0 Background Information

- 3.1 Eleven of the Forum's 17 members represent primary, secondary and academy schools.
- 3.2 During the academic year 2017/2018, Mereside Primary School converted to academy status. This was closely followed by Claremont Primary School converting to Westminster Primary Academy on 1 September 2017. The distribution of the 11 mainstream primary, secondary and academy places therefore needs to be re-calculated. The table overleaf details the number and percentage of pupils in these categories at September 2016 and September 2017, and proposes an allocation of the available 11 Forum places:

	September 2016			September 2017		
	Pupil nos	%	Members	Pupil nos	%	Members
Primary heads	5,334	29%	2	4,683	26%	2
Primary governor			1			1
Secondary head	0	0%	0	0	0%	0
Academy	13,012	71%	8	13,448	74%	8
<b>Total</b>	<b>18,346</b>		<b>11</b>	<b>18,131</b>		<b>11</b>

- 3.3 In October 2014, Schools Forum agreed to relax constraints on federations, multi-academy trusts and academy sponsors. The constitution now contains provisions to allow federations, multi-academy trusts or academy sponsors representing three or more schools in Blackpool to nominate up to two members of Forum. It is proposed that these provisions are retained.
- 3.4 The proposed Constitution is attached at Appendix 3(a). In accordance with the terms of the Constitutions, Executive approval of the revisions to the Constitution will be sought from the Council's Lead Member for Children's Services. Any revised membership will become effective from the next meeting of Schools Forum on 16 January 2018.

**List of Appendices:**

Appendix 4(a) – Draft Blackpool Schools Forum Constitution and Terms of Reference

**BLACKPOOL SCHOOLS FORUM**  
**CONSTITUTION AND TERMS OF REFERENCE**

**Title**

The Blackpool Schools Forum is established in accordance with the Schools Forums (England) Regulations 2012.

**Membership**

The Blackpool Schools Forum shall have 17 members as follows:

- 2 Primary School Headteachers or Senior Management Team Members
- 1 Primary School Governor
- 0 Secondary School Headteacher or Senior Management Team Member
- 8 Academy School Headteachers or Senior Management Team Members
- 1 Special School Headteacher or Senior Management Team Member
- 1 Academy Special School Headteacher or Senior Management Team Member
- 1 Pupil Referral Unit Headteacher or Senior Management Team Member
- 3 Non Schools nominated members.

The proportion of Primary, Secondary and Academy representatives will be reviewed at the first meeting of the academic year to ensure that the proportions remain representative of pupil numbers in each phase.

Each school, academy, federation, multi-academy trust or academy sponsor may nominate either one Headteacher (or Senior Management Team Member) or one Governor but not both. Federations, multi-academy trust and academy sponsor representing three or more schools in Blackpool may nominate up to two representatives.

The term of office for each representative shall be for three years and each member may hold more than one term of office subject to being re-selected in the appropriate manner.

Where a member ceases to hold the office by virtue of which he became eligible for appointment (e.g. head or governor of a specific phase or school category) an election shall take place where the remaining term of office exceeds one year. For vacant appointments of less than one year remaining the Schools Forum will have the right to co-opt a suitable person fulfilling the requirements of the vacated position.

Members may nominate an appropriate substitute from the group they represent, to attend the Forum on their behalf subject to notification in advance, to the Clerk.

**Election of School Representatives**

The 14 places held for school and Academy members shall be elected for a three-year term.

The groups may determine their own procedures for nomination which will usually include elections.

Normally the election shall be organised by officers of the Children's Services Authority (CSA). Nominations will be sought from all schools.

Nominees must provide details of the category to be applied for and agree to the nomination. The CSA will give two term-time weeks' notice of the nomination process and closing date.

The CSA will issue voting papers not later than 10 working days from the closure date for the receipt of nominations and allow a further 10 working days for the closing date of voting.

Each school will be able to vote for the total number of vacant places within the category of their school, e.g. primary school Headteachers may vote for up to three Primary Headteachers and Primary Governing Bodies for one Primary Governor.

Each Governing Body will make its own decision on the method by which it exercises its voting rights.

All schools will be notified of the results of the elections within 7 working days of the close of the election.

Where a group fails to make a nomination within two months of the vacancy arising, the remaining representatives in the relevant group may nominate a representative to be appointed to fill the vacancy. Where there are no remaining representatives of the relevant group the remaining schools members may nominate the representative to fill the vacancy.

### **Appointment of non-schools members**

Nominations will be sought by the CSA from relevant bodies. For this purpose, relevant bodies are as follows:-

- (1) Private, Voluntary and Independent (PVI) Early Years providers
- (2) Trade union
- (3) Post-16 providers

The non-schools members on the Forum shall comprise one representative of each of the above bodies. Where more than one relevant association exists, the arrangements for the selection of a single representative shall be at the discretion of the CSA. The CSA may appoint to any of the 3 non-school members positions in the event that there are no nominations received.

Eligibility for non-school membership of the Forum shall not include Council officers or elected members.

The Secretary of State may determine that a relevant body should not be represented following complaint to him/herself by any person.

The CSA shall notify all schools of any appointments of non-schools members within one month of the appointment.

### **Meetings and Proceeding**

Meetings of the Schools Forum shall be held in public at least four times a year. Schools Forum papers, minutes and decisions will be published promptly on the Council's website.

The Forum shall be quorate if at least 40% of the total membership is present.

The Forum will elect a Chairman and Vice Chairman annually by a simple majority of votes cast. The Chairman may not be an elected member of Council officer.

Voting will take place by a simple majority votes of members present indicated by a show of hands.

In the event of an equality of votes cast on any matter, the Chairman shall have a second or casting vote.

Only schools members, Academy members, and the private, voluntary and independent sector member may vote on the funding formulae. Votes on de-delegation of permitted items will be restricted to maintained school members of the phase or phases affected.

Local authority attendees may only participate in meetings if they are the relevant Lead Member for Children's Services or Resources (or their representative), the Director of Children's Services (or their representative), the Chief Finance Officer (or their representative), or are providing specific financial or technical advice (including presenting a paper to the Forum).

Changes to the Constitution and Terms of Reference may be made by the Executive, only after consultation with the Schools Forum.

The CSA has responsibility to update the Schools Forum Constitution and working practices in line with changes in legislation

The Education Funding Agency may attend meetings of the Forum and may participate in discussions.

### **Functions**

The Forum must be consulted by the CSA on matters relating to:

- a) any changes, and the financial effect of changes, in the formula used to allocate school budget shares and this consultation will allow sufficient time to take account of any views expressed to be incorporated into the school budget shares before the beginning of the financial year.
- b) contracts which are paid or may be paid out of the schools budget where the estimated value is greater than £150,000 p.a.

The CSA shall consult the Forum **annually** in respect of the authority's functions relating to the schools budget, in connection with the following:

- (a) the arrangements to be made for the education of pupils with special educational needs;
- (b) arrangements for the use of pupil referral units and the education of children otherwise than at school;
- (c) arrangements for early years education;
- (d) prospective revisions to the relevant authority's scheme for the financing of schools; and
- (e) administrative arrangements for the allocation of central government grants paid to schools via the relevant authority.

The CSA will consult the Forum on matters concerning the allocation of the Dedicated Schools Grant. Regulations stipulate that Schools Forums will not have any powers to initiate proposals.

### **Accountability to Schools and Others**

The Forum shall, as soon as reasonably possible, inform the governing bodies of all schools of all consultation carried out.

The Forum shall provide copies of minutes of its meetings to the Council's Cabinet Member for Children's Services and the Education Funding Agency.

**Expenses of the Forum**

All expenses of the Forum will be charged to the Schools Budget (as defined by the Local Government Funding blocks).

Members of the Forum shall be entitled to reimbursement of all reasonable expenses in connection with attendance at meetings, in accordance with the rates set out in the Council's Members' Allowance Scheme.

Constitution/Schools Forum – October 2017



<b>Report to:</b>	<b>SCHOOLS FORUM</b>
<b>Relevant Officer:</b>	Mark Golden, Finance Manager
<b>Date of Meeting:</b>	10 October 2017

## **DEDICATED SCHOOL GRANT BUDGET MONITORING 2017/2018**

### **1.0 Purpose of the report:**

- 1.1 To report the budget position of the Dedicated Schools Grant for the 2017/2018 Financial Year - Appendix 6(a).
- 1.2 To report the amount of Dedicated Schools Grant reserves as at 31 August 2017 along with details of future commitments – Appendix 6(b).

### **2.0 Recommendation(s):**

- 2.1 To note the 2017/2018 budget position and resulting impact on the DSG reserve.
- 2.2 To note the details of the DSG reserve.
- 2.3 Each year initial allocations for early years funding are announced in July. This is based on the number of eligible children participating in early education as recorded in the early years census and school census from the preceding January. Allocations are then updated in the following July, some four months after the year end. This is calculated on 5/12ths of the January census prior to the financial year participation numbers (to cover the April 2016 to August 2016 period) and 7/12ths of the January during the financial year participation numbers (to cover the September 2016 to March 2017 period).
- 2.4 Therefore, for the financial year April 2016 to March 2017 the allocations were as follows:
  - July 2016 – Initial allocation announced based on January 2016 census data;
  - July 2017 – Final allocations announced based on 5/12ths of January 2016, plus 7/12ths of January 2017 data.
- 2.5 Therefore, in order to match funding to the year in which the expenditure occurs, we include accrual for the final allocation figures at the year end. However, in 2016/17 an error in the report calculating the full time participation numbers from the part time equivalent data within the census, resulted in an over estimation of funding due for that year. This has resulted in an early years adjustment to 2016/17 funding of

£388,358.

2.6 List of Acronyms:

DSG	-	Dedicated Schools Grant
EFA	-	Education Funding Agency
HNB	-	High Needs Block
SSA	-	Special Support Assistant

**3.0 List of Appendices:**

3.1 Appendix 6(a) - Dedicated Schools Grant 2017/2018 Budget Monitoring Report to 31 August 2017.

Appendix 6(b) - DSG Reserves as at 31 August 2017.

## Appendix 6 (a) - Dedicated Schools Grant 2017/2018 Budget Monitoring Report to 31 August 2017

Service	2017/18						Comments
	Budget	In Year Adj.	Recoupment	Adjusted Budget	Forecast	Variance	
	£000s	£000s	£000s	£000s	Outturn	£000s	
<b>Schools Block</b>							
Local School Budget							
- Delegated	77,748	0	(58,782)	18,966	18,966	0	
- Third Party & Public Liability Insurance (de-delegated)	279	0	0	279	279	0	
- Union Duties (de-delegated)	20	0	0	20	20	0	
- Free School Meals Eligibility Checks (de-delegated)	13	0	0	13	13	0	
- Education Functions (retained)	95	0	0	95	95	0	
Pupil Growth Contingency	71	0	146	217	217	0	
Servicing of Schools Forum	15	0	0	15	15	0	
Licences & Subscriptions	80	0	0	80	80	0	
School Admissions	140	0	0	140	140	0	
Contribution to Combined Budgets - Children's Centres	1,000	0	0	1,000	1,000	0	
Former ESG Retained Duties							
- Education Welfare	204	0	0	204	204	0	
- Asset Management	57	0	0	57	57	0	
- Statutory / Regulatory Duties	77	0	0	77	77	0	
<b>Total Schools Block</b>	<b>79,798</b>	<b>0</b>	<b>(58,636)</b>	<b>21,162</b>	<b>21,162</b>	<b>0</b>	
<b>High Needs Block</b>							
<b>Special Schools</b>							
Place Funding	3,880	0	(2,340)	1,540	1,540	0	
Top-up Funding	2,151	0	0	2,151	2,151	0	
<b>SERFs</b>							
Place Funding	500	0	(302)	198	198	0	
Top-up Funding	280	0	0	280	280	0	
Transport	120	0	0	120	120	0	
<b>Pupil Referral Units</b>							
Place Funding	2,580	0	0	2,580	2,580	0	
Top-up Funding	1,436	0	0	1,436	1,433	(3)	
<b>Mainstream Schools</b>							
Top-up Funding	777	(21)	(0)	756	764	7	Ad-hoc support payments through SARP in Summer Term
Exceptional Circumstances Funding	57	0	0	57	57	0	
Post-16 Education	1,725	0	(694)	1,031	1,026	(6)	Vacancy savings
Out of Borough	3,225	0	0	3,225	3,668	443	New placements
Specialist Advisory and Referral Service (SARS)	1,070	21	(0)	1,091	1,091	0	
Access and Inclusion	267	0	0	267	261	(6)	Vacancy savings
Other High Needs Central Services (Management, Central Support Costs, Admin Support, Pension Top-slice)	772	0	0	772	772	0	
<b>Total High Needs Block</b>	<b>18,840</b>	<b>0</b>	<b>(3,336)</b>	<b>15,505</b>	<b>15,941</b>	<b>436</b>	
<b>Early Years Block</b>							
2 Year Old Grants	1,717	0	(68)	1,649	2,032	383	Funding will be adjusted by DfE based on participation
Early Years Pupil Premium	113	0	(16)	98	108	10	Funding will be adjusted by DfE based on participation
3 & 4 Year Old Grants	5,648	0	(494)	5,154	5,154	0	Funding will be adjusted by DfE based on participation
Early Years Inclusion Fund	25	0	0	25	25	0	
Disability Access Fund	37	0	0	37	37	0	
Early Years Central Services	496	0	0	496	488	(8)	Speech and Language
<b>Total Early Years Block</b>	<b>8,036</b>	<b>0</b>	<b>(578)</b>	<b>7,458</b>	<b>7,844</b>	<b>386</b>	
<b>Total Expenditure</b>	<b>106,674</b>	<b>0</b>	<b>(62,550)</b>	<b>44,124</b>	<b>44,946</b>	<b>822</b>	
<b>Dedicated Schools Grant Income</b>	<b>(106,501)</b>	<b>0</b>	<b>62,860</b>	<b>(43,640)</b>	<b>(44,034)</b>	<b>(394)</b>	Estimated adjustments for Early Years participation
Post-16 funding from the EFA	0	0	(310)	(310)	(310)	0	
One off use of Reserves as approved at March 16 Forum	(174)	0	0	(174)	(174)	0	
<b>Total Income</b>	<b>(106,674)</b>	<b>0</b>	<b>62,550</b>	<b>(44,124)</b>	<b>(44,518)</b>	<b>(394)</b>	
<b>In year (under)/over spend</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>428</b>	<b>428</b>	

**Appendix 6 (b) - Dedicated Schools Grant Reserves as at 31 August 2017**

Description	Brought Forward 01/04/17	Expenditure/ (Income) to 31/08/17	Carried Forward 01/09/17	Comments
Uncommitted DSG Reserve	1,000,615	388,358	612,257	2016-17 Early Years Adjustment £174k planned, £428k unplanned
2017-18 DSG in year deficit	0	602,000	(602,000)	
Equal Pay Earmarked Reserve	33,144	0	33,144	Funding until 31st March 2018 - Need to build into DSG budget from FY18-19
Rates Holding Account	48,551	0	48,551	
SSA Voluntary Redundancy Reserve	50,000	0	50,000	
Schools Safeguarding Post	81,373	31,705	49,668	
Pension Strain Reserve	25,000	0	25,000	
Insurance Holding Account	100,000	0	100,000	
	1,338,683	1,022,063	316,619	

<b>Report to:</b>	<b>SCHOOLS FORUM</b>
<b>Relevant Officer:</b>	Paul Sharples, School Funding and PFI Manager
<b>Date of Meeting:</b>	10 October 2017

## SCHOOLS NATIONAL FUNDING FORMULA UPDATE

### 1.0 Purpose of the report:

- 1.1 To update Schools Forum on the outcome of the second stage of the consultation by the Department for Education (DfE) regarding the introduction of a national schools funding formula and the implications for Blackpool.

### 2.0 Recommendation(s):

- 2.1 To note the details of the Government's response to the second stage consultation for a national schools funding formula as contained in the Department for Education's Analysis of and response to the schools national funding formula consultation, to be read in conjunction with the national funding formula for schools and high needs policy document.

### 3.0 Background Information

- 3.1 In March 2016, the Department for Education (DfE) launched a consultation on its proposals for a national funding formula for schools. This was the first stage of a two-stage consultation, which ran for six weeks and closed on 17 April 2016. Details of the proposals were shared with Schools Forum at its meeting in March 2016, and Blackpool Council subsequently submitted a response to the questions posed.
- 3.2 The stage one document included a proposal to introduce a "hard" national formula in 2019/2020, with a "soft" formula being in place for the two intervening years of 2017/2018 and 2018/2019. A "hard" formula would see each school's budget determined by central government, whereas a "soft" formula would redistribute funding at local authority level using the national formula, with a local formula then allocating school-level budgets within the available funding envelope. Following the appointment of a new Secretary of State for Education, an announcement was made in July 2016 that the "soft" formula would not be implemented in 2017/2018, but would be pushed back to 2018/2019.
- 3.3 The second stage of the consultation was published on 14 December 2016, and ran for 14 weeks until 22 March 2017. Details of the proposals were shared with Schools Forum at its meeting in March 2017, and Blackpool Council subsequently submitted a

response to the questions posed.

- 3.4 In September 2017 the Government issued their Analysis and Response to the schools national funding formula consultation. Additional funding for schools and high needs was announced by the Secretary of State in July 2017. This means that funding floors have been raised so that funding will allow for an increase for schools of at least 0.5% per pupil. The principles of the final national formula remain broadly the same as described in the second stage of the consultation, with the notable exception of the introduction of a minimum per-pupil funding level of £4,600 for each secondary school pupil and £3,300 per Primary Pupil, at local authority level for 2018/2019. This will rise to £4,800 and £3,500 respectively in 2019/2020. The building blocks of the proposed formula are therefore as per the following table:

A	Basic per pupil funding	Age-weighted pupil unit		Minimum per pupil level			
		Deprivation	Low prior attainment	English as an additional language	Mobility		
B	Additional needs funding	Lump sum	Sparsity	Premises			Growth
				Rates	PFI	Split sites	
C	School-led funding						
D	Geographic funding	Area Cost Adjustment					

- 3.5 Funding for 2018/19 and 2019/20 will be allocated using the national funding formula, but aggregated at local authority level. Local areas will then have the ability to re-distribute funding between their schools using a local formula (the “soft” formula). The “hard” formula will come into effect in a future year. This will allow the ability to smooth the impact of the introduction of the formula over the intervening years.
- 3.6 The DfE has not yet finalised how the factors in italics in the above table will be calculated in a “hard” national formula (mobility, business rates, PFI factor, split sites, exceptional premises circumstances, and pupil growth). Funding is to be allocated to local authorities in 2018/2019 and 2019/2020 on the basis of historic spend, with a view to further consultation with stakeholders on an improved methodology for funding these elements in the future.
- 3.7 The national funding formula for schools and high needs policy document sets out the following comparison with the December 2016 proposals and the changes made in their final national funding formula:

- a. Age-weighted pupil units are £35 higher for primary pupils, £66 higher for key stage 3 pupils and £74 higher for key stage 4 pupils;
- b. There will be a minimum per-pupil funding level of £4,800 for secondary schools and £3,500 for primary schools in 2019/2020 with transitional levels of £4,600 and £3,300 in 2018/2019. These levels are not subject to the gains cap;
- c. All schools will be allocated an increase of at least 0.5% per pupil in 2018/2019, and at least 1% per pupil by 2019/2020, compared to their baselines. This replaces the minus 3% per pupil floor originally proposed;
- d. IDACI band C has been slightly increased so that it provides a higher funding rate than band D, with increases of £30 per eligible primary pupil and £45 per eligible secondary pupil;
- e. The area cost adjustment has been updated to take account of more recent data; and
- f. The gains cap has been raised to 3% in 2019/2020.

3.8 As referred to in paragraph 3.6, the Department for Education (DfE) has not yet determined how some of the school-led factors will be calculated in a national formula beyond 2019/2020, and will continue to work with stakeholders and experts in the sector to improve the method of funding. Unit values for the national formula have been confirmed, and these are set out in the following table, alongside Blackpool's current values for 2017/2018.

Factor		Per-pupil/school funding under final national funding formula from 2018/19		Per-pupil/school funding under Blackpool formula 2017/18			
		Primary	Secondary	Primary	Secondary		
Basic per-pupil funding (£ per pupil)		2,747	KS3	3,863	2,800	KS3	4,024
			KS4	4,386		KS4	4,485
Deprivation (£ per pupil)	Ever6 FSM	540	785		Not used		
	Current FSM	440	440		1,163		
	IDACI A	575	810		600		
	IDACI B	420	600		400		
	IDACI C	390	560		200		
	IDACI D	360	515		100		
	IDACI E	240	390		50		
	IDACI F	200	290		25		
Low prior attainment (£ per pupil)		1050	1550		555	775	
English as an additional language (£ per pupil)		515	1385		600		
Mobility (£ per pupil over threshold)		Allocated to LAs on basis of historic spend		755			
Lump sum (£ per school)		110,000		150,000			
Sparsity (£ per school)		0-25k	0 - 65k		Not used		
Premises	Rates	Historic spend		Specific to each school			
	PFI	Historic spend + RPIX		Specific to relevant school			
	Split sites	Historic spend		Not used			
	Exceptional circs	Historic spend		Not used			
Area cost adjustment		Multiplier applied to certain		N/A			
Explicit spend on growth		Allocated to LAs on basis of historic spend		Separate fund set aside in Schools Block			

3.9 In addition, the Department for Education (DfE) has also confirmed that they shall target support for looked-after children and children who were previously looked-after through the pupil premium plus, rather than include a looked-after children factor in the national funding formula. Therefore the total amount spent through the looked-after children (LAC) factor in local formulae in 2017/2018 shall be transferred from the DSG to the pupil premium plus budget. As a result of this transfer, the 2018-2019 pupil premium plus rate will increase from £1,900 per pupil to £2,300. This will result in an estimated £150,000 of additional funding for Blackpool pupils on



top of the national funding formula.

- 3.10 The DfE has published illustrations of the levels of funding, at individual school and local authority level, that might be generated by the national funding formula. It should be noted that these are not levels of funding that schools will receive; rather an illustration of what schools' allocations would have been using the 2017/2018 pupil and school characteristics and the national funding formula unit funding levels. Under the illustrative budgets published, Blackpool schools would stand to gain by 5.8 per cent if the schools formula was fully implemented, with provisional gains of 2.5 per cent in 2018/2019 after caps and floors have been calculated. Final allocations will be published in December to take into account pupil numbers from the October schools census. The actual amounts receivable under the national formula will be affected by the pupil and school characteristics derived from the October 2017 census.
- 3.11 The illustrations show that Blackpool schools as a whole see an overall increase compared to 2017/2018 levels of funding, with all schools gaining, most schools reaching the 3% cap in 2018/2019 under the formula. Only ten schools would not reach this level, with eight of those due to receive the 0.5% floor protection. Of these, six are already receiving protection in Blackpool's formula through the minimum funding guarantee. The rest are small schools with relatively low levels of deprivation, which therefore do not have the reduction in the lump sum compensated by the increases in the additional needs factors.
- 3.12 The policy document introduces a new flexibility for local authorities to set a minimum funding guarantee to protect annual losses at between 0% and minus 1.5% per pupil. However, this will limit local authorities' ability to passport the 0.5% increase through to those schools at the floor. This point has been raised with the Education and Skills Funding Agency and we are awaiting a response. In addition to this flexibility, the Department for Education (DfE) have also confirmed that, with the agreement of schools forum, there can be a transfer from the schools block DSG to another block, such as high needs block, up to a maximum of 0.5% of total schools block allocation. For Blackpool, this equates to approximately £400,000.
- 3.13 The government has also decided to implement its proposals on the establishment of a new **central school services block**. This will be formed from two different government funding streams: the schools block funding that is currently held centrally by local authorities (for functions such as School Admissions and servicing of the Schools Forum), and the retained duties element of the Education Services Grant which now form part of dedicated schools grant (for functions such as planning for the education service as a whole and asset management).
- 3.14 The majority of the funding for the central school services block will be allocated by a per-pupil rate. Ten per cent of the total funding will be allocated via a deprivation

factor, in recognition of the importance of particular central services, such as education welfare, in areas with high levels of socio-economic deprivation. Blackpool's provisional allocation gives a weighted per pupil amount of £33.02. At this rates, Blackpool stands to gain by 5.8 per cent compared to current levels of spend, although this will be capped at 2.5 per cent under the proposals.

- 3.15 On top of the funding for these ongoing responsibilities, the DfE has also committed to continuing to fund **historic commitments**, subject to specific criteria being met. The announcement confirms that funding for Blackpool's £1 million contribution to school-based children's centres will be honoured. The Education and Skills Funding Agency will monitor historic spend year-on-year and will challenge local authorities where spend is not reducing as expected. No indication has been given, however, as to how quickly or over what period of time the costs should be unwound.

3.16 **Timetable for Next Steps**

- **October 2017** - Workshops will be arranged consisting of representatives from Schools Forum to consider options for a local formula;
- **November 2017** – The local authority will run a consultation on the preferred option(s);
- **December 2017** – The DfE will publish the updated Authority Proforma Tool (APT) updated with the latest pupil data from October 2017 census;
- **January 2018** – Proposals on school formula for 2018/2019 presented to schools forum;
- **February 2018** – Budget will be issued to schools for 2018/2019.

**List of acronyms:**

DfE – Department for Education

PFI – Private Finance Initiative

APT – Authority Proforma Tool

**List of appendices:**

<b>Report to:</b>	<b>SCHOOLS FORUM</b>
<b>Relevant Officer:</b>	Hilary Wood, Head of Business Support and Resources
<b>Date of Meeting:</b>	10 October 2017

## HIGH NEEDS UPDATE

### 1.0 Purpose of the report:

- 1.1 To update Schools Forum on a number of matters of interest in relation to High Needs funding and provision.

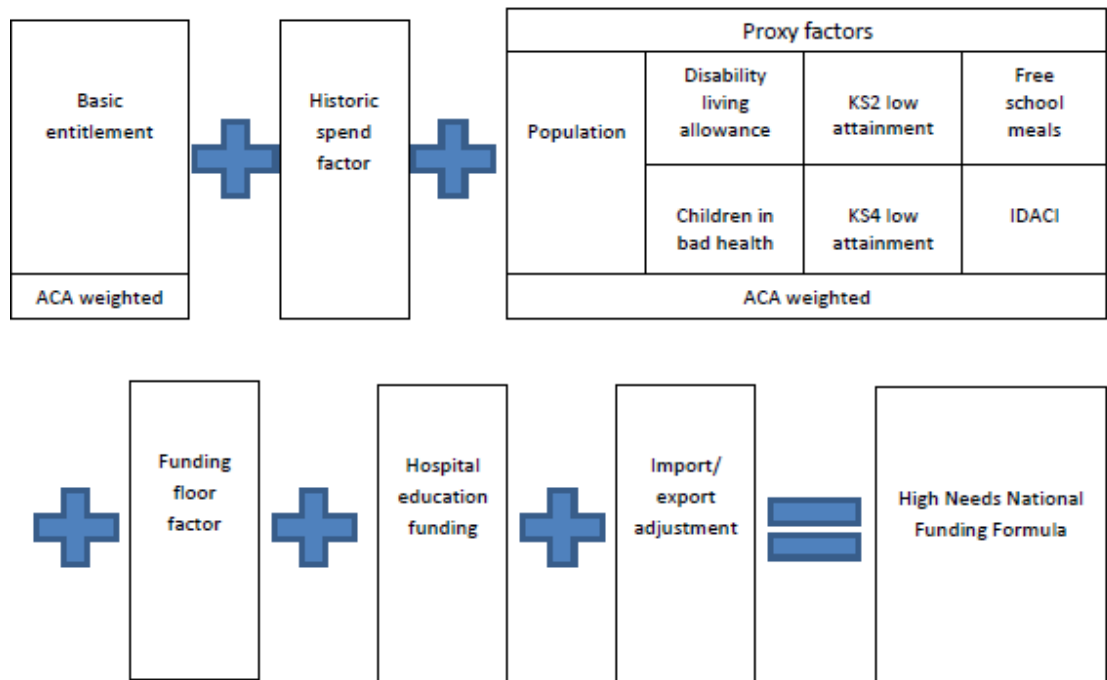
### 2.0 Recommendation(s):

- 2.1 To note the content of the report.

### 3.0 Background Information

#### High needs national funding formula

- 3.1 In September 2017, the Department for Education (DfE) published the outcome of the second stage of its consultation on a national formula for High Needs funding. At the same time, it announced the provisional allocations for 2018/2019 High Needs Block funding for local authorities.
- 3.2 The final policy document is fundamentally unchanged from the Stage 2 consultation proposals in the calculation of the national formula. However, an injection of additional funding at national level has allowed the DfE to provide more protection to those authorities at the funding floor. All local authorities will now receive a minimum of 0.5 per cent in 2018/2019 and 1 per cent in 2019/2020 against 2017/2018 baselines. This compares to a zero per cent floor protection proposed in the consultation. Those authorities due to receive increased funding will be capped at 3 per cent in 2018/2019 and at a total of 6 per cent by 2019/2020.
- 3.3 The national formula will be calculated using the factors as set out in the table overleaf:



3.4 Blackpool will see a £278,000 increase in funding next year against the 2017/2018 baseline, which equates to 1.4 per cent. This compares to no increase in the Stage 2 proposals. The increase has been calculated as follows:

	£'000
Basic entitlement (£4,000 per pupil/student in special school and special post-16 institutions) – <i>provisional</i>	1,728
Historic spend (50% of 2017/18 adjusted baseline)	7,682
Proxy factors	7,944
Hospital education (increased by 0.5% against 2017/18 baseline)	1,137
Import/export adjustment (£6,000 per pupil for other LA pupils in Blackpool schools/colleges, net of Blackpool pupils in other LA schools/colleges) – <i>provisional</i>	354
<b>Total provisional funding for 2018/19</b>	<b>18,846</b>
2017/2018 adjusted baseline	18,578
Increase	278

3.5 The allocations contain two provisional amounts:

- The basic entitlement will be updated to reflect more up-to-date pupil numbers from the October School Census.
- The import/export adjustment will be updated to reflect information from the

January 2018 School Census and college ILR returns. The data that drives the provisional adjustment is due to be released shortly, and will allow local authorities to understand how the amounts have been derived. It will be vital that Blackpool's schools and colleges accurately record those pupils/students for whom they are receiving top-up funding, as this will drive funding in the future.

- 3.6 The next steps for Blackpool will be to consider the planned allocation of the High Needs Block for 2018/2019 and beyond. An exercise is currently underway to produce a medium-term financial forecast for the High Needs Block, taking into account known changes, such as the decommissioning of the physical disabilities SERF units, estimates of demographic changes, and planned developments, such as the proposed new special free school. With the ring-fencing of the Schools Block and pressures on Early Years providers, the opportunities for High Needs provision to be subsidised from elsewhere are reducing, and it is essential that we reach a self-sustaining financial position in the near future.

#### ***SARP funding***

- 3.7 The Statutory Assessment Resource Panel (SARP) considers requests for equipment and ad hoc support for pupils with special educational needs and disabilities. In the past, funding has been awarded to pupils who do not yet have an Education Health and Care Plan (EHCP), to allow schools to fund support while a statutory assessment is carried out. A budget of £45,000 is available to the panel to meet the costs of ad hoc support.
- 3.8 However, in the local authority's opinion, the process was not operating effectively, and the "temporary" funding for pupils without an EHCP was too often persisting for too long, with a consequent overspend against the small budget each year.
- 3.9 A decision has therefore been communicated to schools that ad hoc funding for pupils without an Education Health and Care Plan (EHCP) will no longer be available via the Statutory Assessment Resource Panel (SARP) Panel. Instead, schools will be expected to fund short-term support from their Notional SEN Budget and progress requests for statutory assessments in a timelier manner.

#### ***Special free school***

- 3.10 As reported at the Schools Forum meeting in June 2017, the Department for Education has approved Blackpool's request to seek a proposer for a new 48-place free school in the town for pupils with Social, Emotional and Mental Health needs.
- 3.11 The site for the school has now been confirmed as Langdale Road. Applications are currently being invited from interested parties, and to date, a small number of

prospective sponsors have registered an interest. Full details are available on Blackpool Council's website at the following link:

<https://www.blackpool.gov.uk/Business/Working-with-the-council/Expression-of-interest-Free-school.aspx>.

- 3.12 The closing date for applications is 24 November 2017. A marketing day is planned for 20 October at Mereside Children's Centre, where prospective applicants will have an opportunity to find out more about Blackpool's requirements and visit the site. Following assessment of applications, it is anticipated that the successful sponsor will be announced by Easter 2018.

#### ***Review of High Needs Provision***

- 3.13 Following the outcome of a procurement exercise, a firm of external consultants, Premier Advisory Group, has been appointed to carry out a strategic review of high needs provision in Blackpool, funded by a Department for Education grant for this purpose.
- 3.14 The work of the consultants is now well underway, and the final report is due in December 2017. Many colleagues and stakeholders will already have been contacted by the consultants in order to share their views. There are many ways for interested parties to engage with the review, and anyone who wishes to take part should contact [ellie@premieradvisory.co.uk](mailto:ellie@premieradvisory.co.uk).

#### **List of acronyms:**

DfE – Department for Education

SARP – Statutory Assessment Resource Panel

EHCP – Education Health and Care Plan

SEN – Special Educational Needs

<b>Report to:</b>	<b>SCHOOLS FORUM</b>
<b>Relevant Officer:</b>	Hilary Wood, Head of Business Support and Resources
<b>Date of Meeting:</b>	10 October 2017

## INCLUSION UPDATE

### 1.0 Purpose of the report:

- 1.1 To highlight a number of areas of progress relating to inclusion. Schools Forum has previously raised concerns about the number of pupils in the Pupil Referral Unit, as well as those being educated at home.

### 2.0 Recommendation(s):

- 2.1 To note the content of this report.
- 2.2 To agree that the charging for permanently excluded pupils be pro rata on an academic year for primary academies, in line with the agreement already made by secondary academies.
- 2.3 To agree that the Illuminate funding be extended to cover new-to-area secondary pupils, as set out in paragraphs 3.12 to 3.19.

### 3.0 Background Information

- 3.1 The subject of inclusion in schools has been the focus of attention in recent months through Blackpool's School Improvement Board and its Inclusion and Support Sub-Group. The local authority is in the process of engaging with schools to develop an inclusion strategy that will help to drive the agenda going forwards. An application to Round 1 of the Department for Education's Strategic Schools Improvement Fund was unsuccessful, but further work is underway to consider further applications to support inclusion in future rounds of the Improvement Fund and/or for Opportunity Area funding.
- 3.2 There have been a number of areas of progress, some of which are outlined in this report.

#### **In-Year Fair Access (IYFA)**

- 3.3 A newly-formed secondary IYFA Panel has been meeting since April 2017, with the engagement of all of Blackpool's secondary academies. The Panel considers the

placement of challenging pupils, in accordance with guidance set out by the Department for Education, with a view to sharing these pupils fairly across schools.

- 3.4 Over the course of the summer term, the Panel considered 25 pupils, of which 15 were referred to mainstream schools. In the past, these pupils would have invariably been placed in Educational Diversity, but they are now being given an opportunity to succeed in mainstream education.
- 3.5 At its most recent meeting in September 2017, the Panel considered 4 pupils who were considered ready to be re-integrated into mainstream from Educational Diversity, and all have been allocated places. The pupils will typically remain dual registered with the Pupil Referral Unit for a period of 12 weeks and will receive support in order to maximise the opportunity for the placement to succeed.
- 3.6 Going forwards, the Panel will also be provided with information regarding managed moves between schools, pupils on the Elective Home Education Register and pupils on the Out of School Register awaiting a place at a Blackpool school. This will allow Panel members to have a full understanding of the challenges being faced by each of the schools. It will also reduce the number of meetings where admissions matters are considered, reducing the number of times that school leaders are asked to be out of school.
- 3.7 The IYFA process is used to a far lesser extent in the primary sector, but the protocol is currently under review and primary schools are being consulted on its content.

#### **Charging for exclusions**

- 3.8 The methodology for charging schools in the event of a permanent exclusion was agreed by Schools Forum in June 2015. The current rates are:

Primary - £5,118  
Key Stage 3 - £6,563  
Key Stage 4 - £7,023

- 3.9 These rates are pro rata for the remaining proportion of the year. The Finance Regulations covering charging only apply to maintained schools, and state that the calculation should be based on the proportion of the year remaining until the following March. The funding agreements of academies with the Education and Skills Funding Agency provide for charges to apply in the same way as for maintained schools. By the strict letter of the law, this means that charges are also pro rata until the following March. However, guidance recently issued by the Department for Education confirms that this can be amended to an academic year basis where there is local agreement with academies to do so. The head teachers of secondary academies have agreed at the IYFA Panel that this will apply from September 2017.



- 3.10 Schools Forum is asked to agree that the charging for permanently excluded pupils is also pro rata on an academic year basis for primary academies.
- 3.11 The regulations on charging for permanent excluded pupils also allow for funding to be allocated to mainstream schools using the same methodology when they admit a pupil who has previously been permanently excluded. Those schools who successfully re-integrate a pupil from Educational Diversity via the IYFA process will therefore now attract funding to support the pupil. The funding will be payable when the pupil moves permanently onto the school's roll, but back-dated to the start of the dual registration period where applicable.

### **Illuminate funding**

- 3.12 While the reintegration funding described above will provide an element of compensation for the costs incurred by schools in meeting the needs of challenging pupils, no such funding is currently available in respect of secondary pupils who arrive in Blackpool new to area.
- 3.13 Similar primary pupils receive a one-off allocation of £2,000 from the Illuminate budget; this is a pot of money that was set aside when the primary transience SERF provision at Thames ceased. The budget for Illuminate currently stands at £85,000 p.a., but only £24,000 was spent in 2016/2017, with only £10,000 allocated so far since April 2017.
- 3.14 It is therefore proposed that the budget is extended to new-to-area secondary pupils from the start of the 2017/2018 academic year, with one-off funding of £2,000 being allocated to schools. If the funding successfully supports pupils to settle into mainstream schools, savings will be realised by not having to pay top-up funding to Educational Diversity in respect of those pupils.
- 3.15 It is proposed that funding would be payable in respect of pupils who meet a minimum of two of the following criteria:
- 1) Where projections suggest there is likely to be very poor examination attainment (U's or 1 / 2s).
  - 2) A student without a full Education, Health and Care Plan who had been receiving additional support at a previous out-of-area mainstream school/academy.
  - 3) Previous attendance at 70 per cent or below (not including any non-attendance generated by in-house delays while an admission request is under consideration).
  - 4) A failed managed move at secondary level in another local authority area – and now resident in Blackpool.

- 5) Previous Elective Home Education of two terms or more (while resident within another local authority area).
- 6) Previous fixed-term exclusion record within key stage 4 of 15 days or more.
- 7) Previous and ongoing involvement of two or more recognised intervention/support agencies.

3.16 It is recommended that consideration of funding secondary pupils is applied to:

- New to area Year 11 students as a priority.
- New to area Year 10 students in exceptional circumstances.
- Key stage 4 returning from Education Diversity - where the student has not previously been on roll at any Blackpool secondary academy.
- Blackpool resident students only in all categories.

3.17 Illuminate funding will not be allocated in relation to the re-integration of permanently excluded students as this is covered within a separate funding stream. It is recommended that the funding is paid as soon as possible when (or soon after) the student is admitted. If the student fails to attend or is permanently excluded within one school term the funding must be reimbursed. This will either be in full or pro-rata depending on the circumstances. All allocations are one-off payments – so if allocated for Year 10 there would be no repeat consideration or allocation for Year 11.

3.18 The proposed criteria at paragraph 3.15 have been proposed in recognition of the barriers regularly encountered in relation to mainstream placements for new-to-area secondary students. The criteria differ slightly from those for primary pupils, where funding is allocated when pupils meet a minimum of two of the following criteria:

- 1) Significant gaps in education with little information about the child or family from previous settings.
- 2) Frequent moves – minimum of two casual moves within the academic year, current year or previous completed, whichever is most appropriate
- 3) Not attended any school/alternative provision for the previous three months.
- 4) Has a history of poor attendance – falling into the Persistent Absence category in the previous two terms prior to arrival.
- 5) Are from the low achieving and transient cultural group of Gypsy, Roma and Travelers of Irish Heritage.
- 6) There may be some additional discretionary funding of £1,000 per child available to schools for complex New to Area children where families of four or more children are all placed within the same school and every child has significant needs. This would not apply to children with statements.

3.19 It is felt, however, that the proposed criteria are appropriate for the respective circumstances of each phase. This will be kept under review, with regular updates

provided to Schools Forum.

- 3.20 As with the primary allocations, new-to-area secondary pupils will be considered against the criteria by the Admissions Team, with no requirement for schools to apply for funding. The final decision on funding allocations would be made at the secondary In-Year Fair Access Panel.

### **Referrals into the Pupil Referral Unit (PRU)**

- 3.21 In the past, schools have often contacted Educational Diversity and agreed to place a pupil in the PRU. Those pupils have more often than not ended up transferring to the PRU's roll on a permanent basis, or staying dual registered indefinitely. This practice has made it very difficult for the local authority to control the use of the places it commissions at Educational Diversity, as well as masking the true number of exclusions. Ofsted has recently stated that inspectors will be taking a close look at instances where schools are "off-rolling" pupils in this way.
- 3.22 The local authority has therefore agreed with the Head Teacher of Educational Diversity that all referrals into the PRU must now be made via the Admissions Team. The only exception to this is where pupils meet the strict medical criteria for placement in the Athena Unit, and are referred to its Panel. The Head of Special Educational Needs and Disabilities is a member of the Athena Panel, so going forwards the local authority will have full knowledge of all places being allocated at Educational Diversity, and better placed to control the numbers in the PRU.

### **HeadStart Edge of Exclusion project**

- 3.23 Far too many of Blackpool's Looked After Children are denied access to a mainstream education, with 10 per cent of Educational Diversity's roll currently made up of Our Children.
- 3.24 One of the initiatives that is being funded through the HeadStart programme is access to a Resilience Coach to support looked after children who are at risk of being excluded from school. A Panel meets on a half-termly basis to consider applications. Schools are reminded to make use of this support at an early stage in order to avoid a crisis situation where exclusion is the only option. The support is available for pupils facing fixed-term exclusions, not just permanent ones. To date, seven looked after pupils have been or are being supported by Resilience Coaches, with three managing to managing to remain in mainstream so far, one attending college, one moved out of area, one in Educational Diversity, and one out of school.

### **Elective Home Education**

- 3.25 The increasing number of pupils being educated at home continues to be of concern,

both in Blackpool and across the country. The IYFA Panel has agreed that pupils wishing to return to school after being home educated for less than two terms would normally be expected to return to their original school. This message will be reinforced with parent, and the Admissions Team would be happy to attend any school meeting with parents to help explain the implications of elective home education.

### **First Day of Term Protocol**

- 3.26 The majority of schools have now agreed that routine transfer requests between schools will only take effect at the start of each term, as provided for in the Admissions Code. This will not only allow schools to better plan for new pupils, but may also result in the withdrawal of some requests which have been made purely for reasons of parental convenience. There is no doubt that the high volume of movement of pupils between Blackpool schools is very disruptive to schools and pupils, and it is hoped that this protocol can contribute to alleviating the pressures.

### **List of acronyms:**

IYFA – In-Year Fair Access

SERF – Special Educational Resource Facility

PRU – Pupil Referral Unit

<b>Report to:</b>	<b>SCHOOLS FORUM</b>
<b>Relevant Officer:</b>	Hilary Wood, Head of Business Support and Resources
<b>Date of Meeting:</b>	10 October 2017

## LOOKED AFTER CHILDREN PUPIL PREMIUM GRANT

### 1.0 Purpose of the report:

- 1.1 To present Schools Forum with a proposal for the Virtual Head Teacher to retain a portion of Pupil Premium Plus for Our Children.

### 2.0 Recommendation(s):

- 2.1 To share the Forum's views on the proposals set out in this report regarding the retention by the Virtual Head Teacher of £225 per pupil in order to centrally fund the items listed in paragraphs 3.10 to 3.22 of this report.

### 3.0 Background Information

- 3.1 The Pupil Premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. Children who have been in local authority care for one day or more attract £1,900 of pupil premium funding in 2017/2018, known as Pupil Premium Plus. This amount will rise to £2,300 per pupil from April 2018, as the new national schools funding formula will not contain a Looked After Child funding factor. The Virtual School Head in the Local Authority is responsible for managing pupil premium funding for looked after children.

#### Grant Conditions

- 3.2 The Virtual School's Head is responsible for making sure the local authority has set up arrangements for allocating pupil premium funding to benefit looked after children and must:
- Identify the local authority's looked-after children who are eligible for Pupil Premium Plus.
  - Ensure there are arrangements in place to discuss how the child will benefit from pupil premium funding with the designated teacher or another member of staff in the child's education setting who best understands their needs.
  - Make sure that the method chosen for allocating and spending the funding is simple so that looked after children can benefit from the funding without

delay.

- Make sure that schools and non-mainstream settings spend their pupil premium funding for looked after children to help meet the needs identified in the children's personal education plans (PEPs).
- Make sure that any pupil premium funding that has not been passed on to an educational setting or spent by 31 March is returned to the Department for Education.
- Be able to demonstrate how the pupil premium is raising the achievement of looked after children.

### **Options for Distribution**

3.3 In Blackpool, we have always distributed the full amount of Pupil Premium Plus to schools responsible for educating Our Children with certain exceptions. Funding has been retained for pupils attending independent special schools, where funding has contributed to their school fees. Funding for pupils in residential homes with education provision has been utilised to support the education element. In addition, in previous years, not all schools have accessed the full amount of funding for eligible pupils. This has left us with unallocated monies that allowed us to fund other services to support Our Children. However, as schools are now drawing down more of the funding there will no longer be sufficient money to continue these schemes.

3.4 Local Authorities can choose to:

- Pass on the full amount of pupil premium for a particular child to their school.
- Pass on less than the full amount.
- Pass on more than the full amount.

### **Pooling Funding**

3.5 Pupil premium can be pooled to fund activities that will benefit a group of or all of the authority's looked after children. If any pupil premium is retained centrally, it cannot be used for services that the local authority is responsible for funding, such as support for foster carers, school uniforms or transport to get the child to school.

3.6 However, pupil premium can be used to fund activities that will:

- Improve the way the learning targets are determined in children's PEPs, so that they are always useful and relevant.
- Encourage looked after children to be more involved and interested in their education.
- Enhance outcomes and provide additional learning opportunities.
- Enhance emotional health and well-being which in turn will have a positive

impact on outcomes.

### **Other Local Authorities**

3.7 Examples from the Department for Education of other authorities who retain a top-slice from the Looked After Child pupil premium are:

- Use of pupil premium funding to hire PEP champions. These champions help to make sure PEPs set clear targets so looked after children get better results in school.
- Using some pupil premium funding to train school staff in understanding how children build relationships and form attachments with trusted adults, as well as the impact this can have on their learning.
- Use of the premium to fund training for a group of designated teachers across an authority.
- Pool a portion of the premium to run an activity for all the primary-aged looked after children in the local authority.

3.8 The responses received from a number of north west local authorities to a recent survey are contained in the appendix to this report.

### **Proposal**

3.9 Due to the increase in numbers and complexity of the children entering care it is proposed to retain a part of the Pupil Premium Plus funding for Our Children. The Local Authority would welcome ideas from school colleagues about the use of the retained amount. The following activities each meet the criteria of the Pupil Premium Grant in that they contribute to raising the achievement of Looked After Children:

#### **Extend the Letterbox Reading Scheme – Cost £13,000**

3.10 The Letterbox Club is an award-winning programme managed by Book Trust, in partnership with the University of Leicester, which aims to provide enjoyable educational support for looked-after children aged 5-13.

3.11 Letterbox Club is run across the United Kingdom and is available on a subscription basis. Children are enrolled for the programme by participating local authorities or schools. Each child is sent a colourful parcel of books, maths activities, stationery and other complementary materials once every month for six months, from May to October.

3.12 Over the six-month period the parcels will also include other items such as a library joining card or information about how to join a library, name plates, bookmarks and letters from a selection of children's authors. After being a member of the Letterbox

Club for six months the child will have built up their own small library of books, a collection of number games and a variety of stationery items.

- 3.13 Currently in Blackpool we send parcels out to the Year 3 pupils only. Based on unvalidated data, SATs results for reading this year show a 32 percentage point gap between Our Children and all children in Blackpool at KS1 and an 18 percentage point gap between Our Children and all children at KS2.
- 3.14 Extending the scheme would enable us to also provide these learning packs to young people in Year 5 and Year 7.

Introduce GCSE Pod – £9,550 for 50 licences

- 3.15 Outcomes for Our Children at Year 11 are poor and below national averages. In the academic year 2015-2016, 9 per cent of Our Children achieved 5 A\*-C including English and maths compared to 13.6% nationally.
- 3.16 GCSE Pod is a method of audio-visual learning through which young people are able to access more than 20 subjects to support studies at GCSE. Learning opportunities are provided in 3-5 minute bursts. Access is unlimited and reports are provided for each young person. Research has proved that this is an effective method of support.

JustUz/Corporate Parent Achievement Awards £5,000

- 3.17 The awards ceremony is held annually by JustUz, to celebrate the achievements of Our Children. Children are nominated by their Social Workers or Designated Teachers. Awards are given for such things as school attainment, working hard, school attendance and special achievements such as learning to swim. The event is usually held in the Tower Lounge at the Pleasure Beach with an exciting circus theme. This is currently funded through the unallocated monies.

Extra Educational Psychology support -£7,000

- 3.18 The post of the Educational Psychologist for looked after children is 0.5 full-time equivalent and is included in the core Educational Psychology service. With the increase in numbers and complexity of the children coming into care extra educational psychology time would enable the Virtual School to provide advice and support to young people, schools and families to meet the children's emotional needs which will have a positive impact on educational outcomes. This funding would secure an extra half day per week.

Additional part-time Pupil Achievement Support Officer - £15,000

- 3.19 The Pupil Achievement Support Officer works with individual pupils to promote



well-being and educational achievement. The post-holder supports social care colleagues with education issues and supports and challenges schools to meet the needs of Our Children.

- 3.20 Since September 2014 there has been a 26 per cent increase of Our Children in primary schools, a 61 per cent increase of Our Children in high schools and 22 per cent increase overall. The new 0.5 full-time equivalent post would enable more of Our Children to be supported in schools. There would also be the opportunity for the officers to work with schools to develop the quality of PEP planning.

Connexions Support - £35,000

- 3.21 This would enable students in Year 11 to continue to receive additional support as they move from statutory education into college or other training opportunities. Currently the percentage of Our Children and care leavers who are NEET is 19 per cent. It is expected that, through improved tracking and continuing support to young people, this will be reduced.

- 3.22 This support has been funded this financial year through unallocated monies.

**Funding Proposal**

- 3.23 It is proposed to retain £225 of the pupil premium for each looked after child for the above projects. Based on the current Pupil Premium Plus numbers of 381 (July 2017) this would total £85,725.

- 3.24 Schools would continue to access the remaining funding through an application process aligning planned spending with targets on the PEP and demonstrating impact of previous funding. Pupil Premium Plus would be distributed three times per year as it is currently in roughly equal instalments.

**Consultation**

- 3.25 Although Virtual School Heads are responsible for managing pupil premium funding for the children they look after and for allocating the resource it is felt schools should be informed of the proposals and their views sought.

- 3.26 The proposal has been discussed and agreed at the Education Managers' Meeting on 8 September 2017.

**List of acronyms:**

PEP – Personal Education Plan

SATs – Statutory Assessment Tests

NEET – Not in Education, Employment or Training

**List of Appendices:**

**Appendix 10(a):** Top-Slicing of Pupil Premium Plus in other North West Authorities

**Appendix: Top-Slicing of Pupil Premium Plus in other North West Authorities**

<b>Local Authority</b>	<b>PPP Retained by VSH</b>	<b>Amount (£)</b>	<b>Comments</b>
Blackburn	No	0	
Bolton	Yes	175	Schools paid termly
Bury	No	Not known	LAC PPG allocated out is based on PEPs which when costed very rarely come to £1,900, the balance retained has contributed to the costs of the LAC Education team including staff costs plus resources they have bought to use across LAC pupils in Bury e.g. Letterbox
Calderdale	No	0	
Cheshire West and Chester	Yes	Not known	All funding allocated to schools is based on amounts approved via Personal Education Plans. Some funding is retained by VSH depending on activities to be delivered centrally but this is not based on an amount per pupil.
Halton	Yes	Not known	Schools have to apply for funding via the PEP, no cap.
Lancashire	Yes	400	Schools paid termly
Manchester	Yes	400	
Oldham	Yes	500	Schools paid termly
Rochdale	Yes	100	
Salford	Yes	700	
Sefton	Yes	300	Schools paid termly as per VST / Funding withheld if a school fails to have an agreed PEP for a LAC.
St Helens	Yes	300	
Stockport	Yes	500	
Tameside	Yes	400	Schools paid termly
Warrington	Yes	Not known	Issues are case-specific. Not capped at £1,900.
Wigan	Yes	900	

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