

## Rotherham Schools' Forum

**Venue:** Rockingham Professional Development Centre    **Date:** Friday, 18 January 2013  
**Time:** 8.30 a.m.

### A G E N D A

1. Apologies for absence.
2. Declarations of Interest.
3. Minutes of the previous meeting held on 30th November, 2012. (Pages 1 - 4)
4. Matters arising from the previous minutes.

#### **Feedback from Working Groups: -**

- Each Working Group is allocated 15 minutes: 10 minutes for ideas to be presented, and 5 minutes for final points and a vote to be taken on the decision/s.
5. Learning Support Service and Autism Communication Team Working Group.
    - Working Group to outline the timescale and plans for the service under consideration. Rotherham Schools' Forum to consider and vote on each plan to allow the budget setting process for 2013/14 to be commenced.
  6. Safeguarding Working Group.
    - Working Group to outline the timescale and plans for the service under consideration. Rotherham Schools' Forum to consider and vote on each plan to allow the budget setting process for 2013/14 to be commenced.
  7. Get Real Team Working Group.
    - Working Group to outline the timescale and plans for the service under consideration. Rotherham Schools' Forum to consider and vote on each plan to allow the budget setting process for 2013/14 to be commenced.
  8. School Effectiveness Working Group.
    - Working Group to outline the timescale and plans for the service under consideration. Rotherham Schools' Forum to consider and vote on each plan to allow the budget setting process for 2013/14 to be commenced.

9. Outdoor Education Working Group.
  - Working Group to outline the timescale and plans for the service under consideration. Rotherham Schools' Forum to consider and vote on each plan to allow the budget setting process for 2013/14 to be commenced.
10. Behaviour Support Working Group.
  - Working Group to outline the timescale and plans for the service under consideration. Rotherham Schools' Forum to consider and vote on each plan to allow the budget setting process for 2013/14 to be commenced.
11. PRU Working Group.
  - Working Group to present issues to vote on and / or update as to the discussions taking place.
12. Finance Working Group. (Pages 5 - 9)
  - A) School Expansion Formula;
  - B) EAZ money;
  - C) PFI funding;
  - D) Total Schools Budget Monitoring Report as at 30<sup>th</sup> November, 2012 (report attached).
  - Working Group to present issues to vote on and / or update as to the discussions taking place.
13. Special Educational Needs Working Group.
  - Working Group to present issues to vote on and / or update as to the discussions taking place.
14. Early Needs Working Group.
  - Working Group to present issues to vote on and / or update as to the discussions taking place.
15. Any other business.
  - Trade Union allocation to be re-assessed for the 2013/14 budget.
16. Date and time of the next meetings: -
  - Friday 1st March, 2013;
  - Friday 19th April, 2013;
  - Friday 28th June, 2013.

All meetings to start at 8.30 am at Rockingham Professional Development Centre.

**ROTHERHAM SCHOOLS' FORUM  
FRIDAY, 30TH NOVEMBER, 2012**

**Present:-** David Silvester (in the Chair).

**Learning Community Representatives:** - Paul Blackwell (Dinnington), Roger Burman (Winterhill), Richard Marlowe (Thrybergh), Caroline Keating, David Pridding (Swinton), David Butler (Saint Bernard's), Stuart Wilson (Rawmarsh), Ann Abel (Oakwood), Lynne Pepper (Clifton), Kay Jessop (Wingfield), John Henderson (Brinsworth).

**Other School Members:** - Alan Richards (Secondary Governors' Rep), David Ashmore (Rotherham Teaching School Alliance), Karen Borthwick (Post-16; Raising Participation), Susan Brooke (NASUWT/ Teaching Trade Unions Rep), Nick Whittaker (Special Schools), Geoff Gilliard (Sheffield Diocese), Margaret Hague (Early Years Rep), Jane Fearnley (Junior School Rep), Sue Malinder (Primary Governors' Rep).

**Together with:** - Joyce Thacker (Strategic Director – CYPS).

**Also in attendance:** - Helen Barre and Lorraine Lichfield.

**Apologies for absence had been received from:** - Dorothy Smith (Joyce Thacker representing), Bev Clubley (Richard Marlowe representing), Councillor Paul Lakin, Councillor Jane Havenhand, Diane Mitchell, Michael Waring and Lee Simpson, Donna Humphries and Joanne Walker.

**46. MINUTES OF THE PREVIOUS MEETING HELD ON 5TH OCTOBER, 2012.**

The minutes of the previous meeting held on 5th October, 2012, were considered.

In relation to minute 36(3) (Budget Holder Information Where Funding for the Service May be Delegated to Schools from April, 2013), it was noted that the strategic review of the Local Authority's provision for Special Educational Needs was due to be launched shortly. The Rotherham Schools' Forum Special Educational Needs Working Group would receive updates on its progress.

Resolved: - That the minutes of the previous meeting be approved as a correct record.

**47. VICE-CHAIR, ROTHERHAM SCHOOLS' FORUM.**

Resolved: - That Mr. R. Burman, Winterhill Learning Community Representative, be appointed to the role of Vice-Chair of the Rotherham Schools' Forum for the 2012/2013 financial year.

**48. SCHOOL EXPANSION NEEDS AND PLANS.**

Helen Barre, Strategic Lead for School Admissions, Organisation and Special Educational Needs Assessment Service, Schools and Lifelong Learning, Children and Young People's Services, was welcomed to the meeting. Helen gave a presentation for members of the Rotherham Schools' Forum in relation to the ongoing school expansion requirements across the Borough.

- Waiting lists for places in FS2 and parental preference;
  - Increased school admission appeals.

- Review undertaken into current admissions categories;
- Consultations underway on increasing pupil numbers and/or building space in schools across the Borough;
- Department for Education's Basic Needs funding.

Discussion ensued on the information provided to the Rotherham Schools' Forum.

The Chair thanked Helen for the informative presentation and the way in which it had provided clarity and context to the future decisions to be made by the Forum.

Resolved: - That the information shared be noted.

#### **49. STRUCTURE OF THE ROTHERHAM SCHOOLS' FORUM AND WORKING GROUPS.**

David Silvester, Chairman of the Rotherham Schools' Forum, spoke about the recent work of the Forum in relation to Government Consultations on funding proposals and the consultation undertaken by the Forum with individual schools on the principles of the proposed Rotherham formula.

In recognition of the number of decisions that the Forum was due to take, and the need to thoroughly research and consider the options available before confirming decisions, the Chair proposed a structure of Working Groups underneath the Rotherham Schools' Forum to take investigation work forward. It was envisaged that the Working Groups would have specific areas of responsibility whereby they would work with officers and other stakeholders on decisions that were due. The Working Groups would research and consider all of the options available and report their recommendations to the Rotherham Schools' Forum to vote on.

It was proposed that a Working Group would be established to cover each of the following areas: -

- Special Educational Needs;
- Learning Support Service / Autism Communication Team;
- Finance;
- Safeguarding;
- Get Real Team;
- Early Years;
- Outdoor Education;
- Behaviour Support;
- School Effectiveness.

The make-up on the Working Groups would be balanced to ensure that each had representatives from the Primary and Secondary phases, and Local Authority Officers.

The Chairman was grateful of the support to Local Authority had committed to liaising with the individual Working Groups.

Resolved: - (1) That the information shared be noted.

(2) That the structure of Working Groups be adopted.

## 50. BASIS OF SCHOOL FUNDING REFORM DOCUMENT.

David Ashmore, Rotherham Teaching School Alliance representative, presented a paper that outlined school funding reform proposals.

The paper outlined the intentions of the funding reforms, and the ways in which the DSG would be allocated in three blocks (Schools', High Needs' and Early Years'). These blocks would not be ring-fenced, and local authorities had the responsibility to make strategic decisions on how the funding was distributed between the blocks.

- Intention to achieve maximum delegation, only in exceptional circumstances could funding be retained by the local authority for the provision of central education services;
  - Exception 1: - where maintained schools agreed that a service should be provided centrally (although other groups of schools could purchase the service from another provider if they wished to);
  - Exception 2: - historic commitments to use the Schools' budget to fund costs which would normally be met from the general local authority funding (i.e. redundancy);
  - Exception 3: - statutory functions of the local authority that could not be delegated, so must be centrally funded.
- Significant reduction in the number of factors that could be used in the formula;
- October pupil census was proposed, instead of January – leading to different budget setting timetables;
- Different Services were funded by different percentages of DSG funding.

Resolved: - That the information shared be noted.

## 51. FEEDBACK OF WORKING GROUPS.

Representatives of the Working Groups provided an update to the Rotherham Schools' Forum on the initial work that had been undertaken.

### **Learning Support Service: -**

- Currently operated as a traded service;
- Did the service represent the best long-term capacity building for schools?;
- The Working Group had requested further detailed information;
- Other learning support services sold their services to external customers – could this be achieved in Rotherham whilst meeting TRL and the Rotherham Teaching School Alliance's principles?.

### **Behaviour Support Service: -**

- Working Group had been previously established and was known as 'Alternative Provision review';
- Different collaborative models existed between the primary and secondary phases;

- Future focus would be on early help, and would include ensuring young people remained in schools;
- Staff training;
- Other behaviour support services sold their services to external customers – could this be achieved in Rotherham whilst meeting TRL and the Rotherham Teaching School Alliance's principles?.

**Get Real Team: -**

- Initial meeting had scoped a number of questions for further investigation;
- Take-up of training offered by the Team was patchy;
- Impact measures – how many children did the Service work with face-to-face? / did some learning communities have more looked after children than others? / Rotherham children who were placed in other local authorities / other local authority children placed in Rotherham – what were the best ways to support them?
- Role of Social Care Services in supporting the Team?
- Was there a moral imperative to support this Service?

**Safeguarding: -**

- Statutory elements to the Service;
- Role of other partners in contributing to the running costs;
- Liaising with colleagues who had used these services – did it offer good value for money / an effective Service?;
- Is there a moral imperative to support this Service?;
- Preventative role of the Service?.

**School Effectiveness Service: -**

- High percentage of other funding streams;
- Flexible staff – the Service was not operating as a 'silo';
- Working Group would undertake visits to statistical neighbours to assess best practice;
- Full review likely to take until April, 2014, to be completed.

Resolved: - (1) That the information shared be noted.

(2) That further updates on the Working Groups be provided to future meetings of the Rotherham Schools' Forum.

**52. ANY OTHER BUSINESS.**

Nothing was raised under this item.

**53. DATE AND TIME OF NEXT MEETING: -**

Resolved: - That the next meeting take place on Friday 18th January, 2013, to start at 8.30 am at Rockingham Professional Development Centre.

1.	<b>Meeting:</b>	Rotherham Schools' Forum
2.	<b>Date:</b>	18 <sup>th</sup> January, 2013
3.	<b>Title:</b>	Total Schools Budget Monitoring Report as at 30 <sup>th</sup> November 2012
4.	<b>Directorate:</b>	Children and Young People's Services

### 5. Summary

This report confirms the Total Schools budgeted allocation for 2012/13 and projected outturn against this budget using expenditure up to 30th November 2012.

The Total Schools budget available after the October announcement of the Dedicated Schools Grant allocation, the EFA post 16 funding for 2012/13 and the DSG Carry-forward from 2011/12 is £180.868m. Compared to the initial estimate this equates to a reduction in available funding of £3.537m.

The current projected outturn against the above budget based on expenditure up to the 30<sup>th</sup> November 2012 is an under-spend of £344k, including the projected RoSIP under-spend of £380k and the assumption of agreed carry-forwards of £1.321m to 2012/13 financial year.

### 6. Recommendations

**That the Schools Forum receives and notes confirmation of the Total Schools Budget allocation for 2012/12**

**That the Schools Forum notes the current projected outturn position for the year 2012/13 and confirms agreement to the proposed virements.**

**That Schools Forum consider the carry-forward of RoSIP budget into 2013/14**

**That Schools Forum consider the funding of further staffing costs against the Extended Services budget.**

## 7. Revision to Total Schools Budget

The total amount of grant funding available to Rotherham for the current financial year was estimated at £184.405m. The actual amount available as confirmed by the DfE's October announcement is £180.868m. The reduction of £3,537m is due to the following:

### Dedicated Schools Grant

DSG had been estimated at £183.345m including an estimate for academy recoupment. The actual allocation announced in October was £179.590m, a reduction of £3.755m due to the following:

Recoupment for existing Academies was £179k higher than estimated  
Recoupment for Academies converting in year was £3.576m.

### Post 16 Funding

Post 16 funding from the EFA has been confirmed at £1.214m being £158k less than the estimate.

### Projected Carry-forward of DSG

The projected carry-forward of DSG from 2011/12 was estimated to be a £312k deficit. The actual carry-forward (excluding requested carry-forwards) was a surplus of £64k.

The overall effect on available Total Schools Budget is summarised in the table below.

	<b>Original Allocation</b>	<b>Revised (Oct) Allocation</b>	<b>Reduction</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Dedicated Schools Grant	183,345	179,590	3,755
EFA Post 16 Special Education	989	959	30
EFA Post 16 Threshold	383	255	128
Carry Forward from 2010/11	-312	64	(increase) 376
<b>Total</b>	<b>184,405</b>	<b>180,868</b>	<b>3,537</b>

## 8. Total Schools Budget Projected Outturn 2012/13

The forecast outturn position is projected to be a £344k under spend based on the budget monitoring returns from budget holders for the period ending 30<sup>th</sup> November 2012. Details are shown in Appendix 1.

This projection is based on the assumption that all requested carry-forwards from 2011/12 have been approved.

This position has improved since the last reported figure due to the removal of a further recoupment commitment of £371k. The Authority had requested clarification from the DfE back in November regarding the adjustments they had made to overall recoupment figure. The DfE have now confirmed and agreed with the Authority how this figure has been made up and therefore no further amount will be removed.

This projection also includes the RoSIP projected under spend of £380k, Should this balance be approved for carry forward into 2013/14 the projected outturn across the remaining Total Schools Budget is a £36k over spend.



### **8.1.1 Budget Virements**

Budget Virements have been actioned as follows:

#### Rotherham School Improvement Partnership

£185k transfer of funding to schools for AFA Graduate Teacher programme & KS2 Targeted Support  
£22k transfer to School Effectiveness Service to fund staff time and £6k towards the Children's Festival

#### Behaviour Support

£33k transfer of budget for Anti Bullying post from PRU's EOTAS

#### Education Welfare Central Attendance Team

£19k transfer of 7/12th Education Welfare Officer post from Operational Safeguarding Unit

#### CYPS Standards and Development

£41k transfer of trainee post from Operational Safeguarding Unit

#### Pupil Referral Units

£15k transfer of Welcome Centre budget to Facilities Management  
£33k transfer of budget for Anti Bullying post to Behaviour Support  
£66k transfer of funding from SEN to PRU Budgets. Made up of £20k to The Bridge for additional support for 2 pupils, £37k to ARC for tutors at the hospital teaching home tuition service and £8k to Broom Lane for additional support for one pupil.

#### School Effectiveness Service

£13k Federation Funding Transferred to Thornhill Primary  
£30k Head Teacher Support transferred to Primaries  
£22k transfer from RoSIP to fund staff time and £6k towards the Children's Festival

#### Schools in Financial Difficulty

£70k SIFD funding transferred to Primary Schools

#### Special Educational Needs

£66k SEN funding transferred to PRU budgets  
£478k SEN funding transferred to Special Schools  
£71k SEN funding transferred to Primaries

### **8.1.2 Delegated Schools Budgets**

For the purposes of this report the forecast outturn position on schools DSG is estimated to be a balanced position. However, it should be noted that schools have reported a £3.971m under spend as at the end of July.

### **8.1.3 The main variances against Revised Budget allocations are as follows:**

#### **Pupil Referral Units**

There are forecast over spends at The Bridge £48k, St Mary's £3k, Riverside PRU £12k, Broom Lane £61k and Transport £12k.

These over spends have been offset by projected under spends at Rowan Centre £6k, ARC £25k and Education Other than at School £14k.

### **Behaviour Support**

£91k projected under spend due to staff slippage.

### **Portage**

£20k over spend due to a £12k unachievable vacancy factor and £8k over spend due to a reallocation of Rates charges.

### **Special Educational Needs**

An over spend of £600k has been projected due to an increase in the number of residential placements for complex needs.

### **SEN Extra District Placements**

An over spend of £11k has been projected due to additional placement costs exceeding the recoupment of income from external placements.

### **Extended Services**

An £165k under spend has been incurred against the £300k carried forward from 2011/12 to fund projects up to the end of August 2012. The service has continued to incur staffing costs of £32k to the end of December. The Director of Schools and Life Long Learning has requested that Forum approve the funding of this spend resulting in a reduced under spend of £133k.

### **Rotherham School Improvement Partnership**

Currently an under spend of £380k is projected. The service requests that this balance be carried forward to 2013/14.

## **9 Finance**

The financial issues are discussed in section 8 above and included in Appendix 1.

## **10 Risks and Uncertainties**

Principal risks and uncertainties relate to the 'needs led' nature of budgets in relation to Special Educational Needs pupils.

## **11 Policy and Performance Agenda Implications**

## **12 Background Papers and Consultation**

This report will be discussed with the Strategic Director of Children and Young People's Service and the Strategic Director of Finance.

### **Contact Name:**

Amy Skelton – Principal Finance Officer (Children and Young People's Services),  
*Financial Services ext: 22045, email Amy.Skelton@rotherham.gov.uk*

## Appendix 1

## Total Schools Budget Monitoring 2012/13 as at 30th November 2012

Description	Original Budget Allocation	Academy Recoupment	Revision to Initial Estimate	Budget Virements	Total Adjustments	Revised Budget Allocation	C/Fwd Balances from 2011/12	Total DSG Budget for 2012/13	Actual Spend 1st April to 30th November	Projected Outturn Position	Current Projected Year End Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Delegated Schools Budgets</b>	<b>163,865</b>	<b>-3,568</b>		<b>848</b>	<b>-2,720</b>	<b>161,145</b>		<b>161,145</b>	107,430	161,145	<b>0</b>
<b>School Rates</b>	<b>2,455</b>				<b>0</b>	<b>2,455</b>		<b>2,455</b>	1,023	2,455	<b>0</b>
<b>RSIP</b>	<b>768</b>			<b>-213</b>	<b>-213</b>	<b>555</b>	<b>788</b>	<b>1,343</b>	123	963	<b>380</b>
<b>Centrally Managed Services for Schools</b>											
Autism Communication Team	170				<b>0</b>	<b>170</b>		<b>170</b>	135	161	<b>9</b>
Behaviour Support	572			<b>33</b>	<b>33</b>	<b>605</b>		<b>605</b>	319	514	<b>91</b>
Children in Public Care	152				<b>0</b>	<b>152</b>		<b>152</b>	162	150	<b>2</b>
Early Years ASD Support	93				<b>0</b>	<b>93</b>		<b>93</b>	59	83	<b>10</b>
Private, Voluntary & Independent Nursery Education	2,832				<b>0</b>	<b>2,832</b>		<b>2,832</b>	1,604	2,832	<b>0</b>
Education Welfare Ctrl Attendance Team	31			<b>19</b>	<b>19</b>	<b>50</b>		<b>50</b>	281	50	<b>0</b>
CYPS Standards and Development	0			<b>41</b>	<b>41</b>	<b>41</b>		<b>41</b>	151	41	<b>0</b>
Hearing Impaired Service	590				<b>0</b>	<b>590</b>		<b>590</b>	388	593	<b>-3</b>
Learning Support Service	327				<b>0</b>	<b>327</b>		<b>327</b>	104	315	<b>12</b>
Operational Safeguarding Unit	126			<b>-60</b>	<b>-60</b>	<b>66</b>		<b>66</b>	405	66	<b>0</b>
Free School Meals Assessment	36				<b>0</b>	<b>36</b>		<b>36</b>	-2	36	<b>0</b>
Portage	204				<b>0</b>	<b>204</b>		<b>204</b>	144	224	<b>-20</b>
Pupil Referral Units	2,502			<b>18</b>	<b>18</b>	<b>2,520</b>	<b>3</b>	<b>2,523</b>	1,656	2,614	<b>-91</b>
School Effectiveness Service	1,430			<b>-16</b>	<b>-16</b>	<b>1,414</b>		<b>1,414</b>	1,217	1,402	<b>12</b>
School Catering Service	178				<b>0</b>	<b>178</b>		<b>178</b>	221	178	<b>0</b>
Y10/11 RCAT Children	10				<b>0</b>	<b>10</b>		<b>10</b>	3	10	<b>0</b>
Schools Contingency: Primary Schools in Financial Difficulty	120			<b>-70</b>	<b>-70</b>	<b>50</b>		<b>50</b>	25	50	<b>0</b>
Schools Contingency: Redundancy	157				<b>0</b>	<b>157</b>		<b>157</b>	31	157	<b>0</b>
Schools Contingency: PVI & Maintained Early Years	198				<b>0</b>	<b>198</b>		<b>198</b>	0	198	<b>0</b>
Schools Contingency: Carbon Reduction Commitment	212				<b>0</b>	<b>212</b>		<b>212</b>	0	212	<b>0</b>
PFI	3,445				<b>0</b>	<b>3,445</b>		<b>3,445</b>	3,445	3,445	<b>0</b>
SEN Assessment Team	33				<b>0</b>	<b>33</b>		<b>33</b>	309	33	<b>0</b>
SEN Transport to Extra District Schools	101				<b>0</b>	<b>101</b>		<b>101</b>	96	101	<b>0</b>
Special Educational Needs	3,003			<b>-615</b>	<b>-615</b>	<b>2,388</b>		<b>2,388</b>	2,453	2,988	<b>-600</b>
SEN Extra District Placements	-386				<b>0</b>	<b>-386</b>		<b>-386</b>	73	-375	<b>-11</b>
Trade Union Activities	56				<b>0</b>	<b>56</b>		<b>56</b>	33	60	<b>-4</b>
Visual Impaired Service	419				<b>0</b>	<b>419</b>		<b>419</b>	276	428	<b>-9</b>
Young People's Service	73				<b>0</b>	<b>73</b>		<b>73</b>	89	73	<b>0</b>
Facilities Managemnet - Welcome Centre	0			<b>15</b>	<b>15</b>	<b>15</b>		<b>15</b>	12	15	<b>0</b>
Extended Services	0				<b>0</b>	<b>0</b>	<b>300</b>	<b>300</b>	138	135	<b>165</b>
Education Action Zones	0				<b>0</b>	<b>0</b>	<b>184</b>	<b>184</b>	14	184	<b>0</b>
City Learning Zones	163				<b>0</b>	<b>163</b>		<b>163</b>	68	163	<b>0</b>
Former SF Grant - Broadband Connectivity	100				<b>0</b>	<b>100</b>	<b>45</b>	<b>145</b>	90	145	<b>0</b>
<b>Centrally Managed Services Total</b>	<b>16,947</b>		<b>0</b>	<b>-635</b>	<b>-635</b>	<b>16,311</b>	<b>533</b>	<b>16,844</b>	13,996	17,281	<b>-437</b>
<b>Estimated Grant Adjustment</b>	<b>368</b>	<b>-187</b>	<b>156</b>		<b>-31</b>	<b>337</b>		<b>337</b>			<b>337</b>
<b>Grant Carried Forward from 2011/12</b>	<b>0</b>		<b>64</b>		<b>64</b>	<b>64</b>		<b>64</b>		<b>0</b>	<b>64</b>
<b>TOTAL</b>	<b>184,403</b>	<b>-3,755</b>	<b>220</b>	<b>0</b>	<b>-3,535</b>	<b>180,868</b>	<b>1,321</b>	<b>182,189</b>	<b>122,572</b>	<b>181,845</b>	<b>344</b>