

Rotherham Schools' Forum

Venue: Rockingham Professional Development Centre **Date:** Friday, 3 October 2014
Time: 8.30 a.m.

A G E N D A

1. Welcome and Introductions.
2. Apologies for absence.
3. Declarations of Interest.
4. Minutes of the previous meeting held on 27th June, 2014 and matters arising. (Pages 1 - 9)
5. Report on the Finance Sub-Group.
 - Update from first meeting held on 26th September, 2014;
 - Work plan - proposals being worked on regarding the Schools' Block and exemptions;
 - Consultation with all stakeholders and full Learning Communities.
6. Training for Rotherham Schools' Forum.
 - Requirements / content;
 - Audience.
7. High Needs Block - update.
 - Donald Rae.
8. Virtual School Proposal. (Pages 10 - 17)
 - Lorraine Lichfield;
 - Documents not published as they contain confidential staffing information and information likely to be consulted on with Trade Union Representatives.
9. Learners First Partnership - impact update.
 - Phil Marshall.

10. School Effectiveness Service update: -
 - Karen Borthwick.

 - Exam results;
 - Ofsted categories.

11. Proposed Changes to the Rotherham Fair Funding Scheme for Schools. (Pages 18 - 22)
 - Finance Officer.

12. Rotherham Total Schools Budget Outturn Report for 31st March 2014. (Pages 23 - 28)
 - Finance Officer.

13. Total Schools Budget Monitoring Report as at 31st August 2014. (Pages 29 - 35)
 - Finance Officer.

14. Date and time of the next meetings: -
 - Friday 28th November, 2014;
 - Friday 30th January, 2015 – possible need to change this – DfE deadline;
 - Friday 6th March, 2015;
 - Friday 24th April, 2015;
 - Friday 26th June, 2015.

All to start at 8.30 a.m. in the Rotherham Town Hall.

**ROTHERHAM SCHOOLS' FORUM
FRIDAY, 27TH JUNE, 2014**

Present:- P. Blackwell (Dinnington) (in the Chair).

Learning Community Representatives: - P. DiLasio (Wales), D. Pridding (Swinton), D. Butler (St. Bernard's), D. Humphries (Aston), K. Sherburn (Wingfield), S. Armstrong (Wath), A. Abel (Oakwood), L. Pepper (Clifton).

Stakeholder Representatives: - P. Bloor (PRUs), S. Brook (Teaching Trade Unions), A. Richards (Secondary Governors), D. Ashmore (Teaching School), S. Hustler (Secondary Business Managers), M. Badger (Unison/Support Staff Trade Unions), M. Hague and P. Gerrard (Early Years), J. Fearnley (Junior Schools), P. Sayles (RCAT).

Officers in attendance: - J. Robertson (Financial Services), V. Njelic (Financial Services), K. Borthwick (School Effectiveness Service), D. Smith (School and Lifelong Learning), H. Etheridge (Committee Services), P. Marshall (Teaching School), C. Earl (Audit and Asset Management).

Apologies had been received from: - R. Burman (Winterhill), Cllr A. Rushforth (Cabinet Member), S. Mallinder (Primary Governors), J. Gray (Early Years – PVI), G. Gillard (Sheffield Diocese), B. Clubley (Thrybergh), S. Booth (Financial Services) and John Henderson (Brinsworth).

15. DECLARATIONS OF INTEREST.

Mr. A. Richards, Secondary Governor Representative, declared an interest in item 9 (Learners' First Partnership) as a Director of that company.

16. MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING HELD ON 11TH APRIL, 2014.

The minutes of the previous meeting of the Rotherham Schools' Forum held on 11th April, 2014, were considered.

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

17. STAKEHOLDER REPRESENTATIVES TO THE ROTHERHAM SCHOOLS' FORUM, 2014-2015.

The Rotherham Schools' Forum noted the current membership status of the Forum for the 2014/2015 financial year. A number of vacancies remained.

The Chairperson of the Rotherham Schools' Forum explained that work would be undertaken to ensure that Rotherham's balance of academy and

non-academy schools were represented on the Forum. As more schools became academies the balance would need to be reassessed to ensure that representation from both sectors on the Forum reflected the Rotherham picture.

Resolved: - (1) That the learning communities and stakeholder representatives of the Rotherham Schools' Forum for the 2014/2015 financial year be noted.

(2) That work be undertaken to fill the vacancies that remained.

(3) That work be undertaken to ensure that the balance of academy and non-academy schools represented on the Rotherham Schools' Forum reflects the balance of the sectors in Rotherham.

18. THE ROTHERHAM MISSION: -

Paul Blackwell, Chair of the Rotherham Schools' Forum, referred to the Rotherham Mission's four guiding principles: -

- All students making at least good progress;
- No underperforming cohorts;
- All teachers delivering at least good learning;
- All schools moving to at least the next level of successful performance.

The role of the Rotherham Schools' Forum was school improvement. The four Rotherham Mission principles should be referred to as a guide in all of the Forum's decision making.

19. SEND REVIEW UPDATE.

Dorothy Smith, Director of Schools and Lifelong Learning (Children and Young People's Services Directorate) provided an update on the work taking place in relation to Special Educational Needs and Disability (SEND) given the new legislation. An SEND Plan had been drafted and it was intended that it would go through a process of consultation and discussion before being finalised. Included in the Plan were the 2015/2016 funding reforms in relation to learners in schools and colleges aged 0 – 25 who had SEND. It was proposed that a working group of the Rotherham Schools' Forum and allied partners/experts from the Borough, be established to look into the matters in greater depth.

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

(2) That the SEND Plan be circulated to the full Rotherham Schools' Forum membership.

(3) That the membership of the working group be agreed at agenda item 17 (Establishment of a sub-group).

20. PRIMARY SPECIAL EDUCATIONAL NEEDS UNITS.

Resolved: - That, following the request of the Head of Service, this item be deferred.

21. LEARNERS FIRST PARTNERSHIP.

The Chairperson of the Rotherham Schools' Forum welcomed Colin Earl, Director of Asset Management, Phil Marshal and David Ashmore.

David Ashmore referred to the submitted report that outlined the financial statements for the year ending 31st August, 2013.

An unqualified audit opinion was that the statements gave a true and fair view in accordance with the financial reporting frameworks. The Auditor did not have any significant reservations in respect of the matters contained within.

All expenditure was in accordance with the seven budget headings as detailed in a report to Rotherham Schools' Forum on 5th October, 2012: - Key Stage Two, Key Stage Four, SEN, initial Teacher Training, Leadership Programme, Targeted Professional Development and Infrastructure.

All operating surpluses and funds unallocated from the 2013/2014 budget would be reinvested in school improvement activities in 2014/2015. This included providing the leadership and CPD offer (the levy) free of any additional charges to Rotherham school budgets for 2014/2015.

Parkins Accountants had made a number of recommendations to the Directors of Learners' First in respect of internal control system procedures. These were being implemented by the Directors.

Copies of the statements were available on the website and had been filed with Companies House.

As at the date of the meeting, an expected virement of funds had not been received by Learners First Partnership. It was noted that the funds had been vired from the Local Authority to Wickersley School and Sports College.

Discussion ensued and a member of the Rotherham Schools' Forum requested that further impact information on the impact of Learners First Partnership on Rotherham Schools.

The Director for Audit and Asset Management referred to the previous meeting of the Rotherham Schools' Forum where an interim report had been given (Minute No. 8 of the meeting held on 11th April, 2014). The Internal Audit report had found nothing untoward or irregular, and this had

been echoed by an external audit. A number of recommendations would be submitted to the Strategic Director for Children and Young People's Services regarding record keeping and monitoring and reporting arrangements to the Rotherham Schools' Forum, and reporting downward to individual schools who the money belonged to, and expectations for DSG funding commitments. Potential conflicts of interest occurred and measures needed to be put in place to ensure that monitoring arrangements were independent.

Phil Marshall provided an overview about the set-up of Learners First and interim impact reports.

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

(2) That the Learners First Partnership impact report be presented to the October meeting of the Rotherham Schools' Forum.

22. SCHOOL EFFECTIVENESS SERVICE AND LEARNERS FIRST LTD STRATEGIC PLAN, 2014-2015.

This item was covered under items 9 (Learners First Partnership) and 11 (School Ofsted ratings - the picture in Rotherham - a summary).

23. SCHOOL OFSTED RATINGS - THE PICTURE IN ROTTERHAM - A SUMMARY.

Karen Borthwick, Head of the School Effectiveness Service (Schools and Lifelong Learning, Children and Young People's Services Directorate) gave a presentation that outlined Ofsted inspections of local authority arrangements for school improvement. There were important messages and implications for Schools' Forums resulting from the new framework to inspect local authorities' arrangements for school improvement.

- Across the Country, there had been 75 visitations comprising: -
 - 22 inspections of ex-provision;
 - 52 school inspections;
 - One adult learning provision inspection.
 - A thorough/wide-range of provision was inspected.

Rotherham picture. Key issues: -

- Requires Improvement judgement in Primary Schools;
- Number of Outstanding in all phases;
- Inconsistencies within the Inspection Teams;
- Ensuring the Rotherham Mission was embedded;
- Ensuring that all schools met the aspiration of being good or outstanding by 2016/2017.

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

(2) That the Rotherham Schools' Forum support the commitment for all Schools to be Good or Outstanding by 2016/2017.

24. REVIEW OF OVERALL SCHOOL BALANCES, 2013-2014.

The Principal Schools Finance Officer (Financial Services, Resources Directorate) presented the report that outlined the overall school balances as at the end of the financial year, 2013-2014.

Overall, under-spends against budget had reduced by 26% from £8.881millions to £6.573millions. Balances across primary (-16%), secondary (-39%) and special (-62%) schools had dropped, whilst balances at early excellence centres (+36%) had risen. The report also included Pupil referral units as these now operated their own delegated budgets. Twelve schools remained above the threshold set for their sector (Secondary - 5% of budget unused / Primary - 8% unused), compared to 20 as at the end of 2012/2013 and nine schools were reporting a deficit position. Overall, deficit balances had risen from £357k to £537k.

Rotherham had the second lowest average balance per school out of ten statistical neighbours.

One of the reasons why the number had dropped was due to a reduction in maintained schools carry-forward levels and the increased number of academy conversions.

The Department for Education had emphasised in the past that revenue funding should be spent on today's children and schools should not retain excessive amounts without clear plans for their future use.

Reasons for under-spends had been explored with twelve of the Schools. Eleven pro-formas had been returned. A finance sub-group of the Rotherham Schools' Forum would meet to consider the returns.

Discussion ensued and the following points were raised: -

- Was there a link between the type of school and surplus balances?;
- Was it expected that the level of surpluses would reduce further?;
- The limited circumstances where Schools' Forums could claw back surplus balances.

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

(2) The a Finance Sub-Committee of the Rotherham Schools' Forum consider the returns of the twelve schools who had a surplus balance above the thresholds set for their sector.

25. PROPOSED TOTAL SCHOOLS' BUDGET, 2014/2015.

The Schools and CYPs Finance Manager (Financial Services, Resources Directorate) presented the submitted report that outlined that proposed Total Schools' Budget for the 2014/2015 financial year. The report gave details of the proposed Total Schools Budget for 2014/2015 based on the Dedicated Schools Grant (DSG) settlement received from the Department for Education (DfE) and the Education Funding Agency (EFA) settlement.

The total DSG and EFA funding allocation for 2014/2015 was £217,151,400 including the adjustments: -

Additions: -

- Additional Early Education Funding to fund 2 Year old places for children from lower income households - £4,090,822;
- Additional Funding for the induction of newly qualified teachers (NQTs) - £58,000;
- Additional funding resulting from the DfE review of High needs places - £263,982;
- Additional funding resulting from an increased take up of 3/4 year old places - £264,149;
- Education Funding Agency Grant – Post 16 Special Schools - £644,667.

Deductions: -

- Carbon Reduction commitment energy schemes due to the ending of the schemes - £248,621;
- EFA (Education Funding Agency) Deduction in respect of funding now paid directly to providers by EFA - £1,062,414.

After adjusting for the 2013/2014 Total Schools Budget carry forward of £829 under-spend. (based on the unaudited outturn report), the Total Estimated Funding available for the Total Schools Budget for 2014/15 is £217,152,229.

Use of Under-spends: -

Decisions regarding central budget allocations from the Schools' Block were confirmed by the Rotherham Schools' Forum in the January and March meetings. The £829 net under-spend carry forward is as a result of a net under-spend on the Schools' Block of £863,444, a net under-spend of £485,217 on the Early Years' Block and a net over-spend of £1,347,832 on the High Needs' Block.

The following matters had been considered and are proposed adjustments to the draft budget set as follows: -

Schools' Block Underspend (Total £863,444)

- £401,560 allocated to schools in respect of Learners First Partnership Ltd work undertaken;
- £461,884 to be allocated to the rates budget based on projected valuation estimates.

Early Years' Block Underspend (Total £485,217)

- Transfer to High Needs' Block.

Additional Early Years' Block Funding £264,149

- Transfer to High Needs' Block.

Discussion ensued and the following items were highlighted: -

- Identification of eligible families, estimation of funding and take-up of 2 year old places;
- Transferring funds from one Block into another;
- Under-spend on the Schools' Block relating to money that had not been vired;
- City Learning Centres;
- Time of reducing resources and cuts to early years provision – impact on children and families and Ofsted outcomes;
- Termination of Employment costs.

Resolved: - That the budget for 2014/2015, as set out in Appendix A, be approved.

26. PROPOSED AMENDMENTS TO THE ROTHERHAM SCHOOLS' FINANCE SCHEME.

Consideration of the report submitted that outlined the consultation that was due to take place on changes to the Fair Funding Scheme for Maintained Schools.

The changes that were being consulted on related to the submission of budget plans relating to in-year deficits and the management of school bank accounts.

The consultation would be submitted to all Schools, and would be on the agendas of the Headteachers' meetings and the Rotherham Schools' Forum Sub-Committee meetings. Following receipt of the consultation responses, the item would return to the full Rotherham Schools' Forum meeting.

Resolved: - (1) That the consultation document be noted.

(2) That the item return after full stakeholder consultation takes place across the Borough.

27. TRAINING FOR ROTHERHAM SCHOOLS' FORUM MEMBERS.

A training session for members of the Rotherham Schools' Forum was suggested. Topics should cover, but not be limited to: -

- Schools' Forums – form and function;
- Links to School Inspection criteria;
- Schools Funding Formula.

Resolved: - That a training session be arranged for members of the Rotherham Schools' Forum.

28. UPDATE ON THE DEVELOPING SLA/PROTOCOL BETWEEN THE LOCAL AUTHORITY/SCHOOLS/TEACHING TRADE UNION REPRESENTATIVES.

The Schools and Human Resources Manager could not attend this meeting but was able to report that the informal protocol that had developed between Schools, Trade Unions and the Local Authority was working well. Rotherham issues were being solved within Rotherham.

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

(2) That the Schools and Human Resources Manager attend a future meeting of the Rotherham Schools' Forum and provide an update on how the protocol is progressing.

29. ESTABLISHMENT OF A SUB-GROUP: -

The Rotherham Schools' Forum was aware that there were three Sub-Committees/ Working Groups where membership of a representative from the Forum / from the wider stakeholder group was required: -

- SEND Working Group – Carol Johnson (Aughton Early Years Centre) and a strategic finance expert.
- Learners' First Commissioning – Pepe DiLasio (Wales Learning Community), Paul Martin (NLG), a School Effectiveness Service representative, Jane Fearnley, Lynne Pepper, John Barton.
- Rotherham Schools' Forum Finance Sub-Committee – Paul Blackwell (RSF Chairperson/Dinnington Learning Community Representative), Sue Hustler (Secondary School Business Managers' Representative) and David Ashmore/Michael Waring (Learners' First).

30. COLLEAGUES RETIRING AT THE END OF TERM.

All noted that this would be the last meeting of David Butler (Saint

Bernard's Learning Community), Bev Clubley (Thrybergh Learning Community), David Pridding (Swinton Learning Community) and Margaret Hague (Early Years Representative) last meeting before they retired from their posts.

All in attendance thanked them for their contribution to the Rotherham Schools' Forum and all of Rotherham's young people, and wished them all the best for the future.

31. MEETING DATES FOR 2014-2015.

Resolved: - (1) That the next meeting of the Rotherham Schools' Forum take place on Friday 3rd October, 2014, to start at 8.30 a.m. in the Rockingham Professional Development Centre.

(2) That future meetings of the Rotherham Schools' Forum for the 2014/2015 financial year take place on: -

- 28th November, 2014;
- 30th January, 2015 – may change based on DfE deadlines?;
- 6th March, 2015;
- 24th April, 2015;
- 26th June, 2015.

All dates are a Friday and all meetings start at 8.30 a.m. at the Rockingham Professional Development Centre.

By virtue of paragraph(s) 2, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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of the Local Government Act 1972.

Document is Restricted

**Summary of Consultation Responses
Changes to Rotherham Fair Funding Scheme**

	Distributed	Returns	Agree to Changes	Disagree to Changes
Primary	70	25	23	2
Secondary	5	1	1	0
Specials	6	3	2	1
Nursery	3	0	0	0
PRU's	2	0	0	0
	86	29	26	3

Comments

The approval of the budget can be delegated to a committee - this will then be reported at the full governing body meeting. The wording in this document should reflect this. Please refer to Paul Carmey (governors section) for clarification as this wording should be correct.

Schools which have been placed in special measures and are trying to get out without converting to a sponsored academy need to have room in the budget in order to drive certain improvements through. These could be short term with regards to CPD, resources investment etc but would be crucial in moving the school forward and could lead to a slight deficit budget for the following year. If spending had to be cut back at this point this could stop the drive for improvement. The advice we have received from RMBC School Effectiveness Service is that we should not let a lack of funding prevent us from taking the necessary steps to produce school improvement.

I agree re: notification of an 'estimated in-year deficit' to SD of CYPS Directorate – but with following amendments:
when the amount is over a set figure e.g. £30,000 or a set % of whole

budget

- when the school has previously had a deficit budget – not the 1st occasion of a forecasted deficit
- 'essential spend only' etc only applies to forecasts over set amount / % of budget

Consultation: Proposed Changes to the Rotherham Fair Funding Scheme for Schools

Background

In May 2014 the Department for Education issued a guidance note ‘Treatment of Surplus and Deficit Balances when maintained schools become academies’.

When a maintained school becomes an academy, legislation sets out a process for the transfer of any surplus the school may have at the point of conversion. The guidance sets out what happens to a *surplus* balance when a school ceases to be maintained by the local authority (LA) and becomes an academy under the Academies Act 2010. It also sets out what happens to any *deficit* a converting school may have.

Definition of Converter Academies and Sponsored Academies: Converter academies are those that convert by means of an academy order (AO) made after an application by the governing body of the school.

Schools which are eligible for intervention, within the meaning of Part 4 of the Education and Inspections Act 2006, are treated as **sponsored academies**, even where their route to becoming an academy is through an application for an AO by the governing body.

Converter academies with a deficit balance on conversion

Deficit balances unlike surplus balances are not covered in the same way by primary legislation and regulations. The Department’s policy, however, is to treat deficits in a similar way, so the Department reimburses LAs and recovers the money back from the academy through abatement of General Annual Grant (GAG). The Department has to ensure the amount due is a true reflection of what is owed and will only pay once the amount is agreed by both parties. In the event of a disputed deficit balance, the Academy Trust (AT) has recourse to apply to the Secretary of State (SoS) for a review. The SoS will base his decision on the evidence provided by both parties.

If a school is concerned that the size of its deficit could prevent it from converting, but the school is not eligible for intervention when it would be treated as a **sponsored academy**, it is open to the LA to agree to absorb part or all of the deficit rather than insist on it being repaid by the school. This is most likely to apply where the school is joining the AT of an external sponsor, but using the converter route.

Sponsored academies with a deficit on conversion

Where a school with a deficit is to join the AT of an external sponsor and open as a sponsored academy, the deficit remains with the LA, to be funded from its core budget. School deficits are not an allowable charge on the LA’s schools budget (funded by its allocation of Dedicated Schools Grant); however, if the Schools Forum has agreed to de-delegate a contingency provision, then the deficit may be funded from that contingency, depending on the criteria agreed for its use. LAs will wish to work closely with converting schools to ensure that they manage the risk of an increasing deficit before conversion, and if a school is not managing its expenditure in a satisfactory manner, the LA may withdraw delegation of the converting school’s budget share in order to limit the potential cost to the LA’s budget.

Rotherham Fair Funding Scheme for Financing Schools

As an increasing number of schools convert to academy status the local authority must take action to mitigate the potential negative impact on the Children and Young People’s Directorate revenue budget; thus ensuring continuity of service for all Children and Young People of Rotherham.

The Local Authority is responsible for updating the Schools Finance scheme. It must consult the governing body and Head of every maintained school when proposing any changes.

The proposed changes to the scheme are set out in Section A and B below where you may provide your comments as appropriate.

The proposed changes are set out in Sections A and B below. Please confirm if you agree to the proposed changes by completing Section C as appropriate.

Proposed Changes to the Scheme

**Section A Addition to the requirements in relation to submission of budget plans
Currently the scheme includes the following at section 2.8 of the Fair Funding Scheme:**

2.8 Submission of Budget Plans

The governing body is required to submit a plan to the Council annually, by the 31st May, showing its intentions for expenditure in the current financial year and the assumptions underpinning the budget plan. This plan must be approved by the full Governing body and should be minuted as such. Schools are permitted to take account of what the Council deems as the estimated balances (deficit/credit) when submitting their budget plans. Governing bodies will have to submit revised plans by the 30th October.

The Council will supply schools with all school income and expenditure data which it holds which is necessary for efficient planning by schools and supply them with an annual statement showing when this information will be available at times through the year.

It is proposed to include the following additional text:

'The Governing Body or Head teacher of any school or PRU forecasting an estimated in-year deficit is required to notify the Strategic Director of Children and Young People's Services Directorate within 7 days of estimating the forecast.

The Governing Body or Head teacher of the school or PRU must then take appropriate action to recover the forecast deficit as soon as possible. A plan must be prepared and submitted to the Strategic Director of Children and Young People's Services Directorate within 14 days which sets out the following:

- *A written plan outlining the measures to be taken in order to reduce the deficit*
- *The planned time period for recovery of the deficit*
- *A financial plan giving details of financial impact of the actions to be taken.*

Secondary schools must also apply to the Strategic Director of Children and Young People's Services Directorate for a licensed deficit.'

In addition to the above the Local Authority will require the Head teacher and Governing body to agree to the following actions:

- *a moratorium on all but essential spend only, the details of which must be agreed with the Strategic Director.*
- *monthly updates to the plan must be submitted and timely explanations for any planned variations from original plan must be provided.*
- *meet on a monthly basis with the Strategic Director Children and Young People's Service to discuss the forecast outturn position.*

If a Head teacher or Governing body fail to agree to the above actions or fail to adhere to a reasonable agreed plan to contain or reduce any forecast deficit the Local Authority may take the following actions:

- *require the school bank account to be closed and the budget operated through the Local Authority General Ledger.*
- *remove the delegated budget and operate the budget via the Local Authority.*

Comments:

Section B Addition to the requirements in relation to the management of the school bank account at section 3.5 of the Fair Funding Scheme:

3.5 Bank and Building Society Accounts

All maintained schools may have external bank accounts into which their budget share instalments (as determined by other provisions) are paid. Schools, which have such accounts, shall be allowed to retain all interest payable on the account unless they choose to have an account within a Council contract, which makes other provisions.

New bank account arrangements may only be made with effect from the beginning of each financial year provided written notification is received and acknowledged prior to the 31st January prior to the financial year commencing. The Council will not agree to the opening of a school bank account until any deficit balance is cleared on the school delegated budget; and any school requesting a bank account at a later date shall not be able to have one until such deficit is cleared.

If a school opens an external bank account the Council must, if the school desires, transfer immediately to the account an amount agreed by both school and Council as the estimated surplus balance held by the Council in respect of the school's budget share, on the basis that there is then a subsequent correction when accounts for the relevant year are closed.

It is proposed to include the following additional text:

Upon opening a bank account the school must submit a 3 year budget plan to the Strategic Director of Children and Young People's Service which demonstrates a balanced position will be maintained for those next 3 financial years.

Should a school already operating a bank account propose to convert to academy status it must project a surplus bank account balance at the point of conversion. Once the decision is made to convert to academy status the Head teacher and Governing Body must submit a revised budget plan to the Strategic Director for the financial year in which it is to convert within 1 week of the conversion approval.

Should a school not project a surplus balance then the Local Authority will require the Head teacher and Governing body to agree to the following actions:

- *a moratorium on all but essential spend only during the period up to conversion, the details of which must be agreed with the Strategic Director.*
- *submit monthly updates to the budget plan, and provide timely explanations for any planned variations from original plan.*
- *meet on a monthly basis with the Strategic Director Children and Young People's Service to discuss the forecast outturn position.*

If a Head teacher or Governing body fail to agree to the above actions or fail to adhere to a reasonable agreed plan to contain or reduce any forecast deficit the Local Authority may take the following actions:

- *require the school bank account to be closed and the budget operated through the Local Authority General Ledger.*
- *remove the delegated budget and operate the budget via the Local Authority.*

Comments:

Section C

Please provide your response to the consultation below (please complete as appropriate):

1 I confirm my agreement to the proposed changes to the Rotherham Fair Funding Scheme for Maintained Schools as set out in Section A and B above. (Please tick if you agree)

2 I confirm my agreement to the proposed changes to the Rotherham Fair Funding Scheme for Maintained Schools as set out in Section A and B above subject to the following changes;

3 I do not agree that the proposed changes to the Rotherham Fair Funding Scheme for Maintained Schools as set out in Section A and B above. (Please tick if you agree)

ROTHERHAM BOROUGH COUNCIL – REPORT TO SCHOOLS FORUM
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1	Meeting:	Rotherham Schools Forum
2	Date:	3rd October 2014
3	Title:	Rotherham Total Schools Budget Outturn Report for 31 st March 2014
4	Directorate:	Resources – Financial Services Children and Young People’s Services

5 Summary

This Budget Outturn Report provides a 2013/14 financial year end position for the Rotherham Total Schools Budget based on actual income and expenditure to the 31st March 2014.

The Total Schools Budget Outturn for 2013/14 (excluding Schools Delegated balances) shows an under spend of £1k. The outturn variances on each funding block are as follows:-

	£	
Schools Block	0.864m	under spend
High Needs Block	1.348m	over spend
Early Years Block	0.485m	under spend

6 Recommendations

That the Schools Forum receives and notes the Schools Budget financial outturn position for the year 2013/14 based on actual income and expenditure to the 31st March 2014.

7 Proposals and Details

7.1.1 The table below summarises the final outturn against agreed budgets:

Service	Revised Budget	Outturn Position to 31 st March 2014	Variations Overspend (+) Underspend (-)	
	£000	£000	£000	%
SCHOOLS BLOCK				
Delegated Schools Budgets	133,652	133,652	0	0
School Rates	2,414	2,111	-303	-12.55
Rotherham School Improvement Partnership	425	23	-402	-94.59
Behaviour Support Service	464	408	-56	-12.07
Children In Public Care	152	140	-12	-7.89
Education Welfare Central Attendance	80	96	16	20.00
SEN Assessment Team	29	39	10	34.48
CYPS Standards and Development	43	43	0	0
Operational Safeguarding Unit	45	45	0	0
Free School Meals Assessment	29	28	-1	-3.45
School Effectiveness Service	1,082	1,108	26	2.40
Training for Children with Medical Needs	46	43	-3	-6.52
Moving and Handling	46	43	-3	-6.52
Schools Contingency- Perm Exc Pupils	24	0	-24	-100.00
Schools Contingency- Redundancy	88	78	-10	-11.36
Schools Contingency- Growth Fund	-4	14	18	450.00
Schools Contingency- Un-earmarked	384	-51	-435	-113.28
Schools Contingency Carbon Reduction	212	302	90	42.45
SEN Transport to Extra District Schools	101	101	0	0
Trade Union Activities	45	36	-9	-20.00
Young People's Service	28	28	0	0
City Learning Centres	163	163	0	0
Grant Adjustment – over-allocated ISB's	-234	0	234	100.00
Total Schools Block	139,314	138,450	-864	-0.62
HIGH NEEDS BLOCK				
Special Schools Delegated Budgets	10,361	10,361	0	0
SEN Placements and top up funding	764	1,601	837	109.55
Primary Delegated - exceptional needs top up and SEN Units	1,239	1,239	0	0
Secondary Delegated – exceptional needs top up and SEN Units	479	479	0	0
Post 16-24 SEN Provision	920	1073	153	16.63
SEN Complex Needs Placements	1,416	1,706	290	20.48
SEN Extra District Placements	224	391	167	74.55
SEN Assessment Team	51	52	1	1.96
Commissioning Team – SEN Placements	19	19	0	0
Early Years ASD Support	92	68	-24	-26.09
Hearing Impaired Service	616	604	-12	-1.95
Visually Impaired Service	413	435	22	5.33
Learning Support and Autism Communication Service	587	545	-42	-7.16

Portage Service	201	213	12	5.97
Pupil Referral Units	1,898	1,898	0	0
Educated Other than at School	130	84	-46	-35.38
Educated Other than at School Transport	20	44	24	120.00
Hospital/Home Teaching/CAMHS Education	164	153	-11	-6.71
Broom Lane Centre	80	57	-23	-28.75
Children and Families Disability Team	49	49	0	0
Total High Needs Block	19,723	21,071	1,348	6.83
Service	Revised Budget	Outturn Position to 31st March 2014	Variations Overspend (+) Underspend (-)	
	£000	£000	£000	%
EARLY YEARS BLOCK				
Nursery Delegated Schools Budget	1,737	1,737	0	0
Primary Delegated Schools Budget	4,124	4,124	0	0
Private Voluntary and Independent Nursery Education (3 & 4 Year olds)	2,973	3,198	225	7.57
Early Years 2 Year Old Funding	2,528	1,890	-638	-25.24
Early Years Academy Payments/Adjustments	496	424	-72	-14.52
Total Early Years Block	11,858	11,373	-485	-4.09
TOTAL OUTTURN POSITION	170,895	170,894	-1	

7.1.2 Presented below is an analysis of the main variances against revised budgets on each funding block and the underlying reasons beneath them:

Schools Block (£864k under spend)

School Rates (£303k under Spend)

Under spend on revised rates budgets following confirmation of actual rates bills for Schools and in year EFA adjustments for rate relief on Schools converting to Academies.

Rotherham School Improvement Partnership (£402k under spend)

Underspend at financial year end pending resolution of issues. (Now paid in 2014/15)

Behaviour Support Service (£56k under spend)

Staff slippage of £105k and £5k under spend on transport costs following restructure of service offset by over spend on premises costs £7k and supplies and services £47k.

Children in Public Care (£12k under spend)

Staff slippage of £10k due to not filling a vacant post and under spends on premises costs of £7k and transport £2k offset by over spend on supplies and services £3k and shortfall of £4k on income target.

Education Welfare Central Attendance Team (£16k over spend)

Shortfall on income target used to cover funding gap on Anti-Bullying post and Children Missing Education (C.M.E) Officer post.

SEN Assessment Team (£10k over spend)

Shortfall on income target used to cover funding gap on Exclusions Officer post.

School Effectiveness Service (£26k over spend)

Over spends on staffing £24k, training £23k and supplies £12k, offset by additional income of £33k.

Schools Contingency (£361k under spend)

Under spends of £435k on un-earmarked contingency balance, £10k on redundancy budget and £24k surplus from Schools for excluded pupils. Offset by over spends of £18k on Pupil Growth fund and £90k on carbon commitment reduction budget.

Grant Adjustment (£234k over spend)

Over allocation of original Schools budget for those schools with SEN units attached in order to mitigate the loss of funding due to the High Needs pupil adjustment.

High Needs Block (£1,348m over spend)

SEN Placements and Top up Funding (837k over spend)

Over spends on out of authority independent non maintained School placements £85k, specialist education equipment £110k over, other packages of support £15k over and over allocation of £627k for exceptional needs funding to Special and mainstream maintained schools.

Post 16-24 SEN Provision (£153k over spend)

Over spend on post 16 top up funding to Further Education Providers.

SEN Complex Needs Placements (£290k over spend)

Over spend on out of authority placements in independent non maintained Special Schools for pupils with statements of SEN.

SEN Extra District Placements (£167k over spend)

Over spend of £68k due to increase in cost for children placed in other local authority provision and £138k cost of unexpected hospital provision, offset by £39k income recouped from other local authorities for pupils in Rotherham Schools.

Early Years ASD Support (£24k under spend)

Under spend due to staff slippage following new appointments and not filling a vacant post.

Hearing Impaired Service (£12k under spend)

Under spend on staffing of £12k due to slippage following new appointments to vacant posts. Over spend on specialist equipment purchase and repair £14k, offset by additional income of £14k.

Visually Impaired Service (£22k over spend)

Staffing costs £18k over due to insufficient funding for staff increments and pay awards. Additional over spends on training £1k and specialist equipment £9k offset by additional income of £6k.

Learning Support and Autism Communication Service (£42k under spend)

Under spend on staff costs of £55k due to slippage following new appointments to vacant posts offset by shortfall in income target of £13k.

Portage Service (£12k over spend)

Staffing costs £14k over spend due to insufficient funding for staff increments and pay awards. Premises costs £3k over due to inadequate budget. Budget pressure offset by reduction in supplies and services £3k and an under spend on transport costs £2K.

Educated other than at school (£46k under spend)

Under spend on curriculum activities and supplies following restructure of the Pru service.

Educated other than at school – Transport (£24k over spend)

Over spend on transport costs for pupils within the Pru system.

Hospital Teaching, Home Tuition and CAMHS Education Service (£11k under spend)

Slippage on staffing costs following the restructure of the Pru service.

Broom Lane Centre (£23k under spend)

Under spend on staffing budget £29k following closure of facility in year offset by over spend on premises costs of £6k after final payments on utility bills.

Early Years Block (£485k under spend)

Private, Voluntary and Independent Nursery Education (£225k over spend)

Over spend due to increase in take up of external nursery placements for 3 and 4 year old children.

Early Years – 2 Year Old Funding (£638k under spend)

Lower than expected take up of placements for 2 year olds. 2013/14 was the first year for delivering national eligibility criteria which made outturn difficult to determine.

Early Years Academy Payments/Adjustments (£72k under spend)

This represents the balance of unallocated Early Years funding following a lower than anticipated number of schools achieving the Quality Standard.

7.2.1 The agreed carry-forward balances are as follows:

Schools Block

- Rotherham School Improvement Partnership £401.5k (Allocated to Rotherham Schools in respect of Learners First Partnership Ltd work undertaken).
- Rates Budget £461.9k additional allocation based on projected valuation estimates.

High Needs Block

- Learning Support Service £25k. Under spend in 2013/14 due to additional training income generated by the service. Agreed in principle by the Strategic Director of Children and Young Peoples Services.

Early Years Block

- Underspend of £485.2k to be transferred to the High Needs Block to alleviate budget pressures in 2014-15.

8. Finance

Finance details are included in section 7 above.

8. Risks and Uncertainties

9. Policy and Performance Agenda Implications

10. Background Papers and Consultation

The outturn figures included in this report have been subject to internal quality assurance work on the Statement of Accounts undertaken during May 2014. The outturn figures however will be the subject of external audit verification during June/July. The Council's statement of accounts for 2013/14 has not yet been approved by the Audit Committee.

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ROTHERHAM BOROUGH COUNCIL – REPORT TO SCHOOLS FORUM
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1.	Meeting:	Rotherham Schools Forum
2.	Date:	3 rd October 2014
3.	Title:	Total Schools Budget Monitoring Report as at 31 st August 2014
4.	Directorate:	Resources – Financial Services Children and Young People’s Services

5. Summary

This report confirms the Total Schools budgeted allocation for 2014/15 and projected outturn against this budget based on expenditure up to the 31st August 2014.

The Total Schools budget available after confirmation of the Dedicated Schools Grant allocation, the EFA post 16 SEN funding for 2014/15 and the DSG Carry-forward from 2013/14 is £151.705m (after deductions for Academy recoupment). Compared to the initial estimated grant funding this equates to a decrease in available funding of £10.357m.

The current projected outturn against the above budget based on expenditure up to the 31st August 2014 is an over spend of £1.346m (0.89% over budget), including the agreed carry-forward allocations from 2013/14 to 2014/15 financial year.

6. Recommendations

That the Schools Forum receives and notes confirmation of the revised Total Schools Budget allocation for 2014/15.

That the Schools Forum notes the current projected outturn position for the year 2014/15.

7. Revision to Total Schools Budget

The total amount of grant funding available to Rotherham for the current financial year was originally estimated at £162.062m. The actual amount available has now been confirmed as £151.705m as a result of the following:

DSG for the Schools Block had been estimated at £129.231m including an estimate for academy recoupment. The actual recoupment figure is higher following the conversion of Wickersley Comprehensive, Maltby Redwood, St Josephs, Sitwell, Ashwood, Thrybergh and Dalton Foljambe Primary Schools. This resulted in a further reduction to the Schools Block of £12.694m. The budget has also been reduced by £120k to reflect the deduction of grant by the EFA to pay for the cost of copyright licences for 2014/15. The revised School Block also includes a net increase of £816k for the carry forward of unspent grant from 2013/14.

DSG for the High Needs Block had been estimated at £19.114m including an estimated reduction from the EFA for the direct funding of high needs places. The actual adjustment by the EFA was higher which resulted in a further reduction of £6k. The High needs block was increased by a further amount of £264k which was additional Early Years funding in respect of 2013/14 as advised in the June Total Schools Budget report. The revised High Needs block also includes the carry forward of £485k from the Early Years Block in 2013/14 and a net adjustment of £284k as a result of the High Needs carry forward over spend being less than anticipated at the 31st March 2014.

Post 16 SEN funding from the EFA has now been confirmed at £805k. This is an increase of £161k from the anticipated grant which was advised in June due to a correction in the number of post 16 student numbers previously submitted to the EFA.

DSG for the Early Years Block had been estimated at £13.073m. The actual allocation from the EFA has increased by £453k due to an adjustment to the baseline funding as a result of an increase in early years pupil numbers on the January 2014 census data.

The overall effect on available Total Schools Budget has been a reduction of £10.357m to the original estimate.

	Original Allocation	Revised Allocation	Reduction
	£'000	£'000	£'000
Schools Block	129,231	117,233	-11,998
High Needs Block	19,114	20,141	1,027
Early Years Block	13,073	13,526	453
Total Dedicated Schools Grant	161,418	150,900	-10,518
EFA Post 16 Special Education	644	805	161
Total Schools Budget	162,062	151,705	-10,357

8. Total Schools Budget Projected Outturn 2014/15

The forecast outturn position is projected to be a £1.346m over spend based on the budget monitoring returns from budget holders for the period ending 31st August 2014. Details are shown in Appendix 1.

8.1.1 Budget Virements

Budget virements for the period from April to August 2014 are as follows:-

Schools Block Virements

School Effectiveness Service

£35k transferred to Badsley Moor Primary for schools of concern funding and £400 transferred to Herringthorpe Junior School for Head Teacher Appraisal.

Contingencies

£50k transfer of Schools in Financial Difficulty funding to Greasbrough Primary. A transfer for redundancy payments of £2k to Greasbrough Primary, £1.5k to Winterhill and £7.5k to Rawmarsh Comprehensive School.

£382k Growth Fund Allocations transferred to Primary Schools.

Rates

Allocation of rates budgets to Wickersley £1k and £75k to Wath Comprehensive Schools prior to academy conversion.

High Needs Block Virements

Special Schools Delegated Budget

£4.191m original element 3 top up funding and £152k additional in year funding for exceptional needs for the period April to July 2014 transferred from SEN budget.

Special Educational Needs(Top up Funding)

Virements to Special School budgets as outlined above less £218k transferred from Primary and £15k from Secondary Delegated budgets to adjust in year element 3 top up funding for mainstream schools.

Special Educational Complex Needs

£140k was transferred from the Complex needs placement budget to the Children and Families Disability Service to fund the cost of 3 private care packages for children with a Disability and special educational needs.

Early Years Block Virements

Nursery Delegated Budget

A reduction to the Early Years budget for maintained Nursery Schools of £15k for the estimated cost of rates not yet allocated pending confirmation of actual figures.

Primary Delegated Budget

A reduction of £959k for early years funding in respect of payments due to Academy Schools.

8.1.2 Delegated Schools Budgets

For the purposes of this report the forecast outturn position on schools the DSG is estimated to be a balanced position. However, it should be noted that schools have reported a £2.218m under spend as at the end of August 2014.

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

Schools Block (£37k under spend)

Behaviour Support Service

Under spend of £12k due to staff slippage of £3k, under spend on premises costs £4k and supplies £6k offset by £1k over spend on transport costs.

Children in Public Care

Under spend of £7k due to staff slippage of £11k offset by over spend of £1k on premises costs and £3k supplies.

Contingency

Over spend on Pupil Growth Fund allocations to Primary Schools of £12k and under spend of £24k on copyright licences due to actual costs being lower than estimated.

Trade Union Activities

Under spend of £7k forecast due to additional income from Academies £9k offset by additional staffing costs of £2k.

High Needs Block (£1,856m over spend)

Special Educational Needs

Forecast over spend of £980k due to educational equipment £126k, support packages £16k, out of authority independent non maintained school placements £923k, Speech and Language Therapy £33k offset by projected under spend of £88k on exceptional needs payments to mainstream schools and additional income of £30k from Schools for permanently excluded pupils.

Post 16 to 24 Provision

Forecast over spend of £379k on post 16 SEN element 3 top up funding to Further Education Providers based on current placements.

SEN Complex Needs

Forecast over spend of £491k on out of authority placements in independent non maintained special schools for pupils with statements of SEN.

SEN Extra District Placements

An under spend of £109k has been projected due to lower than expected top up funding for placements in other Local authority maintained schools £88k and additional income of £21k recouped from other Local authorities.

Hearing Impaired Service

Over spend of £75k due to staffing costs of £55k. Temporary staff appointed to meet the needs of an increase in the number of pupils at the resource units at Bramley and Wickersley and insufficient funding for increments and pay awards. Over spend of £10k on specialist equipment, £2k training costs, additional transport costs £2k and a £6k income shortfall.

Visually Impaired Service

Over spend of £13k due to staffing costs of £14k due to insufficient funding for increments and pay awards offset by additional income of £1k.

Learning Support and Autism Communication Team

Forecast under spend of £9k due to staff slippage of £11k, offset by £2k over spend on training costs and advertising of vacant posts.

Portage Service

Forecast over spend of £19k due to 16k staffing costs as a result of insufficient funding for increments and pay awards and premises costs £3k.

Home Tuition Service

Forecast over spend of £15k due to additional tutor hours based on current numbers.

Early Years Block (£473k under spend)

Early Education Funding for 2 Year Olds

Forecast under spend of £473k due to lack of take up of places in September term. 2 Year old numbers are significantly lower than expected in the original budget forecast. There is potential claw back of grant in 2015/16.

9 Finance

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

10 High Needs Block Budget Pressure

The Director of Schools and Lifelong Learning has issued the following statement in respect of the current budget pressure on the High Needs Block:-
‘The demands on the High Needs Budget continue to grow, not least because of a significant increase in the number of young children with complex needs being referred for Education, Health and Care plan assessments. The Schools Forum has agreed to establish a High Needs sub group to better understand these pressures and how the High Needs funding is determined. As part of the Special Educational Needs and Disability transformation, work is underway to develop new ways of working and structures which meet the demands of the new duties whilst reducing administrative costs, not least to meet the Council’s target of saving £1.2m from the special needs budget between 2014 and 2016. The DFE has recently commissioned an external review of how funding provided to schools and local councils for those children and young people with special educational needs and a disability is calculated, which will contribute to future education funding reforms. Until then however, the mainstream DSG

provides the main source of funding to deal with any growth in the number of children and young people with high levels of need.'

11 Risks and Uncertainties

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

12 Policy and Performance Agenda Implications

13 Background Papers and Consultation

This report has been discussed with the Strategic Director of Children and Young People's Service, the Director of Schools and Lifelong Learning and the Strategic Director of Finance.

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APPENDIX 1

Total Schools Budget Monitoring 2014/15 as at 31st August 2014

	A	B	C	D	E	F	G	H	I	J	K
Description	Original Budget Allocation	Academy Recoupment	Revision to Initial Estimate	Budget Virements	Estimated C/Fwd Balances from 2013/14 inc in original Budget	Actual C/Fwd Balances from 2013/14	Total Adjustments	Revised Budget Allocation 2014/15	Actual Spend 1st April to 31st August	Projected Outturn Position	Current Projected Year End Variance (over spend +/-under spend)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Delegated Schools Budgets	123,287	-12,694		555			-12,139	111,148	46,312	111,148	0
School Rates	2,182	0		-76	-47	462	339	2,521	1,050	2,521	0
Rotherham School Improvement Partnership	768					402	402	1,170	402	1,170	0
Centrally Managed Services for Schools											
Behaviour Support	170						0	170	62	158	-12
Children in Public Care	152						0	152	65	145	-7
Education Welfare Central Attendance Team	54						0	54	23	54	0
Operational Safeguarding - CYPS Standards and Development	43						0	43	18	43	0
Sexual Exploitation Team	45						0	45	19	45	0
Free School Meals Assessment	36						0	36	15	36	0
School Effectiveness Service	1,254			-35			-35	1,219	431	1,219	0
Training for Children with Medical Needs	46						0	46	19	46	0
Moving and Handling	46						0	46	19	46	0
Schools Contingency: Primary Schools in Financial Difficulty	100			-50			-50	50	0	50	0
Schools Contingency: Redundancy	157			-11			-11	146	57	146	0
Schools Contingency: Pupil Growth Fund	400			-382			-382	18	30	30	12
Schools Contingency: CLA Licences	144		-120				-120	24	0	0	-24
SEN Transport to Extra District Schools	101						0	101	42	101	0
Trade Union Activities	56						0	56	22	49	-7
Young People's Service	28						0	28	12	28	0
City Learning Zones	163						0	163	68	163	0
TOTAL SCHOOLS BLOCK	129,231	-12,694	-120	0	-47	863	-11,998	117,233	48,664	117,196	-37
Special Schools Delegated Budget	5,851			4,343			4,343	10,193	4,247	10,193	0
Special Educational Needs (Top up funding for Special Schools and independent non maintained Special School placements)	5,473		-6	-4,110			-4,116	1,357	1,277	2,336	980
Primary Delegated - Exceptional Needs Top up Funding and Specialist Resource Units	1,328			-218			-218	1,110	463	1,110	0
Secondary Delegated - Exceptional Needs Top Up Funding and Specialist Resource Unit	415			-15			-15	400	167	400	0
Post 16-24 Provision	920						0	920	524	1,299	379
Special Educational Complex Needs - Statemented Placements - Out of Authority - Independent and non maintained Schools	745		264	-140	1,632	-888	868	1,614	1,055	2,105	491
SEN Extra District Placements	350						0	350	56	241	-109
SEN Assessment Team	51						0	51	27	53	2
Commissioning Team (SEND Placements)	34						0	34	14	34	0
Early Years ASD Support	92						0	92	38	92	0
Hearing Impaired Service	550						0	550	261	625	75
Visual Impaired Service	413						0	413	176	426	13
Learning Support Service and Autism Communication Team (Inc READ Service)	570					25	25	595	215	586	-9
Portage	201						0	201	87	220	19
Pupil Referral Units - Delegated Budget	1,981						0	1,981	825	1,981	0
Educated Other than at School - Transport	40						0	40	18	40	0
Home Tuition Service	73						0	73	39	88	15
Children and Families Disability	28			140			140	168	62	168	0
TOTAL HIGH NEEDS BLOCK	19,114	0	258	0	1,632	-863	1,027	20,141	9,551	21,997	1,856
Nursery Delegated Budget	1,729		0	-15			-15	1,714	714	1,714	0
Primary Delegated Budget	4,628		0	-959			-959	3,669	1,529	3,669	0
Private, Voluntary and Independent Nursery Education (3 & 4 Year Olds Funding)	2,883		453				453	3,336	1,509	3,336	0
2 Year Old Funding	3,832		0				0	3,832	858	3,359	-473
Early Years Academy Payments and Adjustments	1		0	974			974	975	276	975	0
TOTAL EARLY YEARS BLOCK	13,073	0	453	0	0	0	453	13,526	4,886	13,053	-473
TOTAL DEDICATED SCHOOLS GRANT	161,418	-12,694	590	0	1,585	1	-10,518	150,900	63,102	152,246	1,346
EFA Post 16 Special Education	644		161				161	805	335	805	0
	162,062	-12,694	751	0	1,585	1	-10,357	151,705	63,437	153,051	1,346