

## **Rotherham Schools' Forum**

**Venue: Rockingham Professional Development Centre**      **Date: Thursday, 7 March 2013**

**Time: 11.00 a.m.**

### **A G E N D A**

1. Apologies for absence.
2. Welcome and introductions.
3. Declarations of Interest.
4. Minutes and matters arising from the previous meeting held on 18th January, 2013. (Pages 1 - 10)

#### **For discussion / decision:**

5. Early Needs Working Group.
  6. Special Educational Needs Working Group.
    - Working Group to meet on 28<sup>th</sup> February, paper to follow.
  7. Finance Working Group. (Pages 11 - 12)
  8. Total Schools Budget Monitoring Report, as at 31st January 2013. (Pages 13 - 19)
  9. Trade Unions' Facilities Time.
    - To receive a verbal report on Trade Unions' communications with schools.
  10. Rotherham Schools' Forum - re-constitution. (Pages 20 - 30)
  11. Date and time of the next meetings: -
    - Friday 19<sup>th</sup> April, 2013, to start at 8.30 am in the Rotherham Town Hall.
- Future meeting: -
- Friday 28<sup>th</sup> June, 2013.

**ROTHERHAM SCHOOLS' FORUM**  
**FRIDAY, 18TH JANUARY, 2013**

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

**Learning Community Representatives:** - Stuart Wilson (Rawmarsh), Lynne Pepper (Clifton), John Henderson (Brinsworth), David Pridding (Swinton), David Butler (St. Bernard's), Joanne Ward (Wickersley), Kay Jessop (Wingfield), Paul Blackwell (Dinnington), Roger Burman (Winterhill), Donna Humphries (Aston), Bev Clubley (Thrybergh).

**Other School Members:** - Susan Brooke (NASUWT/Teaching Staff Trade Unions), Karen Borthwick (14-19; Raising Participation), David Ashmore (Rotherham Teaching School Alliance), Jo Gray (Early Years PVI), Margaret Hague (Early Years), Michael Waring (School Business Managers' Representative), Alan Richards (Secondary Governor Representative), Jane Fearnley (Junior School Representative).

**Together with:** - Stuart Booth (Finance), Councillor Paul Lakin (Cabinet Member for Children, Young People and Families' Services), Dorothy Smith (Director, Schools and Lifelong Learning, CYPS), Joanne Robertson (Finance), Vera Njelic (Finance).

**Also in attendance:** - Anthony Evans (NEETs), Paul Fitzpatrick and Lorraine Lichfield.

Apologies for absence had been received from: - Nick Whittaker (Special Schools Representative), Sue Mallinder (Primary Governor Representative), Diane Mitchell (Unison/Support Staff Trade Unions).

**54. DECLARATIONS OF INTEREST.**

There were no Declarations of Interest to record.

**55. MINUTES OF THE PREVIOUS MEETING HELD ON 30TH NOVEMBER, 2012.**

The minutes of the previous meeting of the Rotherham Schools' Forum meeting held on 30th November, 2012, were discussed.

It was requested that an alteration be made to Minute number 49 (Structure of the Rotherham Schools' Forum and Working Groups), to reflect the comment that all of the Working Groups should contain a representative with 16 – 19 expertise, to reflect the changing responsibilities in relation to Raising Participation.

Resolved: - That, subject to the above amendment being made, the minutes of the previous meeting be agreed as an accurate record.

**56. LEARNING SUPPORT SERVICE AND AUTISM COMMUNICATION**

**TEAM WORKING GROUP.**

The Swinton Learning Community representative gave an update on the work of the Learning Support Services and Autism Communication Team Working Group.

- The Working Group had been made aware of the Autism Spectrum Disorder Scrutiny Review. The Working Group would receive a copy of the final report for consideration;
- The Working Group agreed that there was a need for specialist advice to be provided to schools in this area;
- The Working Group supported the Autism Communication Team providing lower level work in schools, and not just focussing on higher level interventions.

The LSS and ACT Working Group recommended to the Rotherham Schools' Forum that the ACT Team would be funded on a 50/50 model of DSG funding and a traded service, under the line management of the Learning Support Service.

Discussion ensued on the information provided and the proposal made: -

- Transition period would be required for: -
  1. Raising Participation responsibilities;
  2. DfE's Green Paper 'Support and Aspirations', and subsequent legislation.

The Rotherham Schools' Forum voted on the options put forward by the Learning Support Service and Autism Communication Team Working Group.

Resolved: - (1) That the Autism Communication Team be line managed within the Learning Support Team from the 2013/14 financial year.

(2) That the Learning Support Service continue to be funded during 2013/14 as a 50% buy-back and 50% DSG contribution service.

(3) That the Autism Communication Team be fully funded from the DSG during 2013/14, with a budget to match the staffing arrangements.

(4) That both the Learning Support Service and the Autism Communication Team be funded on a 50/50 basis from DSG contribution and a traded service from the 2014/15 financial year.

**57. SAFEGUARDING WORKING GROUP.**

The Dinnington Learning Community Representative provided an overview of the work of the Safeguarding Working Group.

- Analysis had taken place concerning the proportion of DSG

- contributions to the services, along with other funding streams;
- Other funding streams, revenue and partner contributions;
- Structure of the Safeguarding Unit and functions;
- Statutory obligations to fund the services.

Based on their research, the Safeguarding Working Group suggested three options for consideration by the Rotherham Schools' Forum: -

1. Maintain DSG allocation to the Safeguarding Service for 2013/14 based on previous years' contribution and undertake further work to ensure value for money is achieved from the DSG contribution;
2. Cut DSG contribution to £66k, to maintain the Safeguarding Development Officer post/service (removal of £65k to Education Welfare Service);
3. Cut DSG contribution to £0 and ask the Local Authority to draw up a buy-back scheme.

The Rotherham Schools' Forum voted on the three options put forward for consideration by the Safeguarding Working Group.

Resolved: - That the DSG contribution to the Safeguarding Unit be £66k for the 2013/14 financial year, in respect of the Safeguarding Development Service (option 2).

**58. GET REAL TEAM WORKING GROUP.**

The Junior Schools' Representative informed the Rotherham Schools' Forum on the work of the Get Real Team Working Group.

- There was a Strategic Management Group in place – governance issues, progress and attainment of looked after children, virtual school;
- The Working Group suggested that the Service provide case studies demonstrating impact;
- Some schools do not have any looked after children;
- Those who had worked with the Service spoke highly of it;
- Vacancy management;
- Corporate Parenting responsibility;
- Ofsted's inspection framework now included scrutiny of the training that had been undertaken by Designated Teachers;
- Increasing responsibilities in relation to extra-district children and Raising Participation responsibilities.

The Working Group suggested that a value for money review be undertaken into the DSG element of the service.

The Rotherham Schools' Forum voted on the options put forward by the Get Real Team Working Group.

Resolved: - (1) That the DSG contribution for 2013/14 be maintained based on previous years' contributions.

(2) That further work be undertaken by the Get Real Team Working Group in preparation for the 2014/15 budget.

#### **59. SCHOOL EFFECTIVENESS WORKING GROUP.**

The St. Pius Learning Community Representative reported on the efforts of the School Effectiveness Service Working Group: -

- Bench marking visits had taken place in Wakefield and St. Helens; a further visit to Wigan would follow;
- There was a complex funding model – including other funding streams;
- The Service's main foci were Key Stage 2 and Schools of Concern/vulnerable to Ofsted categories.

The Working Group suggested that further work continue in preparation for the 2014/15 financial year, including the development of a buy-back option.

Discussion ensued on the proposals made: -

- Funding contributions in other local authorities and how they structured their service.

The Rotherham Schools' Forum voted on the proposals put forward by the School Effectiveness Working Group.

Resolved: - (1) That the 2013/14 DSG contribution to the School Effectiveness Service be maintained based on previous year's contribution.

(2) That the School Effectiveness Service Working Group continue in respect to the 2014/15 budget setting process, including options for developing a buy-back service.

(3) That the Director of Schools and Lifelong Learning, Children and Young People's Services provide benchmarking data to the School Effectiveness Service Working Group relating to the funding contribution models of other local authorities.

#### **60. OUTDOOR EDUCATION WORKING GROUP.**

The Clifton and Rawmarsh Learning Community Representatives outlined the work of the Outdoor Education Working Group: -

- Every school was involved with the Outdoor Education Service;
- An Academy Service Level Agreement had been developed;

- Possibility of developing an SLA for all Schools: -
  - Issues requiring further investigation: - admin fee charges;
- Transition period required whilst SLA being developed.

The Rotherham Schools' Forum voted on the options put forward for consideration by the Outdoor Education Working Group.

Resolved: - (1) That the DSG contribution to the Outdoor Education Service be maintained during 2013/14, based on previous years' contributions.

(2) That the Local Authority be asked to produce a Service Level Agreement option for the 2014/15 financial year.

#### **61. BEHAVIOUR SUPPORT WORKING GROUP.**

The Brinsworth Learning Community Representative reported on the work of the Behaviour Support Working Group.

- Service effectiveness review had been undertaken by the Working Group;
- The Strategic Leader was already reviewing the Service.

A presentation was given by the Strategic Leader, Behaviour Support Service and Educated Other Than at School, which outlined ongoing work taking place in the Behaviour Support Service, including the development of an offer that addressed areas of need and an organisational structure review.

- Proposed service model – outreach service: -
  - Staff would have a high proportion of casework time;
  - Pre-planned early intervention work would be a focus;
  - Multi-agency approach;
  - Working across learning communities.
- A proposed staffing model was shared with the Rotherham Schools' Forum;
- It was suggested that a DSG contribution of £572k be made to the Service for 2013/14 (in addition, there would be a virement of £33,270k from the EOTAS budget).

Discussion ensued on the information provided and the proposed structure: -

- There was support for positive experiences of the Service in the past;
- Thresholds for using the service and ensuring that referrals were appropriate;
- Relationship to Alternative Provision Service;
- Ensuring there was an equitable service provided to all schools;

- Staff based in schools but ensuring they were working across all schools equally.

The Rotherham Schools' Forum voted on the proposals put forward in relation to the Service's DSG funding.

Resolved: - (1) That the Service Leader's proposal for the development of the Service over the next twelve months be supported.

(2) That the 2013/14 DSG contribution of £572k towards the Behaviour Support Service be maintained based on previous years' allocations (including a virement from the EOTAS budget of £33,270k for the role of Anti-Bullying Officer).

(3) That the newly created post of Reintegration Officer be funded from within the Pupil Referral Service's projected under-spend for the 2012/13 financial year.

(4) That the Behaviour Support Working Group continue to assess the options for the Service's 2014/15 budget setting process, including traded service options.

## 62. PRU WORKING GROUP.

The Strategic Leader, Behaviour Support Service and Educated Other Than at School, reported on the outturn position of the Local Authority's Pupil Referral Units for the 2011/12 financial year.

The PRUs had reported the following outturn positions: -

Description	2011/12
	<b>outturn</b>
The Bridge PRU	13454
St Mary's PRU	-27262
Riverside PRU	10742
Rowan PRU	-4381
EOTAS	-43277
Broom Lane*	-1562
Alternative Resource Centre	-73576
EOTAS home to school transport	-1392
<b>TOTALS</b>	<b>-127254</b>
*includes £95K virement from SEN	

Permission was requested to carry forward the over-spend and under-

spend positions into the 2012/13 financial year.

One PRU had indicated their intention to use their under-spend to create a new post within their staffing structure.

It was noted that from the 2013/14 financial year, PRUs would have delegated budgets and would automatically be able to carry forward any under-spends.

The Rotherham Schools' Forum voted on the proposal.

Resolved: - That the Pupil Referral Units' over-spend and under-spend positions at the outturn of the 2011/12 financial year be approved to be carried forward into the 2012/13 financial year.

### **63. FINANCE WORKING GROUP.**

The Rotherham Teaching School Alliance Representative provided an update on the Finance Working Group.

- School expansions – a formula for providing clear and consistent treatment of all requests for contingency funding from the DSG for the period September – March in respect of staffing costs had been developed;
- Education Action Zones – carry forward of balances from the 2011/12 financial year into 2012/13 and made available to the Education Action Zones;
- Budget monitoring – Services had been identified where additional information was required in relation to their predicted outturn;
- PFI costs – a paper had been submitted that outlined the options for funding the projected increases in the contractual payments for PFI;
- Home to School Transport budget – The DfE had adjusted their formula, moving from the High Needs' Block to the Schools' Block. It was reported that the DfE had recently notified the Local Authority that its control totals and pro-formas to be completed in respect of the 2013/14 Schools' Budget had included the allocation for Home to School Transport within the High Needs' Block. This was incorrect and contrary to the revised School Funding Regulations, 2012. In order to comply with the regulations, the DfE had requested that Schools' Forums agree to move the funding from the High Needs' Block into the Schools' Block.
- Extended Services – residual funding was required in respect of the service, post 31st August, 2012, until 31st March, 2013;



- Carbon reduction commitment – would not be required after the 2013/14 financial year, and funding from 2013/14 would relate to the charges for 2012/13 financial year. However, it was noted that the DfE had indicated that there may be an alternative proposal that would require to be funded.

The Rotherham Schools' Forum voted on the proposals made.

Resolved: - (1) That the Rotherham Schools' Forum delegate powers to the Service Lead, School Organisation, Admissions and Special Educational Needs Service to test and confirm the formula for school expansions, given the need to report to the DfE by 22nd January, 2013.

(2) That the carry forward of the Education Action Zones' budgets in to the 2012/13 financial year be approved.

(3) That the Director for Schools and Lifelong Learning, Children and Young People's Services, request further information from the Budget Holders of Services where further information was required in relation to their 2013/14 outturn position.

(4) The option 2 be supported in relation to PFI costs, with PFI costs being transferred into the PFI schools' individual budgets during the 2013/14 only. This would be further analysed by the Finance Working Group and the Rotherham Schools' Forum for decision concerning 2014/15 and beyond.

(5) That Rotherham's formula be amended to show Home to School Transport costs within the Schools' Block.

(6) That the Director of Schools and Lifelong Learning, Children and Young People's Services, be asked to provide a formal report in relation to the request for residual funding in respect of Extended Learning.

#### **64. SPECIAL EDUCATIONAL NEEDS WORKING GROUP.**

The Not in Education, Employment and Training Co-ordinator, provided an update on the review into the DSG funding to High Needs annex to the DSG. A Special Educational Needs Working Group was in the initial stages of being constituted, and would include school representatives, along with early years and further and higher education providers and private sector colleagues. Consultation would be broad and cover the 0 – 25 age-range.

It was anticipated that an action plan would be available for the March meeting of the Rotherham Schools' Forum.

Resolved: - (1) That the update be noted.

(2) That the action plan for the Special Educational Needs Working Group

be presented to the March, 2013, meeting of the Rotherham Schools' Forum.

**65. EARLY NEEDS WORKING GROUP.**

Representatives of the Early Needs Working Group updated the Rotherham Schools' Forum on the issues the Working Group had been considering.

- Thornhill Primary School – funding for seven Foundation Stage One places following the School's building expansion being delayed;
- Use of Quality measure in the formula;
- Commitment in principle to the use of £2.5millions of funding, which was currently received through the Early Intervention Grant but due to transfer into the DSG, to fund additional places for two-year-old children from April, 2013;
- The Early Needs Working Group were continuing to look at the funding of the base rate for two-year olds as a way of addressing the needs of the most vulnerable, including children with severe disabilities. The Working Group would present a report to the next meeting of the Rotherham Schools' Forum requesting that the base rate be increased to reflect needs in the maintained and the private, voluntary and independent sectors.

The Rotherham Schools' Forum voted on the proposals made by the Early Needs Working Group.

Resolved: - (1) That funding be agreed to Thornhill Primary School in respect of seven Foundation Stage One places at the School.

(2) That the principle of using the £2.5millions transferred from the Early Intervention Grant into the DSG be used to support the provision of additional two-year old places from April, 2013 onwards.

(3) That the Early Needs Working Group present a report to the next meeting of the Rotherham School's Forum on the basic rate funding for two-year old places.

**66. ANY OTHER BUSINESS.**

The Chairman of the Rotherham Schools' Forum reported that the agenda of the next meeting would include consideration of the Trade Unions' allocation for the 2013/14 budget. A detailed report would be presented to the meeting. Trade Union Representatives had been asked to provide Headteachers with information about the full range of tasks they undertook for their union duties.

**67. DATE AND TIME OF THE NEXT MEETINGS: -**

Resolved: - (1) That the next meeting of the Rotherham Schools' Forum take place on Thursday 7<sup>th</sup> March, 2013, to start at 11.00 am at the Rockingham Professional Development Centre.

(2) That future meetings take place on: -

- Friday 19<sup>th</sup> April, 2013;
- Friday 28<sup>th</sup> June, 2013;

To start at 8.30 am at the Rockingham Professional Development Centre.

**Schools Forum Working Group****Finance Sub-Group Meeting****26<sup>th</sup> February 2013**

Present: Amanda Bartholomew, Craig Roberts, David Ashmore, David Sutton, David Silvester, Michael Waring, Vera Njegic.

Apologies: Graham Haywood, Stuart Booth

**1. PFI issues.**

The group noted the responses from Stuart Booth, highlighting the review into the performance and governance of the PFI contract carried out by PwC in April 2011. This was followed by a meetings and a change in organisation and personnel at both Transform Schools and Balfour Beatty Workplace.

Problems were duly noted with Lifecycle works, and work which has been unacceptably delayed. A new system is being discussed with schools and a three year plan being put in place following dialogue with schools. Funding issues with AXA and European Investment bank have arisen and the council and Transform are looking at refining future systems to avoid unnecessary costs.

The high annual increases in PFI costs is a result of two issues, Benchmarking costs and the annual contractual RPI-X increase relating to construction and lifecycle spend. The latter is a fixed cost set at signing of the contract. The Benchmarking is in the final year (2013/14) of the four year period and will be set to be re-negotiated.

Conclusions:

- To receive a copy of the Rotherham PFI contract
- To employ a legal team to examine the contract and provide specific recommendations to Forum concerning budgetary pressures and Lifecycle works.
- To establish a PFI working party made up of PFI school leaders and non-PFI school leaders to be involved in the Benchmark Negotiations.
- To support the decision taken during the Jan Forum meeting concerning the PFI budget arrangements for the 2013/14 subject to that decision being reversible for 2014/15 after independent scrutiny of the contract (application to Secretary of State required - VN).
- To review the decision taken during the Jan Forum meeting concerning the PFI budget for the 2014/15 budget and beyond.

**2. Benchmarking**

As a finance group we will examine specific budget headings and compare Rotherham spend to statistical neighbours, geographical neighbours and national average to engage in a conversation concerning the setting of budgets. This will affect the 2014/15 budget setting process.

### **3. Budget Monitoring**

Vera outlined the presentation which she will share with Forum.

### **4. Learning Support Service Proposals**

Paula Williams prepared a paper for the meeting requesting an additional Learning Support Worker as their case load was increasing. The 50% budget which is centrally held would need to be increased by £23K.

Since this would not come from the Schools Block, but from the High Needs Block funding, this was to be deferred to the High Needs team who would be looking at that area of funding.

### **5. Early Years Funding Formula**

The group discussed the outline of the proposal put to Forum in the previous meeting concerning increasing the base rate formula for nursery and F1 provision. The group discussed the anomalies surrounding the difference in base rate between PVI and school, a historic difference, as well as the extra allowance for the quality and deprivation.

The group felt strongly that this should be examined in a stepped approach.

Step 1: To ensure equality of funding and increase the base rate for school funding to match PVI funding to £3.40 (2013/14 budget)

Step 2: To re-examine all formula factors (base rate, deprivation and quality) - to enable more informed comparisons to be made on funding levels with other authorities; to consider the approach to measuring quality and whether this delivers the expected outcomes.

Step 3: To examine over the course of the next term the financial pressures placed on the provision and to ensure that any revised proposals are affordable.

It was also noted from Vera that the Early Years block funding has been set following historic levels and this will be elaborated on during Vera's presentation.

1.	<b>Meeting:</b>	Rotherham Schools' Forum
2.	<b>Date:</b>	7 <sup>th</sup> March, 2013
3.	<b>Title:</b>	Total Schools Budget Monitoring Report as at 31st January 2013
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 31<sup>st</sup> January 2013.

The Total Schools budget available after the latest revision to the Dedicated Schools Grant allocation, the EFA post 16 funding for 2012/13 and the DSG Carry-forward from 2011/12 is £180.926m. Compared to the initial estimate this equates to a reduction in available funding of £3.479m.

The current projected outturn against the above budget based on expenditure up to the 31st January 2013 is an under-spend of £666k, including the projected RoSIP under-spend of £380k and 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 2012/13**

**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**

## 7. Revision to Total Schools Budget

The total schools budget was originally £184.405m, (made up of Dedicated Schools Grant £183.345m, EFA post 16 funding £1.372m and a carry forward deficit balance of £312k from 2010/11). The revised total schools budget is £180.926m. The reduction of £3,479m is due to the following:

### a) Dedicated Schools Grant

DSG had been estimated at £183.345m including an estimate for academy recoupment. The 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.

An adjustment to Thurcroft Junior's recoupment figure has been made since then, giving £58k back to the Local Authority to manage the Resource Unit. This has resulted in a revised DSG allocation of £179.648m an overall reduction of £3.697m.

### b) Post 16 Funding

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

### c) 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>Total Schools Budget</b>	<b>Original Estimate</b>	<b>Revised Allocation</b>	<b>Reduction</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Dedicated Schools Grant	183,345	179,648	3,697
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>180,926</b>	<b>3,479</b>

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

The forecast outturn position is projected to be a £666k under spend based on the budget monitoring returns from budget holders for the period ending 31<sup>st</sup> January 2013. Details are shown in Appendix 1.

This projection includes all approved carry-forwards from 2011/12.

The 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 £286k under spend.

This position has improved by £322k since the last reported figure summarised in the following table and detailed further in section 8.1.3.

<b>Budget</b>	<b>Amount</b>	<b>Change</b>
School Rates	£7k	Surplus
Behaviour Support	£29k	Increase in Surplus
PVI Nursery Education	-£60k	Deficit
Pupil Referral Units	£83k	Reduction in Deficit
Redundancy Contingency	-£19k	Deficit
Early Years Contingency	£198k	Surplus
Maintained Nurseries	£60k	Surplus
Special Educational Needs	£78k	Reduction in Deficit
SEN Extra District Places	-£68k	Increase in shortfall
PRU Additional C/fwd	-£124k	Additional DSG needed
Recoupment Contingency	£198k	Additional DSG available
Exceptional Needs Payments to Academies	-£62k	Additional DSG needed
Small variances across remaining budgets	£2k	
<b>TOTAL</b>	<b>£322k</b>	

**8.1.1 Budget Virements**

Budget Virements are proposed as follows:

School Rates

£6k proportion of Thurcroft Junior and St Bernard's rates relating to pre Academy conversion transferred to school budgets.

Rotherham School Improvement Partnership

£78k transfer to Wickersley Comprehensive for Central Team and other related costs.

£27k transfer to Primaries for Graduate Teacher Programme Term 2

£17k Key Stage 2 funding transferred to Primaries

£20k transfer to Wickersley Comprehensive for NLE deployment

£20k transfer to Lead Schools

£1.4k transfer to Wickerlsey St Alban's for work on KS2 budget

£21k transfer to Swinton Queen Primary for KS2 work

Learning Support Service

£58k transfer of budget for Thurcroft Resource Unit due to School's conversion to Academy.



Special Educational Needs

£244k SEN funding transferred to Special Schools

£7k SEN funding transferred to Primaries

£31k SEN funding transferred to Secondaries

**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 £4.807m projected under spend as at the end of December.

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

**School Rates Contingency**

Actual Rates charges for 2012/13 have been verified at £2.442m leaving a surplus balance of £7k

**Pupil Referral Units and Agreed Carry Forward.**

PRU's had previously been projecting a combined overspend of £91k.

The latest projection is a combined over spend of £8k broken down as follows:

Projected over spends on The Bridge £24k, Riverside PRU £9k, Transport £21k and Education Other than at School £19k.

Offset by under spends on St Mary's £27k, Rowan Centre £4k and ARC £34k.

The overall reduction in projected deficit is mainly due to factoring in the agreed carry forward from 2011/12 of £127k. The initial DSG budget had been set factoring in a carry forward of £3k in line with the 10% threshold agreed in previous years for Partnership PRU's. As a result of the full Carry Forward of £127k being agreed an additional £124k of DSG was needed. This has been funded from the £64k 2011/12 unallocated DSG carry forward and by taking £60k from the Estimated Grants adjustment line.

**Behaviour Support**

£120k projected under spend has increased by £29k from the previous projection due to staff slippage and additional training income.

**Private, Voluntary and Independent Nursery Education**

Projecting a £60k over spend due to Dinnington Primary children transferring from the Maintained sector to the Children's centre from September 2012. Any overspend can be funded from the Early Years contingency budget. (See below).

**PVI and Maintained Early Years Contingency Budget**

Due to the uncertainty in the number of children moving into PVI and Maintained early years settings, the contingency budget of £198k had previously been fully committed to fund any potential shortfalls in the PVI and Maintained Early Years budgets however this forecast has been revised and will not be required for the current financial year.

Due to the transfer of Dinnington Primary children the funding required for the Maintained budget has fallen resulting in a £60k surplus. As a result the overall contingency pot has increased to £258k, of which the PVI budget will require £60k to fund their forecast overspend. (Dinnington children)

**Redundancy Contingency**

This budget is now projecting an over spend of £19k due to the potential implications of a tribunal case.

**Special Educational Needs**

An over spend of £522k is now being projected. The reduction of £78k on the previous projection is due to delays in the start dates for two residential placements.

**SEN Extra District Placements**

The projected shortfall has increased by £68k on this budget to £79k. This is due to increased 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.

**Rotherham School Improvement Partnership**

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

**Estimated Grant Adjustment**

This line is not a budget as such but a reconciliation line to account for the unallocated grant generated from the difference between the initial budgets set and the changes to the value of Total Schools Budget available. The surplus generated by this balance currently stands at £475k and has increased from the previous report by £138k. This increase is due to £198k transferred from the Delegated Schools Budget as a contingency for Academy recoupment. This has been offset by the £60k taken to fund part of the additional PRU carry forward.

**Exceptional Needs Payments to Academies**

The Local Authority is required to pay Exceptional Needs Payments to Academies. The 2012/13 payment has been confirmed as £62k.

**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),  
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## Appendix 1

Total Schools Budget Monitoring 2012/13 as at 31<sup>st</sup> January 2013

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 31 <sup>st</sup> January	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>-3,708</b>		<b>1,263</b>	<b>-2,445</b>	<b>161,420</b>	<b>105</b>	<b>161,525</b>	<b>107,683</b>	<b>161,525</b>	
<b>School Rates</b>	<b>2,455</b>			<b>-6</b>	<b>-6</b>	<b>2,449</b>		<b>2,449</b>	<b>2,442</b>	<b>2,442</b>	<b>7</b>
<b>RSIP</b>	<b>768</b>			<b>-397</b>	<b>-397</b>	<b>371</b>	<b>788</b>	<b>1,158</b>	<b>123</b>	<b>778</b>	<b>380</b>
<b>Centrally Managed Services for Schools</b>											
Autism Communication Team	170				0	170		170	130	160	10
Behaviour Support	572			33	33	605		605	408	485	120
Children in Public Care	152				0	152		152	106	150	2
Early Years ASD Support	93				0	93		93	67	82	11
Private, Voluntary & Independent Nursery Education	2,832				0	2,832		2,832	2,256	2,892	-60
Education Welfare Ctrl Attendance Team	31			19	19	50		50	39	50	0
CYPS Standards and Development	0			41	41	41		41	35	41	0
Hearing Impaired Service	590				0	590		590	503	594	-4
Learning Support Service	327			58	58	385		385	302	371	14
Operational Safeguarding Unit	126			-60	-60	66		66	52	66	0
Free School Meals Assessment	36				0	36		36	0	36	0
Portage	204				0	204		204	182	225	-21
Pupil Referral Units	2,502			18	18	2,520	127	2,647	2,090	2,655	-8
School Effectiveness Service	1,430			-16	-16	1,414		1,414	1,054	1,404	10
School Catering Service	178				0	178		178	142	178	0
Y10/11 RCAT Children	10				0	10		10	3	10	0
Schools Contingency: Primary Schools in Financial Difficulty	120			-70	-70	50		50	0	50	0
Schools Contingency: Redundancy	157				0	157		157	33	176	-19
Schools Contingency: PVI & Maintained Early Years	198				0	198		198	0	-60	258
Schools Contingency: Carbon Reduction Commitment	212				0	212		212	0	212	0
PFI	3,445				0	3,445		3,445	3,445	3,445	0
SEN Assessment Team	33				0	33		33	27	33	0
SEN Transport to Extra District Schools	101				0	101		101	84	101	0
Special Educational Needs	3,003			-897	-897	2,106		2,106	2,258	2,628	-522
SEN Extra District Placements	-386				0	-386		-386	-16	-307	-79
Trade Union Activities	56				0	56		56	35	59	-3
Visual Impaired Service	419				0	419		419	351	427	-8
Young People's Service	73				0	73		73	53	73	0
Facilities Management - Welcome Centre	0			15	15	15		15	13	15	0
Extended Services	0				0	0	300	300	135	135	165
Education Action Zones	0				0	0	80	80	80	80	0
City Learning Zones	163				0	163		163	163	163	0
Former SF Grant - Broadband Connectivity	100				0	100	45	145	143	145	0
<b>Centrally Managed Services Total</b>	<b>16,947</b>		<b>0</b>	<b>-860</b>	<b>-860</b>	<b>16,087</b>	<b>552</b>	<b>16,639</b>	<b>14,173</b>	<b>16,774</b>	<b>-134</b>
<b>Estimated Grant Adjustment</b>	<b>370</b>	<b>11</b>	<b>154</b>		<b>165</b>	<b>535</b>	<b>-60</b>	<b>475</b>			<b>475</b>
Academies Exceptional Needs Payments	0				0	0				62	-62
<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>0</b>	<b>0</b>
<b>TOTAL</b>	<b>184,405</b>	<b>-3,697</b>	<b>218</b>	<b>0</b>	<b>-3,479</b>	<b>180,926</b>	<b>1,321</b>	<b>182,247</b>	<b>124,422</b>	<b>181,581</b>	<b>666</b>

## Briefing Paper

Subject: - Changes to Schools' Forum arrangements and amendment of Terms of Reference.

Date: - Thursday 7<sup>th</sup> March, 2013

Recipient: - Rotherham Schools' Forum

### Summary:

1. The Department for Education (DfE) has produced a school funding document outlining their rationale and principles which is in the public domain – “School funding reform – next steps towards a fairer system”.

Included in this document are improved Schools Forum arrangements.

2. Responses last year to the DfE consultations in April and July have shown that Schools' Forums are not consistent throughout local authorities.

3. In order for local decision making to operate in a consistently fair and effective way and in consultation with schools, there is need to secure greater confidence in Schools' Forums.

4. Changes have therefore been made to Schools' Forums arrangements so that they are in place to support decision-making for 2013-14 and these changes will ensure that Schools' Forum discussions are more focussed, that decisions are more transparent and that those most affected have a greater say.

### Background and details:

5. There will not be any changes to Schools' Forum powers for 2013- 14.

Schools' Forums regulations will be amended as follows:-

(i) Composition of the Forum should be compliant with the regulations and should reflect the pupil numbers expected to be in each category. At this stage it has been decided not to change the numbers/composition until we know which schools will be converting to Academy status.

(ii) Remove the requirement to have a minimum of 15 people on a Forum.

(iii) Restrict other local authority attendees from participating in meetings unless they are a Lead Member, DCS, DCS representative or are providing specific financial or technical advice (including presenting a paper to the Forum).

(iv) Give the Education Funding Agency (EFA) observer status at Schools' Forum meetings to support the local process and to provide a national perspective if members thought it helpful or if there were any concerns about the running of the Forum.

(v) Require local authorities to publish Forum papers, minutes and decisions promptly in a public area of their websites.

(vi) Requirement to hold public meetings.

(vii) Any regular communications from the authority to schools should also draw attention to forthcoming schools' forum meetings and agendas and the minutes of forum discussions.

(viii) Restrict the voting arrangements by allowing only schools members and the PVI members to vote on the funding formulae.

(ix) The regulations state that maintained primary schools, secondary schools and Academies should be represented on Forums in proportionate to the number of pupils in those types of schools.

### **Issues arising**

- Ensuring a balance of academy and non-academy members.
- Do we continue with a member from each Learning community or reduce the representation.
- Ensure appropriate membership of non-school representatives, i.e.
  - Private, voluntary & independent nursery providers
  - Diocesan representatives
  - 14-19 Partnership representative
  - Trade union representatives
- Ensure appropriate LA membership.



Education  
Funding  
Agency

Chief Finance Officers,  
Finance Officers,  
Chairs and Clerks of Schools Forums.

School Forum Regulations 2010  
13 June 2012

Dear Colleagues,

**Consultation on changes to the Schools Forums regulations 2010:**

On 26 March 2012 the Secretary of State published *School funding reform: next steps towards a fairer system*. This explains how the Department plans to proceed until the end of the current spending review period. The document can be downloaded below:

[School funding reform: Next steps towards a fairer system](#)

In **Section 1.6** we refer to Improved Schools Forum arrangements and the need for local decision-making to operate in a consistently fair and effective way and in consultation with schools and academies. We have therefore reviewed the legislation relating to Schools Forums, proposing to revoke and replace the Schools Forums Regulations 2010. Attached are proposed new draft regulations which are consistent with the decisions we have already announced.

For 2013-14 we have said that we will take the following steps to amend the Schools Forums Regulations as stated below:

1. We are removing the requirement to have a minimum of 15 people on a Forum
2. We are restricting other local authority attendees from participating in meetings unless they are a relevant Lead Member, Director of Children's Services (or their representative), Chief Finance Officer (or their representative), or are providing specific financial or technical advice (including presenting a paper to the Forum) (*regulation 8(3)*).
3. We are restricting the voting arrangements by allowing only schools and Academy members (and the private, voluntary and independent sector - PVI members) to vote on the funding formulae (*regulation 8(11)*). Additionally, draft regulation 8(12) covers the items we have announced which will be subject to de-delegation. These will be specified in the finance regulations and only the relevant maintained school members of the forum will be able to vote.
4. We are requiring local authorities to publish Forum papers, minutes and decisions promptly on their websites (*regulation 8(13)*).
5. We are requiring Forums to hold public meetings, as is the case with other Council Committees (*regulation 8(1)*).

We will also give the EFA observer status at School Forum meetings (*regulation 8(3f)*) with the right to participate in discussions. This will enable the EFA to support the local process and to provide a national perspective. .

As a result of other funding changes, we also propose to:

1. Include Pupil Referral Units as a separate group among schools members, to reflect their receipt of delegated budgets from April 2013 (*regulation 5(2)(e)*)
2. Remove the requirement for local authorities to consult schools forums annually about arrangements for free school meals and insurance as these are to be allocated through the formula in future (*current regulations 10(1)(d) and 10(1)(f)*).

To summarise:

- Regulations 3 to 8 provide for the constitution of a schools forum, including the election of schools members, the election or selection of Academies members and the appointment of non-schools members to the schools forum, their meetings and proceedings.
- Regulations 9 to 11 require the authority to consult their schools forum before entering into certain types of contract and annually in relation to a range of financial issues and the governing bodies of schools maintained by them to be informed of any such consultation.
- Regulations 12 and 13 require the authority to pay the expenses of their schools forum out of the schools budget and the reasonable expenses of its members.

A full regulatory impact assessment has not been produced for this instrument as no impact on the private or voluntary sectors is foreseen.

The draft Schools Forums (England) Regulations 2012 are attached .We are setting a four week consultation period, unfortunately this has to be a short period as the aim is for the regulations to be in force by early October 2012. Therefore, comments need to be returned by 11 July 2012.

Could you send your comments to EFA [reformteam.funding@education.gsi.gov.uk](mailto:reformteam.funding@education.gsi.gov.uk)  
By 11 July 2012 please?

Yours sincerely,

Keith Howkins,  
Team Leader, Funding Reform Team  
Education Funding Agency, Department for Education



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 STATUTORY INSTRUMENTS
 

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2012 No.

## EDUCATION, ENGLAND

**THE SCHOOLS FORUMS (ENGLAND) REGULATIONS  
2012**

<i>Made</i> - - - -	2012
<i>Laid before Parliament</i>	2012
<i>Coming into force</i> - -	2012

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The Secretary of State for Education makes the following Regulations in exercise of the powers conferred by sections 47A and 138(7) of the School Standards and Framework Act 1998<sup>(a)</sup>:

**Citation, commencement, application and interpretation**

1.—(1) These Regulations may be cited as the Schools Forums (England) Regulations 2012 and come into force on [            ].

(2) These Regulations apply only in relation to England.

(3) In these Regulations—

“the Act” means the School Standards and Framework Act 1998;

“Academies member” means a member who represents the governing bodies of the Academies situated in the authority's area;

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(a) 1998 c.31. Section 47A was inserted by section 43 of the Education Act 2002 (c.32) and has been amended by section 101 of, and paragraph 7 of Schedule 16 to, the Education Act 2005 (c.18); sections 57 and 184 of, and paragraphs 2(1), (3) and (4) of Schedule 5 and Part 6 of Schedule 18, to the Education and Inspections Act 2006 (c.40) and by sections 165 and 169 of and Schedule 2 to the Education and Skills Act 2008 (c.25). For the meaning of “prescribed” and “regulations” see section 142(1) of the School Standards and Framework Act 1998.

“authority” means the local authority in whose area the schools forum is established;

“early years providers” means—

- (a) persons who are registered as early years childminders or other early years providers under Chapter 2 of Part 3 of the Childcare Act 2006(a) (which provides for the compulsory registration of persons providing early years provision) or are exempt from compulsory registration by order of the Secretary of State under section 33(2) or 34(3) of that Act;
- (b) independent schools; and
- (c) non-maintained special schools, who provide early years provision;

“early years provision” has the meaning given by section 20 of the Childcare Act 2006;

“executive member” means any elected member of the authority appointed to the executive of that authority;

“governor” includes any interim executive member of an interim executive board;

“head teacher’s representative” means a senior member of staff representing a head teacher;

“interim executive board” is to be construed in accordance with paragraph 2 of Schedule 6 to the Education and Inspections Act 2006(b);

“local authority 14-19 partnership” means the arrangements described in section 85(2) and (3) of the Education and Skills Act 2008(c);

“nursery school” means a nursery school maintained by the authority;

“primary school” means a primary school maintained by the authority;

“relevant officer” means—

- (a) the director of children’s services of the authority; or
- (b) any officer employed or engaged to work under the management of the director of children’s services, other than one who directly provides education to children or who manages such a person.

“representative” means either a head teacher or head teacher’s representative or a governor of a school maintained by the authority, save for in regulation 8 where it means a representative of the positions mentioned in that regulation;

“school” means a school maintained by the authority;

“school category” means one of the following categories of school—

- (a) community schools,
- (b) foundation schools,
- (c) voluntary aided schools,
- (d) voluntary controlled schools,

as described in Chapter 1 of Part 2 of the Act;

“secondary school” means a secondary school maintained by the authority;

“senior member of staff” means a principal, deputy head teacher, bursar or other person responsible for the financial management of the school;

“special school” means a community special school or a foundation special school.

(4) In these Regulations, a reference to a governing body does not include a reference to the temporary governing body of a new school and a reference to a governor does not include a reference to a member of the temporary governing body of a new school, where “new school” has the meaning given by section 72(3) of the Act(d).

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(a) 2006 c.21.

(b) 2006 c.40.

(c) 2008 c.25.

(d) Section 72(3) was amended by section 215(1) of, and paragraph 106 of Schedule 21 to, the Education Act 2002.

**Revocations**

2. The Schools Forums (England) Regulations 2010(a) are revoked.

**Constitution of schools forum**

3. Every authority must ensure that the schools forum for their area is constituted in accordance with regulations 4 to 7 by 1st October 2012

**Membership: general**

4.—(1) Subject to the following paragraphs of this regulation, an authority may determine the size and composition of their schools forum and the forum members' terms of office.

(2) Subject to paragraph (3), a forum must comprise—

- (a) schools members elected in accordance with regulation 5;
- (b) if there are any Academies in the authority's area, at least one Academies member elected or selected in accordance with regulation 6; and
- (c) non-schools members appointed in accordance with regulation 7.

(3) If, for any reason, an election for a schools member under regulation 5(1) or an Academies member under regulation 6(1) does not take place by any date set by the authority or any such election results in a tie between two or more candidates, the authority must appoint the schools member or Academies member to their schools forum instead.

(4) Schools members and Academies members must together comprise at least two thirds of the membership of the forum.

(5) Subject to paragraphs (6) to (9), primary schools, secondary schools and Academies must be broadly proportionately represented on the forum, having regard to the total number of pupils registered at them.

(6) Where the authority maintain one or more special schools, at least one schools member must be a representative of a special school.

(7) Where the authority maintain one or more nursery schools, at least one schools member must be a representative of a nursery school.

(8) Where the authority maintain one or more pupil referral units, at least one schools member must be a representative of a pupil referral unit.

(9) An authority may determine that the number of members representing schools in a particular school category must be broadly proportionate to the total number of schools in that category when compared with the total number of schools maintained by the authority.

(10) A forum member remains in office until—

- (a) the member's term of office expires;
- (b) the member ceases to hold the office by virtue of which the member became eligible for election, selection or appointment to the forum;
- (c) the member resigns from the forum by giving notice in writing to the authority; or
- (d) in the case of a non-schools member, the member is replaced by the authority, at the request of the body which the member represents, by another person nominated by that body,

whichever comes first.

(11) The authority must maintain a written record of the composition of their forum, to include—

- (a) the number of schools members and by which group or sub-group they were elected;
- (b) the number of Academies members; and

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(a) S.I. 2010/344.

- (c) the number of non-schools members, their terms of office, how they were chosen and whom they represent.

### **Schools members**

5.—(1) Schools members must be elected to the schools forum by the members of the relevant group, or sub-group, in the authority's area.

(2) The groups are—

- (a) representatives of nursery schools, where there are any such schools in the authority's area;
- (b) representatives of primary schools other than nursery schools;
- (c) representatives of secondary schools;
- (d) representatives of special schools, where there are any such schools in the authority's area; and
- (e) representatives of pupil referral units, where there are any such schools in the authority's area.

(3) Each group referred to in paragraph (2) may consist of one or more of the following sub-groups—

- (a) where the authority exercises its discretion under paragraph (4)(a), representatives of head teachers of schools in each group;
- (b) where the authority exercises its discretion under paragraph (4)(b), representatives of governors of schools in each group;
- (c) where the authority exercises its discretion under paragraph 4(c), representatives of head teachers and governors of schools in each group;
- (d) where the authority exercises its discretion under regulation 4(8), representatives of the particular school category.

(4) The authority may determine that a certain number of representatives of each group must be—

- (a) head teachers or head teachers' representatives;
- (b) governors; or
- (c) head teachers or head teachers' representatives and governors.

### **Academies members**

6.—(1) Subject to paragraph (2), Academies members must be elected to the schools forum by the governing bodies of the Academies in the authority's area.

(2) Where there is only one Academy in the authority's area, the governing body of the Academy must select the person who will represent them on the schools forum.

### **Non-schools members**

7.—(1) The authority must appoint non-schools members to their schools forum comprising—

- (a) one or more persons to represent the local authority 14-19 partnership; and
- (b) one or more persons to represent early years providers.

(2) Subject to paragraph (3), the authority may appoint additional non-schools members to their forum to represent the interests of other bodies.

(3) Prior to making any appointment under paragraph (2), the authority must consider whether the following bodies should be represented on their forum—

- (a) the Diocesan Board of Education for any diocese any part of which is situated in the authority's area;

- (b) the Bishop of any Roman Catholic Diocese any part of which is situated in the authority's area;
- (c) where there are any schools or Academies within the authority's area that are designated under section 69(3) of the Act<sup>(a)</sup> as having a religious character (other than Church of England or Roman Catholic schools), the appropriate faith group in respect of any such school or Academy.

(4) The authority may not appoint any executive member or relevant officer of the authority to their forum as a non-schools member.

(5) Within one month of the appointment of any non-schools member, the authority must inform the governing bodies of schools maintained by them and of Academies within their area of the name of the member and the name of the body that member represents.

### **Meetings and proceedings of schools forum**

**8.**—(1) The schools forum must meet in public at least four times a year and is quorate if at least two fifths of the total membership is present at a meeting.

(2) The members of the forum must agree an agenda for the meeting of the forum.

(3) The following persons may speak at meetings of the forum, even though they are not members of the forum-

- (a) the director of children's services at the authority or their representative;
- (b) the chief finance officer at the authority or their representative;
- (c) any elected member of the authority who has primary responsibility for children's services or education in the authority;
- (d) any elected member of the authority who has primary responsibility for the resources of the authority;
- (e) any person who is invited by the forum to attend in order to provide financial or technical advice to the forum;
- (f) an observer appointed by the Secretary of State; and
- (g) any person presenting a paper or other item to the forum that is on the meeting's agenda, but that person's right to speak shall be limited to matters related to the item that the person is presenting.

(4) Subject to paragraph (5), the members of the forum must elect a person as chair from among their number and determine the chair's term of office.

(5) The members of the forum may not elect as chair any member of the forum who is an elected member or officer of the authority.

(6) Subject to paragraphs (8) to (11), the members of the forum may determine their own voting procedures.

(7) The proceedings of the forum are not invalidated by—

- (a) any vacancy among their number;
- (b) any defect in the election or appointment of any member; or
- (c) any defect in the election of the chair.

(8) The authority must make arrangements to enable substitutes to attend and vote at meetings of the forum on behalf of schools members, Academies members and non-schools members, in consultation with members of the forum.

(9) Apart from as provided for by paragraphs (11) and (12) all members must be entitled to vote on all matters put to a vote.

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(a) Section 69(3) also applies to independent schools (which includes Academies) by virtue of section 124B, which was inserted by regulations 2 and 3 of S.I. 2003/2037.

(10) Where a member votes the member must only cast one vote and each member's vote must have an equal weighting, save that in the event of a tie in the number of votes the members may determine such other voting procedures as they see fit.

(11) Non-school members, other than those who represent early years providers, must not vote on matters relating to the funding formulae to be used by the local authority to determine the amounts to be allocated to schools and early years providers in accordance with regulations made under sections 47 and 47ZA of the Act.

(12) Where the Secretary of State specifies in regulations made under sections 47 and 47ZA of the Act that only certain members of the forum may authorise certain matters, only those members must be entitled to vote.

(13) The authority must promptly publish all papers considered by the forum and the minutes of their meetings on their website.

#### **Consultation on contracts**

9. The authority must consult the schools forum on the terms of any proposed contract for supplies or services (being a contract paid or to be paid out of the authority's schools budget<sup>(a)</sup>) where the estimated value of the proposed contract is not less than the threshold which applies to the authority for that proposed contract pursuant to regulation 8 of the Public Contracts Regulations 2006<sup>(b)</sup> at least one month prior to the issue of invitations to tender.

#### **Consultation on financial issues**

10.—(1) The authority must consult the schools forum annually in respect of the authority's functions relating to the schools budget, in connection with the following—

- (a) arrangements for the education of pupils with special educational needs;
- (b) arrangements for the use of pupil referral units<sup>(c)</sup> and the education of children otherwise than at school;
- (c) arrangements for early years provision;
- (d) administrative arrangements for the allocation of central government grants paid to schools via the authority.

(2) The authority may consult the forum on such other matters concerning the funding of schools as they see fit.

#### **Information about consultations**

11. The schools forum must inform the governing bodies of schools maintained by the authority of any consultation carried out by the authority under regulation 9 or 10, as soon as it reasonably can.

#### **Charging of schools forum's expenses**

12. The authority must pay the expenses of the schools forum and charge those expenses to the schools budget.

#### **Members' expenses**

13. The authority must reimburse all reasonable expenses of members in connection with their attendance at meetings of the forum and charge those expenses to the schools budget.

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(a) "Schools budget" has the meaning given in section 45A(2) of the Schools Standards and Framework Act 1998.

(b) S.I. 2006/5.

(c) "Pupil referral units" has the meaning given in section 19(2) of the Education Act 1996.

