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Notice of BCP Shadow Schools Forum

Date: Monday, 18 March 2019 at 8.00 am

Venue: Main Hall, Bournemouth Learning Centre, Ensbury Ave,
Bournemouth BH10 4HG

Membership:

Chairman:

Phil Keen

Vice Chairman:

Patrick Earnshaw

Russell Arnold
Mark Avoth
Andy Baker
Karen Boynton
Kate Carter
Jon Chapple
Geoff Cherrill

Linda Duly
Phillip Gavin
Jason Holbrook
Sue Johnson
Bob Kennedy
Jacqui Kitcher
Angela Malanczuk

David Newman
Jeremy Payne
Sean Preston
Michael Reid
Dave Simpson
David Todd

All Members of the BCP Shadow Schools Forum are invited to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to attend.

If you would like any further information on the items to be considered at the meeting please contact: Marilyn Scofield-Marlowe or email Marilyn.Scofield-Marlowe@poole.gov.uk

Press enquiries should be directed to Georgia Turner: Tel: 01202 451039 or email Georgia.turner@bournemouth.gov.uk

This Notice of Meeting and all the papers mentioned within it are available at moderngov.bcpshadowauthority.com

Graham Farrant
Chief Executive

Friday, 8 March 2019



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AGENDA

Items to be considered while the meeting is open to the public

- | | |
|---|---------|
| 1. Apologies for Absence
To receive any apologies for absence. | |
| 2. Declarations of Disclosable Pecuniary Interest
To receive any declarations of disclosable pecuniary interest. | |
| 3. Minutes
To approve the Minutes of the meeting held on 8 January 2019 | 1 - 10 |
| 4. Local Government Reorganisation (LGR) Update
To receive a verbal update. | |
| 5. Looked After Children (LAC) Pupil Premium
To consider the Report. | 11 - 26 |
| 6. Final Dedicated Schools Grant (DSG) Budget & Mainstream Schools Formula 2019-20
To consider the Report. | 27 - 34 |
| 7. Maintained Schools Scheme of Delegation 2019-20
To consider the report. | 35 - 36 |
| 8. Schools Forum for BCP 2019-20
To consider the Report. | 37 - 48 |
| 9. Any other Business
To consider any business which, in the opinion of the Chairman, is of sufficient urgency to warrant consideration. | |
| 10. Exclusion of Public and Press
To consider passing the following Resolution (if required):

“RESOLVED that, in accordance with Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the Meeting for the following item(s) of business on the grounds that it/they may involve the likely disclosure of exempt information as defined in paragraph(s) ... of Part 1 of Schedule 12A of the Said Act as the public interest in withholding the information outweighs the public interest in disclosing it. | |

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

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BOURNEMOUTH, CHRISTCHURCH AND POOLE

SHADOW SCHOOLS FORUM

08 JANUARY 2019

The meeting commenced at 4.00pm and concluded at 6.30pm.

Present:

Maintained - Primary

Karen Boynton – Headteacher, Highcliffe Primary

Maintained – Secondary

David Newman – Director of Finance and Operations, Poole High School.

Mainstream Academies – Primary

Jeremy Payne – Principal, St James CE School
Bob Kennedy - Headteacher, St Michael's School
Dave Simpson – Headteacher, The Epiphany School
Sean Preston - Chief Financial Officer, Hamwic
Jon Chapple – Headteacher, Twynham Primary

Mainstream Academies – Secondary

Phil Keen – Headteacher, Corfe Hills School
Andy Baker – Headteacher, Poole Grammar School
Patrick Earnshaw – Headteacher, Highcliffe School
Mark Avoth – Headteacher, Bourne Academy
Jason Holbrook – Headteacher, Avonbourne College

All-Through Academies

David Todd – Headteacher, St Peter's School

Mainstream PRU

Phillip Gavin - Headteacher, Christchurch Learning Centre

AP Academy

Russell Arnold, Headteacher, The Quay School

Academies – Special

Sian Thomas, Ambitions Academy Trust on behalf of Michael Reid - Finance
Director, Ambitions Academy Trust

Early Years Representative

Linda Duly – Cuddles Day Nursery
Sue Johnson – Jack in the Box, Bournemouth

Invited Attendees

Councillor Mike White – Borough of Poole
Councillor Nicola Greene - Bournemouth Borough Council
Councillor Trish Jamieson - Christchurch Borough Council
Nicola Webb – Assistant Chief Finance Officer, Bournemouth and Poole
Vicky Wales – Head of Children, Young People & Learning, Poole
Neil Goddard - Service Director - Community Learning & Commissioning, Bournemouth
Jan Thurgood - Strategic Director, People Theme, Poole

Not Present:

Angela Malanczuk – Principal and Chair of PSA, Stanley Green Infant Academy
Jacqui Kitcher – Bournemouth & Poole College, 14-19 Representative

1. APOLOGIES FOR ABSENCE

Geoff Cherrill – Head Teacher, Winchelsea School
Kate Carter – CEO, TEACH Academy Trust
Sue Ross – Executive Director, Adults and Children, Bournemouth
Michael Reid - Finance Director, Ambitions Academy Trust; Sian Thomas substituting.

2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

There were no declarations of disclosable pecuniary interests.

3. MINUTES

The Chair signed the amended minutes from the meeting held on 13 November 2019 as previously resolved.

RESOLVED that the Minutes of the Meeting held on 14 December 2018, having been previously circulated, be taken as read, signed and confirmed by the Chairman as a correct record.

4. FINANCIAL SETTLEMENT FOR BOURNEMOUTH, CHRISTCHURCH AND POOLE (BCP) 2019-20

Nicola Webb presented the paper provided relating to the Financial Settlement for BCP 2019-20.

Summary of main points:

- Initial allocations for the Early Years Block are estimated (based on the January 2018 census). The draft budget will be updated to take into account local estimates of the 2019 and 2020 January census points.
- The Schools Block has been finalised based on the October 2018 schools census, with the growth in pupil numbers providing an increase in funding of £2.2 million compared with the 2019-20 NFF based on the October 2017 census. This is largely from the growth in secondary pupils in Bournemouth schools. The Growth Fund is greater than the minimum expected by £432k.
- Final allocations for the Central School Services Block are based on the October 2018 census with the increase in pupil numbers providing an additional £24k of funding. This increase was insufficient to cover the increase in charges for national DfE licenses of £39k. This means £15k less funding is available to support LA services.
- Initial allocations for the High Needs Block reflect BCP's share of the national £125million at £798k. The relatively small funding element dependent on the January 2019 census will be updated by the DfE in summer 2019. Extra funding for 2018/19 would be used towards the existing pressures and reduce the deficit brought forward into BCP.

No questions were raised by Forum members.

RESOLVED that the report was noted.

The Chair expressed the view that all decisions should be made at the end of the meeting following the presentation of all reports, as the decisions were considered to be interdependent.

5. EARLY YEARS

Amanda Gridley, Early Years Services Manager, Borough of Poole and Steve Ellis, Education Management Accountant, presented the paper provided.

It was explained that a new Early Years Single Funding Formula (EYSFF) for BCP is required for April 2019.

A group of provider representatives from Bournemouth, Christchurch and Poole (BCP) helped to shape proposals which have been consulted on with providers across BCP. The response rate from providers was 27% and meetings were also held with the sector in Bournemouth, Christchurch and Poole. The consultation responses were provided in Appendix A.

Providers were united in communicating that the Government's funding rate of £4.30 for 3 and 4 year olds is too low, which results in significant challenges. The funding provided is outside of Local Authority control and the importance of continued lobbying to Central Government by both the Local Authority and the sector was an agreed point.

A clear majority of providers felt that the deprivation supplement should be the only supplement in the formula. The rate of 53p provided differing views, as some providers would prefer to see a lower supplement rate and a higher base rate. When devising the budget, it was explained that the rate of 53p (3% of the EYSFF) gave the least number of losses across the sector.

2 tiers of funding were proposed for Special Needs and Disabilities (SEND). Concerns were raised that the criteria for this had not been finalised at the point of consultation. This is due to be shared with providers in January 2019.

The majority of providers did not support the inclusion of a protection element and the inclusion of a protection element is therefore not being recommended to Forum as this would mean a reduction in base rate funding of 3p.

Despite some reservations highlighted by providers throughout the consultation, the responses showed that providers were generally in agreement with the proposals that had been put forward in the consultation.

Providers have requested the removal of the word “free” from BCP marketing materials. This is felt to give unrealistic expectations to parents that all services will be provided free of charge, when the funding provided is insufficient to allow this and additional charges are required. The Local Authority is seeking advice from the DfE regarding this, as it is known that other Local Authorities have done this, by replacing the word “free” with “funded”.

It was recognised that the change in funding has impact on providers, and providers were praised for their engagement and work with the Local Authority.

Training and support is planned for providers who have been affected the most by the changes in funding.

The response rate of 27% to the consultation was queried; the high needs transfer consultation response rate of 26% was considered insufficient at the December meeting and additional time was given for responses. It was queried whether a 27% response rate gave an accurate representation of the views of providers; concerns were raised that the decision had been made before the consultation was carried out. It was explained that the high needs consultation had been carried out with a much tighter timescale; therefore the extension was considered necessary, whereas the Early Years consultation had been done over a period of 3.5 weeks with weekly reminders. Therefore, it was considered that the response from providers would not have been improved with a longer consultation process.

It was raised that, although the base rate of £4.30 had not been increased, there was a previous relatively large increase in 2017-18 for each of the Local Authorities (LAs). However, rises in the living wage and pension contributions have a significant impact on budgets. The Early Years representatives advised that the majority of staff in Early Years settings are at the level of the living wage; there are issues with recruitment across providers and budget constraints preventing providers being able to offer higher wages for senior positions are exacerbating this.

The contribution of 1% to the High Needs Block (HNB) was discussed. It was raised that Early Years providers wished to discuss this with the Local Authority in more depth. It was acknowledged that the Local Authority is able to retain up to 5% but had recognised the impact this would have on the sector and had therefore strived to keep this as low as possible. It was explained that the 1% had been considered by looking at what would be a reasonable transfer amount for equity with schools and was identified at consultation.

Providers strongly felt that a transfer of 1% would have a level of impact which would negatively affect the ability of providers to accept children with additional needs.

Early Years providers had not previously contributed towards the HNB; the proposed level of 1% contribution equates to 4p per child per hour from the base rate. The Early Years representatives proposed that the contribution be reduced to 0.5%, to increase the base rate by 2p per child per hour.

Options for alternative funding to reduce the contribution to 0.5% were considered. This would require identifying other funding of £100,000.

It was queried that, as Poole is not in deficit, could any surplus be used to reduce the transfer from Early Years. It was confirmed that, although Poole has not gone over budget at this point in time, there is no guarantee that there will not be an underspend at outturn. It was noted that Poole colleagues have expressed a clear view that any underspend would be used to support Poole only activity.

It was raised that the additional funding received from Central Government is being transferred to the HNB for the use of schools; it was queried if a proportion of this funding could be used to reduce the Early Years transfer.

It was explained that, the proposal to reduce the Early Years transfer to 0.5% would affect the schools' HNB transfer decision, as the school contribution would need to increase by £100,000 or the high needs budget would have to reduce by this amount by taking one of the options included in the consultation (which were not supported).

It was confirmed that the decision to transfer 1% was a decision for Councillors, not a Shadow Schools Forum decision, although Forum can make a recommendation to Councillors.

Forum was asked to consider these issues separately; the proposed EYSFF set out in the report (Paragraph 20) and the proposal to transfer 1% to the HNB.

RESOLVED that:

- (i) the proposed rates of the new EYSFF for BCP as set out in Paragraph 20 of the report with unanimous agreement of 17 votes**
- (ii) Early Years transfer of 1% to the HNB was recommended by majority with 11 abstentions, 4 for and 2 against.**

6. GROWTH FUND

Jack Cutler presented the paper provided. Explicit growth funding must be set at a local level through an established funding policy. The paper provided sets out proposals for this policy across BCP for 2019-20 for Schools Forum decision.

The Local Authority has been allocated £1.806m through the Growth Fund within the School Block, an increase from the budget planning assumption (£1.374m) of £0.432m.

It was noted that, currently, Bournemouth, Dorset and Poole have differences in Growth Fund Policies but in the main aspects are fairly consistent. The existing policies were considered by the Budget Reference Group, mindful that schools would have short notice of any changes in policy and this could impact on financial plans. The paper gives the recommendations from this Group.

The recommendation is to continue to fund under the existing policies for 2019-20 with a new aligned policy across BCP taking effect for 2020-21.

Under the proposed policy the total funding for growth (implicit and explicit) is estimated at £1.144m. This leaves £0.662m remaining for either the mainstream school formula funding or to contribute towards any transfer to High Needs.

It was raised that there was the potential for positive discrimination against schools in different areas due to different policies being applied across areas.

There is 1 school in Poole that could potentially be significantly disadvantaged depending on final growth in September 2019 compared with Bournemouth or Christchurch schools in the same circumstances. It was confirmed that for consistency in approach the budget does not need to change (allows for the maximum possible growth) but the final allocation could be different than would otherwise have been. Therefore, it was considered that this needs to be added as an adjustment to the policy used.

RESOLVED that:

- (i) Approval given that the current Growth Fund policies of the 3 existing Local Authorities are to continue for the relevant schools for 2019-20, with the exception that the principles of Bournemouth and Dorset to be applied to any Poole school that does not realise expected pupil growth and a central budget allowance is made of £779,000; by unanimous agreement of 17 votes.**
- (ii) Approval that a consistent Growth Fund policy is to be established for BCP for 2020-21, by unanimous agreement of 17 votes.**

7. FUNDING TRANSFER FROM SCHOOLS BLOCK TO HIGH NEEDS

Nicola Webb gave an overview of the paper provided. The additional DSG funding of £0.8m for BCP for 2019-20 is very welcome news, and reduces the remaining funding gap (after the early years transfer) to £4.6m.

This report proposes that the SSF is to agree a £2.2m transfer (1.1%) from the Schools Block with the Council being approached for a one off contribution to support the DSG of £2.4m. The amount of transfer was queried, as this has also been referred to as 0.8%. It was clarified that this is due to the increased level of growth funding compared with the previous expectation; the amount proposed for transfer of £2.2m has not changed. The 0.8% refers to the amount needed to be found from the NFF allocations, the balance is from growth funding.

The BCP Shadow Authority will make its budget decisions on 21 February 2019.

It was noted that, although the transfer to the HNB is similar compared with previous years, the impact of banding in conjunction with this must be considered. Some schools have shared concerns regarding this combined impact. It was noted that Christchurch schools do not support HNB transfers of greater than 0.5%, due to the combined effect of this with banding. It was explained that a 0.5% transfer would not provide a balanced budget, the Council contribution is at the maximum and a lower level of transfer could mean that the band funding would need to reduce further.

It was queried whether the £2.4m contribution from the Council had been confirmed as agreed, as this would affect the decisions made around the budget. It was confirmed that Lead Councillors support the contribution and there is every expectation this will be agreed at Council.

It was noted that a central government comprehensive spending review is taking place for 2020-21 with the high needs issues now recognised, as evidenced by the additional funding for both the current and next year. At this stage we have to hope that more DSG funding will be forthcoming or central policies changed and that our local work to manage demand is successful as the £2.4m council contribution can be for one year only.

The levels of HNB spend were discussed; it was confirmed that this data is being considered by the HNB Financial Strategy Group as Forum had recommended last time that this Group should continue. Although it is difficult to extrapolate data relating to Christchurch from the overall Dorset figures, it can be confirmed that costs are rising across the conurbation. Out of borough placements are the most expensive type of provision; a single placement can have significant effect on overall spend. This is recognised as a national issue.

The HNB Financial Strategy Group has been tasked to work on a single BCP financial strategy to reduce HNB costs and monitor the impact of these actions; detailed financial reports are to be made to Forum as had been the case in Poole. This is ongoing work. The Financial Strategy Group consists of Headteachers representatives and LA officers, who are supported with detailed data and analysis.

Although the LA is supporting with strategies to reduce the HNB spend, ultimately they cannot control the number of exclusions.

The Secretary of State is encouraging applications for new provision. The logistics of putting forward a funding bid for a free school was queried. It was noted that specialist provision is expensive and it is important to ensure that the correct type of provision is in place and we need to put our efforts into those. A new special school might not be what we need. We already have a number of plans in place to increase special schools places through mainstream bases at in the existing special schools. We will continue to look at all options. It was confirmed that the financial action plan includes Post 16 provision.

It was queried whether the additional funding from the Growth Fund could be used to fund other initiatives, such as increasing band funding, instead of being transferred to the HNB. It was explained that this would increase the percentage of funding to be transferred from the NFF to the HNB as the budget would need to increase.

RESOLVED that a transfer of £2.2m from the Schools Block to the High Needs Block be made, equivalent to 1.1% of the Schools Block, with a request to be made to the Secretary of State for approval; carried by agreement of 8 votes for, 6 abstentions and 3 against.

8. MAINTAINED SCHOOL CENTRAL RETENTIONS

Nicola Webb presented an overview of the paper provided. Table 1 of the paper provides a costed breakdown of the duties of the Local Authority.

It was noted that every year, the amount taken by Poole has reduced.

Table 2 provides detail of the retention from individual schools, based on the October 2018 census. This is effectively a pooled budget and schools will use some services (such as internal audit) in some years more than others.

The implications of failure to retain funding for these duties were discussed. It was explained that some services would become chargeable if possible where they went beyond the minimum required; although the Local Authority wished to avoid this. It was expressed that this would not be an efficient use of Local Authority or school time. Another alternative, as outlined in the report, would be to approach the DfE to make the decision.

It was raised that Dorset provided more services to maintained schools than Bournemouth or Poole, such as building maintenance. It was noted that how each LA provided services was different and the distinction between traded and statutory elements of services has not always been made clear. Bournemouth and Dorset have not previously introduced the central retention. DCC is proposing this for the first time from April 2019. In particular, the maintenance of school buildings is a function delegated to schools. The LA has statutory duties and capital allocations to support this.

The proposal to Forum is that central retention budgets to be agreed as set out in Paragraph 10, table 1 of the provided paper, voted on by the 3 maintained school representatives only (1 being absent).

RESOLVED that, contrary to the Officer recommendations:

(i) The central retention budgets not be agreed as set out in Paragraph 10, Table 1 of the Report; 3 votes against.

(ii) The central retention rates not be set at the proposed figures:

- **Mainstream schools £22.89 per pupil**
- **Special school and Alternative provision £97.27 per place, by unanimous agreement.**

9. FORWARD PLAN

The future plans for the cessation of the Shadow Schools Forum and the new Schools Forum required for BCP will be discussed at the next meeting.

10. ANY OTHER BUSINESS

No other business raised. The Chair thanked all members for their valued contribution to the discussion.

Chairman

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BOURNEMOUTH, CHRISTCHURCH and POOLE (BCP) Agenda Item 7 SHADOW SCHOOLS FORUM

Subject	Looked After Children Pupil Premium
Meeting Date	18 th March 2019
Report Author	Jeff Mason, Executive Virtual School Head
Contributors	Luana Girling, Commissioning and Contracts officer, Virtual School Vicky Wales, Head of Children, Young People and Learning, Poole
Status	Public
Classification	For decision by all members
Executive Summary	This report provides details of the proposed arrangements to allocate Pupil Premium Plus (PP+) funding for educational establishments for April 1 st 2019 to March 31 st 2020.
Recommendations	To note the changes to the Pupil Premium Plus (PP+) allocation to schools, academies and early years settings for Looked After Children (LAC) to a consistent system across Bournemouth, Christchurch and Poole (BCP).
Reasons for Recommendations	To ensure that from April 2019 to March 2020 there is funding allocation methodology for PP+ across Bournemouth, Christchurch and Poole (BCP).

1. Background

- 1.1 *The Children and Families Act 2014*¹ requires all local authorities to have someone (usually called the virtual school head) who will carry out the duty of the authority to promote the educational achievement of the children it looks after.
- 1.2 Within *The framework for inspecting local authority services for children in need of help and protection, children in care and care leavers 2018*² it is important to note that during the inspection the schools HMI will analyse data and information about the educational progress of children in care and care leavers. Collection of progress, attendance and attainment data from schools is an integral part of the PEP process and will continue to be going forward.

¹ <http://www.legislation.gov.uk/ukpga/2014/6/section/99/enacted>

² <https://www.gov.uk/government/publications/inspecting-local-authority-childrens-services-from-2018>



- 1.3 In July 2014 the Department for Education published guidance called *Pupil premium: virtual school heads' responsibilities*³. This was updated in March 15 to include the additional responsibility of managing the early years pupil premium (EYPP) and allocating the premium to the early years providers that educate looked-after children who are taking up the free early education entitlement for 3 or 4 year-olds.
- 1.4 All Virtual Schools must follow the statutory guidance *Promoting the education of Looked after Children*⁴ published in February 2018. New guidance was also published for the Designated Teacher (DT) for LAC and previously looked-after children⁵. Both guidance documents incorporate the expansion of the role of Virtual School Heads and designated teachers to include providing information and advice to certain children who were previously looked after and their families as set out in The Children and Social Work Act 2017⁶.
- 1.5 The *Pupil Premium 2019-2020 Conditions of Grant*⁷ published in December 2018 inform us that LAC continue to attract a pupil premium of £2300 from April 1st 2019 – March 31st 2020.
- 1.6 Across BCP LA there are currently three different 2018 - 2019 policies for the allocation of PP+ funding. The new policy for 2019 - 2020 aligns all 3 LA areas for the new financial year and will see all educational establishments (schools, academies and early years settings) are allocated funding via a consistent system and set of processes.

2. Summary of Work

- 2.1 To note the changes to the Pupil Premium Plus (PP+) allocation for LAC to a consistent system across BCP.

3. Recommendations

School age pupils:

- 3.1 During 2019-2020, PP+ funding for school age LAC will continue to be allocated on a termly basis in order to follow pupils who move schools during this period. Allocation will be based on what has actually been spent by

³ <https://www.gov.uk/guidance/pupil-premium-virtual-school-heads-responsibilities>

⁴ <https://www.gov.uk/government/publications/promoting-the-education-of-looked-after-children>

⁵ <https://www.gov.uk/government/publications/designated-teacher-for-looked-after-children>

⁶ <http://www.legislation.gov.uk/ukpga/2017/16/contents/enacted>

⁷ <https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2019-to-2020>



schools up to maximum of £650 per term. Planned and actual spend amounts must be noted in the Personal Education Plans (PEP)s.

- 3.2 Pupil Premium will only be allocated for children who have been looked after for at least 4 weeks continuously. This is to enable the most effective use can be made of the resources available.
- 3.3 Allocation will be subject to completion and receipt of termly high quality PEPs with clarity on how the previous term's grant has been spent demonstrating additionality, impact, a costed plan for use of the future terms allocation and the intended impact.
- 3.4 Summer term allocations for pupils in year 11 will be made dependant on the pupil's continuing education plans and needs. For example, no payment will be made if the pupil is not attending that school beyond sitting their GCSEs. Any retained year 11 funding from the Summer Term will be used to support transition into post 16 education, employment or training and / or provide educational support over the Summer prior to starting education / employment or training in September.
- 3.5 The maximum PP+ termly allocation for each LAC will be up to £650 per term (up to £1950 annually), subject to the conditions identified in 3.3 of this report.

Early Years children:

- 3.7 For Early Years providers there is a requirement to use the Early Years Pupil Premium (EYPP) funding to improve the quality of early education for LAC. Good quality Early Education is recognised to be important in increasing the life chances of young children. When placing LAC with Childminders, in Pre-schools, or in nurseries, provision rated by Ofsted as Good or Outstanding should be chosen.
- 3.8 LAC must also be receiving the free early education funding for 3 and 4 year olds to be eligible for the EYPP. A child does not have to take up their full entitlement and can also stretch the free entitlement over 50 weeks of the year instead of 39 weeks though the 'flexible offer'⁸.
- 3.9 The EYPP is currently set at 53p for each hour that the child accesses free nursery education up to a total of £302.10 per year. 4-year-olds in primary school reception classes who already receive the school-age pupil premium are not eligible for EYPP funding.

⁸If eligible for the 30 hours childcare, the 'flexible offer' (also known as the 'Extended Entitlement') provides 1140 hours of free childcare to be taken across the year, either in term times only or 'stretched' across the year for example; up to 30 hours per week across 38 weeks per year (term time offer) or up to 22 hours per week across 51 weeks of the year ('stretched offer'). The remaining 18 hours to be used over the year as required.



- 3.10 To receive the EYPP for a LAC, Early Years providers are required to:
- Send in a completed application for the EYPP.
 - Seek advice from the Virtual School team member for Early Years
 - complete an Early Years Personal Education Plan in liaison with the child's Social worker and carer, to set out how the EYPP will be used to support the child's learning and development needs
- 3.11 To apply for EYPP, Early Years providers require permission from the child's Social Worker. The Executive Virtual School Headteacher will confirm the eligibility of LAC to the Childcare Funding Co-ordinator for the payment to be made, and ensure that an Early Years PEP is completed for these children.
- 3.12 Once eligibility is confirmed, the agreed EYPP Payments are administered along with the providers' early education payments by the Childcare Funding Co-ordinator, usually with two advance payments per term.
- 3.13 When an Early Years provider has a 3-4 year old LAC from another Local Authority, on their roll they must contact the Headteacher of that Local Authority's Virtual School to request information on their policy for allocation of Early Years Pupil Premium. The name and contact details of other Virtual School Headteachers can be requested from the Virtual School team.

Centrally retained funds:

- 3.14 The Virtual School retains £350 of the annual £2300 grant for each LAC and it is used to support the work of the Virtual School which includes bespoke packages of support, a range of interventions in and outside school.
- 3.15 Expenditure of the centrally retained funds is planned strategically by the Virtual School team and monitored by the central finance team for compliance with the conditions of grant.
- 3.16 None of the grant is used to pay for statutory central services such as support for foster carers, school uniforms or school transport.

4. Legal Implications

- 4.1 All LAC pupils must have in place a PEP and the LA must allocate PP+ according to local agreements. Arrangements for PP+ should be as un-bureaucratic as possible, whilst providing for strong transparency and accountability.



5. Background Papers

- 5.1 <https://www.gov.uk/guidance/pupil-premium-virtual-school-heads-responsibilities>

<https://www.gov.uk/government/publications/promoting-the-education-of-looked-after-children>

<https://www.gov.uk/government/publications/designated-teacher-for-looked-after-children>

<https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2019-to-2020>

Bournemouth, Christchurch and Poole (BCP) Virtual School for Looked after Children Pupil Premium Plus (PP+) policy 2019 – 2020 (attached)

End of report

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Bournemouth, Christchurch and Poole (BCP) Virtual School for Looked after Children

Pupil Premium Plus (PP+) policy 2019 – 2020



1. INTRODUCTION

1.1 The Local Authority has a statutory duty to appoint someone (called the Virtual School Headteacher) who holds the responsibility for promoting the educational achievement of children in care. This includes 'maintaining accurate and up-to-date information about how Looked After Children (LAC) are progressing at school and taking urgent and individual action when they are not achieving well'.

1.2 The 'Pupil Premium 2019-2020 Conditions of Grant' document informs us that school age LAC attract a Pupil Premium plus (PP+) grant of £2300. For early years the amount is £302.10 per year.

1.3 'Promoting the education of LAC and Previously Looked After Children (PLAC)' statutory guidance for local authorities dated February 2018 gives clarity on how this grant should be managed and the accountability measures required.

1.4 From September 2018 the duty included promoting the educational achievement of previously looked after children¹ in their area by providing information and advice to:

- any person that has parental responsibility for the child;
- providers of funded early years education, designated teachers for previously looked after children in maintained schools, academies, and other educational establishments
- any other person the authority considers appropriate for promoting the educational achievement of relevant children

2. RESPONSIBILITY AND ACCOUNTABILITY

2.1 The Virtual School is responsible and accountable for:

- making sure that there is a system to track and monitor the attainment and achievement of LAC²
- ensuring that all LAC have a robust and effective personal education plan (PEP) with access to appropriate support, including personal tuition where appropriate
- championing the educational needs of LAC across the authority and those placed out-of-authority

2.2 In Bournemouth, Christchurch and Poole (BCP) the PP+ grant is managed by the Executive Virtual School Head (EVSH) and used to improve educational outcomes for LAC. It is expected that schools and early years providers will use the funding to address pupils identified needs as detailed in section 6.4 and 6.8 of this guidance.

¹ Previously looked after children are those who are no longer looked after by a local authority in England and Wales (as defined by the Children Act 1989 or Part 6 of the Social Services and Well-being (Wales) Act 2014) because they are the subject of an adoption, special guardianship or child arrangements order; and were adopted from 'state care' outside England and Wales. 'State care' is care provided by a public authority, a religious organisation, or any other organisation whose sole or main purpose is to benefit society. This may/may not always include those who spend a period in care and then return home depending on the individual circumstances.

² Any educational establishments who receives a pupil premium grant for a previously look after child is responsible for monitoring and tracking the attainment and achievement of PLAC outlined in¹.

2.3 All expenditure of the PP+ grant is scrutinised annually by the Corporate Parenting working group and published for transparency purposes. The distribution of spend is also reported to Schools Forum and the Children's' Overview and Scrutiny committee.

2.4 Schools who have LAC from other Local Authorities on their roll must contact the Virtual School within the relevant authority to request information on their policy for allocation of PP+. The name and contact details of other Virtual Schools can be requested from the BCP Virtual School team.

2.5 Schools and settings have a responsibility to engage with support and training offered by the Virtual School to ensure their Designated Teacher / Early Years Leader is best placed to serve the needs of all LAC. Attendance at networks will be monitored and any non attendance is discussed with schools as appropriate.

2.6 The Virtual School reserves the right to withhold funding allocations to schools if the conditions stipulated in sections 2.5, 4.3 and 4.4 are not met. However, support for schools will be provided to ensure this is minimised. Any school whose funding has been withheld can challenge the decision by contacting the EVSH. Any withheld funding subsequently released would be paid retrospectively in the following termly allocation payment.

3. ARRANGEMENTS FOR CENTRALLY RETAINED FUNDS

3.1 The Virtual School retains £350 of the annual £2300 grant for each looked after child and it is used improve outcomes for all LAC across the authority and those placed in other LAs. The impact of the centrally retained funding is reported to the Corporate Parenting working group every January.

3.2 Expenditure of the centrally retained funds is planned strategically by the Virtual School team and monitored by the central finance team for compliance with the conditions of grant.

4. ALLOCATION OF FUNDING TO SCHOOLS

4.1 During 2019-2020, PP+ funding for school age LAC will continue to be allocated on a termly basis in order to follow children who move schools during this period. Allocation will be based on what has actually been spent by schools up to maximum of £650 per term. Planned and actual spend amounts must be noted in the PEPs.

4.2 Pupil premium will only be allocated for pupils who have been in care for at least 4 weeks continuously at the point of allocation. This is to reduce the risk of overspend through allocation to pupils who are looked after for brief periods.

4.3 Allocation will be subject to completion and receipt of termly high quality PEPs with clarity on how the previous terms grant had been spent demonstrating impact, a costed plan for use of the future terms allocation and outlining intended impact. The Virtual School officer responsible for that pupil will attend PEPs as applicable. All PEPS will need to include any required data collection for attainment, achievement

and attendance. The accuracy of this data will be cross referenced to that collected on our behalf by Welfare Call. See section 6 for more details on PEPs.

4.4 Summer term allocations for pupils in year 11 will be made dependant on the pupil's continuing education plans and needs. For example, no payment will be made if the pupil is not attending that school beyond sitting their GCSEs. However schools may be eligible to apply for a transition payment as outlined in section 8.2 for transition to post 16 education. Any retained year 11 funding from the Summer Term will be used to support transition into post 16 education, employment or training and / or provide educational support ideally during the Summer prior to starting education / employment or training in September.

4.5 The maximum pupil premium termly allocation for each looked after child will be up to £650 per term (up to £1950 annually), subject to the conditions identified in 4.3.

4.6 PP+ funding will not be allocated to schools funded by the LA to offer highly specialist residential provision. Appropriate provision for achieving the highest educational outcomes for these LAC will be stipulated at the point of commissioning a contract for placement.

5. ALLOCATION OF FUNDING TO EARLY YEARS SETTINGS

5.1 Early Years providers are required to use the Early Years Pupil Premium (EYPP) funding to improve the quality of early education for LAC. Good quality early education is recognised to be important in increasing the life chances of young children. When placing LAC with Childminders, in Pre-schools, or in nurseries, provision rated by Ofsted as Good or Outstanding should be chosen.

5.2 LAC must also be receiving the free early education funding for 3 and 4 year olds to be eligible for the EYPP. A child does not have to take up their full entitlement and can also stretch the free entitlement over 50 weeks of the year instead of 39 weeks though the "flexible offer"³. The EYPP is currently set at 53p for each hour that the child accesses free nursery education up to a total of £302.10 per year. 4-year-olds in primary school reception classes who already receive the school-age pupil premium are not eligible for EYPP funding.

5.4 To receive the EYPP for a LAC, Early Years providers are required to

- Send in a completed application for the EYPP.
- Seek advice from the Virtual School team member for Early Years
- complete an Early Years Personal Education Plan in liaison with the child's Social worker and carer, to set out how the EYPP will be used to support the child's learning and development needs

³If eligible for the 30 hours childcare, the 'flexible offer' (also known as the 'Extended Entitlement') provides 1140 hours of free childcare to be taken across the year, either in term times only or 'stretched' across the year for example; up to 30 hours per week across 38 weeks per year (term time offer) or up to 22 hours per week across 51 weeks of the year ('stretched offer'). The remaining 18 hours to be used over the year as required.

5.5 To apply for EYPP, Early Years providers should seek permission from the child's Social Worker. The Executive Virtual School Headteacher will confirm the eligibility of LAC to the Childcare Funding Co-ordinator for the payment to be made, and ensure that an Early Years PEP is completed for these children.

5.6 Once eligibility is confirmed, the agreed EYPP Payments are administered along with the providers' early education payments by the Childcare Funding Co-ordinator, usually with two advance payments per term.

5.7 When an Early Years provider has a 3/4 year old LAC from another Local Authority, on their roll they must contact the Headteacher of that LA's Virtual School to request information on their policy for allocation of EYPP. The name and contact details of other Virtual School Headteachers can be requested from the Virtual School team.

6. PEPS AS A REQUIREMENT FOR ACCESSING FUNDING

6.1 Attainment and achievement of individual pupils is monitored termly during the PEP meetings by the Virtual School officers in attendance. Any additional support identified is then put into place and the impact is measured at the following PEP meeting. The EVSH then retains oversight of all pupils' attainment and achievement addressing any issues across all agencies involved with that pupil. Additional PEPs may be required if pupils move between schools in year or when a pupil first comes into care or where there is another compelling need.

For school age (yr R to yr 11):

6.2 The relevant sections of the PEP should be completed in full to provide clear detail on the proposed use of PP, intended outcomes/impact and appropriate review arrangements. Data collection is a mandatory requirement.

6.3 The PP+ funding will **only** be provided to meet the additional needs identified in a high quality plan within the PEP with SMART (Specific, Measurable, Achievable, Relevant, Time-bound) targets for improvement, underpinned by support which is well-targeted.

6.4 These needs can include the following areas:

- Academic attainment or achievement
- Attendance
- Wider achievement e.g. in an area in which the pupil is gifted and talented
- Inclusion [reducing exclusion from the curriculum]
- Social Skills
- Transition to the next phase of education
- Emotional wellbeing such as those needs arising from the effects of attachment or childhood trauma upon learning

There may be others and advice for these can be sought from the Virtual School team.

For early years (0-5):

6.7 The EYPEP is designed to capture the learning and development needs of the child, including their personal, social and emotional needs, and to identify the child's next steps as SMART (Specific, Measurable, Achievable, Relevant, Time-bound) targets. The voice of the child, to capture their interests and anxieties, and of the carer to include how the child is at home, are essential in planning for young children's needs. The EYPEP will also show how the EYPP funding will be used to support the child's progress.

6.8 The EYPEP must identify ways to improve the learning and development outcomes for the child, and will build on the three prime areas of the Early Years Foundation Stage along with the specific areas of Literacy and Mathematics

- Personal Social and Emotional Development.
- Communication and language
- Physical development

Identifying the support needed to help the child prepare for their transition to school or a new Early Years provider is particularly relevant for LAC who experience much change in their lives.

6.9 In view of the rapid developmental changes that take place in the Early Years (0-5 years), EYPEPs will generally be reviewed every 3-4 months to identify the progress made towards targets and to assess the effectiveness of the use of the EYPP funding. New targets are then set with an indication given as to how the EYPP funding will be used to support the individual child to achieve the revised targets.

7. SCHOOL AGE PUPILS WHO ENTER/EXIT CARE MID FINANCIAL YEAR

7.1 The Department for Education (DfE) allocates PP+ to the Virtual School as a provisional amount of £2300 per child looked after for at least one day, as recorded in the March 2018 children looked after data return (SSDA903), and aged 4 to 15 at 31 August 2018. The DfE updates and finalises this allocation in December 2019, based on the number of children looked after for at least one day during the year ending March 2019, as recorded in the March 2019 children looked after data return (SSDA903), and aged 4 to 15 at 31 August 2018. It is the responsibility of all Virtual schools to set their own policy with regard to allocation criteria. For BCP this is as stated in section 4.

7.2 If a pupil comes into care outside these parameters the Virtual School will not be allocated any 'PP+' grant for the pupil in that financial year however, schools will still be allocated funding in line with section 4.

7.3 If a LAC pupil whose school is in receipt of PP+ enters and /exits care outside these parameters the Virtual Schools allocation of PP+ grant for that pupil may be affected.

7.4 Continuation of any termly PP+ payments to schools in line with section 4, for pupils who have exited care can only be made in liaison with and the full agreement of those responsible adults with parental responsibility subject to sections 2.5, 4.3 and 4.4.

7.5 No payments will be made for any PLAC where the pupil is eligible for the schools own allocation of Pupil Premium funding under the PLAC criteria. However, additional funding requests will be considered for any pupil whose continued support is unable to be funded from other sources. For example, this might be where a pupil's 'left care' date falls between school census dates therefore PLAC funding cannot be accessed.

8. ARRANGEMENTS FOR ADDITIONAL (IN YEAR) FUNDING REQUESTS AND TRANSITION BETWEEN KEY STAGES

8.1 Additional in year funding for pupils can be applied for in exceptional circumstances. The Virtual School can provide an application form for schools to complete. This must be submitted to the Virtual School by email with any supporting evidence. No applications will be approved if there is evidence of unspent allocated PP+ or that other sources of funding have not been exhausted. All applications must include clearly identified impact measures and review timescales.

8.2 Starting school and transition to the next key stage can be a difficult period for LAC pupils and an additional 'transition' payment is available to be applied for subject to a high quality personalised transition plan being in place with detailed costings. The transition plan will need to be included within the documentation for the Summer term PEP meeting attended by all educational establishments when a pupil is due to change provision. This should clearly identify what is being put in place to meet the normal arrangements expected of a provision. Any additional funds approved will be included within the Summer termly payment for the 'outgoing provider' and the Autumn termly payment for the 'incoming provider'. There is no provision for a transition payment to early years settings for children starting school.

8.3 The Virtual School cannot guarantee to pay the full cost of a transition plan but all requests for transition funding made via the Summer term PEP will be carefully considered for all providers involved. The plan will need to have been fully supported by the Virtual School officer present at the PEP meeting before any expenditure is made.

8.4 The Virtual School will consider any applications for the usage of Pupil Premium to direct pupils off-site for short term interventions as part of a joint-funding arrangement. Such interventions may reasonably be requested when there is clear evidence that a change in provision will be of benefit to the pupil. They must be time-limited and accompanied by a clear exit strategy that culminates in a successful reintegration. Schools will retain responsibility for safeguarding and quality assuring any off-site provision in accordance with the statutory guidance around the use of the B-code.

8.5 Where a school wishes to reduce a pupil's time in class by either instituting a part-time timetable or a bespoke on-site provision, it may apply to the Virtual School for financial support in sourcing a suitable package. As with 8.4, any reduced provision must be time-limited, with clear objectives and time scales pertaining to a successful return to full-time education.

8.6 In the event that a LAC receives a Fixed-Term Exclusion, it remains the schools responsibility to arrange for a suitable full-time education from the sixth day of any such period. As per the statutory guidance on exclusions, the Virtual School will, wherever possible, consider any applications for financial support that enable suitable education to be in place before the sixth day.

8.7 In all cases, it is expected that schools demonstrate how their existing PP allocation has been utilised to mitigate any risks of Exclusion before any additional funding is applied for.

9. QUALITY ASSURANCE OF PEPS

9.1 The Virtual School Leadership team will carry out regular audits of completed PEPs. This will involve sampling of PEPs completed in a previous month, looking at good practice than can be shared or learning recommendations. The results of this activity will be shared with Designated Teachers on a 1 to1 basis or at termly networks as appropriate and forms part of the LA quality assurance processes.

9.2 On a termly basis all PEPs completed in the previous term will be monitored for patterns and trends in either good practice or learning recommendations. The monitoring of impact made by PP+ expenditure will also be looked at for identification of potential case studies.

10. FORMS TO APPLY FOR ADDITIONAL FUNDING

10.1 Form A- can to be used for all maintained schools and academies who are eligible to be allocated termly PPG+ funding.

**Form A - REQUEST FOR ADDITIONAL FUNDING TO SUPPORT THE HIGHER-
LEVEL NEEDS OF A LOOKED AFTER CHILD OR YOUNG PERSON**

Name of school or academy	
Date of application	
Name of Designated Teacher for LAC	
Name of Looked After pupil	
Date of last PEP	
EHCP details (date of EHCP or most recent review) if applicable	
Pupil Premium received to date	
Please give a breakdown of how this money has been used:	
Outcomes achieved:	
Amount being requested:	
What is the additional grant to be spent on?	

What additional outcomes are expected as a result of this spending? (Please refer to PEP objectives and targets in answering this)	
How will these outcomes be measured?	
How will the impact of these outcomes be measured?	
Your name	
Signature and date	
<p>Once completed this form should be emailed to virtual.school@bcp.gov.uk</p> <p>For help in completing this form please call or email Luana Girling, l.girling@bcp.gov.uk 01202 633508</p> <p>All applications will be assessed by the Virtual School SLT and can only be considered where proposed provision does not double fund already funded provision. Any approved funds will be paid to the school as part of the termly PP+ allocation process.</p> <p>Payment processing dates are: Summer term - w/c 8th July 2019 Autumn term - w/c 9th December 2019 Spring term w/c 9th March 2020</p> <p>Funds will appear in school accounts within 2 weeks of this processing date.</p>	



BOURNEMOUTH, CHRISTCHURCH and POOLE SHADOW SCHOOLS FORUM

Subject	Final DSG Budget and Mainstream Formula 2019-20
Meeting Date	18 March 2019
Report Author (s)	Nicola Webb Assistant Chief Financial Officer Bournemouth & Poole ☎ 01202 633296 ✉ nicola.webb@poole.gov.uk
Contributors	Jack Cutler – Planning and Statistics Officer, Community Learning and Commissioning, Bournemouth
Status	Public
Classification	For information
Executive Summary	<p>The final DSG budget for 2019-20 of £262.5 million is set out in this report at Appendix 1. The allocations reflect the decisions of the Shadow Schools Forum, the LA and the DfE.</p> <p>The outcome of the final mainstream school formula to allocate £194.3 million of DSG for 2019-20 is summarised in the report with the formula detail set out in Appendix 2.</p>
Recommendations	To note the contents of the report
Reasons for Recommendations	It is a requirement within the School Funding Framework that the Schools Forum is informed of the final 2019-20 DSG budget to be submitted to the DfE.

Final DSG Budget 2019-20

1. The Shadow Schools Forum has considered the budgets within each DSG funding block in detail and has made budget allocation decisions or recommendations to the Council as required. The final DSG budget for 2019-20 is £262.5 million and includes the Council's contribution of £2.4 million to support the High Needs Block. The detailed budget is set out in Appendix 1.
2. The Early Years Block funding estimate and expenditure budgets have been updated, as indicated in January, to reflect the latest forecasts for take up of the free entitlements over 2019-20.
3. The Schools Block budgets reflect the DfE December 2018 Settlement, the Growth Fund decisions taken by the Shadow Schools Forum in January 2019, and the transfer of £2.2m (1.1%) from the School Block to high needs agreed by the DfE in February 2019.

4. The Central Schools Services Block budgets were agreed by the Shadow Schools Forum in December 2018 with budgets updated to reflect the final funding Settlement.
5. The High Needs Block expenditure budgets are as reported to the Shadow Schools Forum in December 2018. The funding strategy shown is that outlined in the January report and as agreed by the DfE and BCP Council in February 2019.

Final Mainstream Schools Formula 2019-20

6. The recommended method to reduce mainstream school NFF allocations to fund varying levels of transfer to the High Needs Block was agreed by the Shadow Schools Forum in December 2018.
7. BCP agreed to adopt the Shadow Schools Forum's recommended approach at the Shadow Council meeting on 21 February 2019.
8. The formula was fine-tuned within the agreed principles to allocate all the available funding remaining in the Schools Block after allowing for the central Growth Fund and the funding transfer to support high needs budgets.
9. **Table 1: School Block Funding Allocations 2019-20**

Allocation of Funding	£000's
Total Schools Block Settlement (January Report)	197,316
Growth Fund agreed by Schools Forum in January	(779)
Transfer to High Needs agreed by Schools Forum and DfE	(2,192)
Total for Individual School Budgets (ISB)	194,345

10. The individual school budgets are calculated according to the new formula and the October 2018 school census data contained within the updated Authority Pro-forma Tool (APT) supplied by the DfE in December. The APT was approved by the DfE in time to provide budget information to schools to meet the statutory budget timetable.
11. The final formula is included in Tables A to C of Appendix 2.
12. A summary of the final formula positions for schools is included in Table D of Appendix 2. Overall, this shows for school budget allocations:
 - 25% are fully according to the formula
 - 15 % are capped
 - 35% include the Minimum Per Pupil Funding Level (MPPFL) uplift (includes 4% of school allocations that would otherwise have been capped)
 - 25% include Minimum Funding Guarantee (MFG) allocations

13. The per pupil funding impact of the BCP 2019-20 formula by phase compared with 2018-19 and the NFF is as follows:

Table 2: Mainstream Schools Formula 2019-20 Impact by Phase

Phase Per Pupil Funding	Budget 2018-19 £	Budget 2019-20 £	change between years	NFF 2019-20 £	change against NFF
Infant/ First	3,628	3,673	1.25%	3,700	-0.73%
Junior	3,624	3,686	1.73%	3,716	-0.81%
Primary	3,684	3,760	2.07%	3,790	-0.79%
Primary	3,662	3,730	1.86%	3,760	-0.79%
Middle/ Secondary	4,875	4,990	2.35%	5,016	-0.53%
All- through	4,462	4,482	0.46%	4,511	-0.62%
Total	4,141	4,229	2.13%	4,258	-0.67%

In the above table the NFF comparator is the local formula equivalent mirrored as closely as possible.

14. The % reductions compared with the NFF are less than the 1.1% transfer due to a level of surplus Growth Funding in the School Block and nuances of the local formula compared with the Schools NFF.

Legal Implications

15. The DSG budget and mainstream schools funding formula have been set within the requirements of the School Funding Statutory Framework.
16. The Shadow Schools Forum has been provided with the final DSG budget allocations prior to the start of financial year 2019-20.
17. Maintained schools were in receipt of their individual school budgets by the statutory deadline of 28 February 2019.

Background Papers

18. Shadow Schools Forum Papers as follows:
- a. 14 December 2018:
 - i. Central School Services
 - ii. Funding Transfer from Mainstream Schools to High Needs
 - iii. Mainstream School Funding Formula Consultation
 - b. 8 January 2019
 - i. DSG Settlement for BCP 2019-20
 - ii. Growth Funding 2019-20
 - iii. Funding Transfer from Schools Block to High Needs Block 2019-20

Appendix 1

BCP DSG Budget 2019/20 - £000's	Budget			Funding		
	2018/19	Change	2019/20	2018/19	Change	2019/20
Providers - 2 year old funding	2,500	124	2,624	2,542	230	2,772
Providers - 3 & 4 year old funding	16,074	2,098	18,172	16,465	2,455	18,920
Transfer to high needs					-203	-203
Providers SEN top up grants	184	328	512			
Early years pupil premium	113	-13	100	113	-13	100
Disability Access Fund	70	4	74	70	4	74
Contingency / Central High needs	132	-132	0			
Central Spend on free entitlements	117	64	181			
Early Years Total	19,190	2,473	21,663	19,190	2,473	21,663
Mainstream Schools Formula	186,063	8,281	194,344	186,856	6,856	193,712
Transfer to High Needs Block				-1,855	-337	-2,192
Business Rates + Premises + mobility	1,749	-1,749	0	1,801	-4	1,797
Contingency	319	-319	0			
Growth Fund	1,001	-222	779	2,331	-525	1,806
Mainstream Schools Total	189,132	5,991	195,123	189,132	5,991	195,123
School Admissions	765	-15	750			
Licences purchased by DfE	226	39	265			
Servicing Schools Forum	42	-11	31			
Ex ESG Services all schools	746	-20	726			
Commitments - Premature retirements	16	0	16			
Commitments - ASD Base / other	288	-13	275			
Central School Services Total	2,082	-20	2,062	2,082	-19	2,062
High Needs				37,543	1,342	38,885
Transfer from Early Years / Schools				1,855	540	2,395
Total Places	9,544	2,077	11,621			
Top up Funding - Maintained/Academy	11,784	200	11,984			
Top up Funding - Independent Special	11,691	-1,586	10,105			
Top up Funding - Post Schools	2,167	1,466	3,633			
Top up Funding - Pre schools	176	36	212			
Top up Funding - Excluded Pupils/AP	1,229	1,098	2,327			
Outreach	377	196	573			
Hospital Education - private providers	128	0	128			
Other AP/Therapies	656	732	1,388			
Support for inclusion	111	130	241			
Specialist support - 2, 3 and 4's	891	-179	712	326	-326	0
SEN and AP Transport	225	-225	0			
Planned savings not identified	-11	11	0			
Specialist Support / Sensory impaired	758	0	758			
High Needs Total	39,724	3,956	43,680	39,724	1,556	41,280
Total Expenditure	250,128	12,400	262,528	250,128	10,000	260,128
Council Contribution				0	2,400	2,400
Total Funding				250,128	12,400	262,528

Appendix 1 (continued)

Detail of Budget for Place Funding

Provision Type - £000's	2018/19	Change	2019/20
Maintained Special Places *	3,630	210	3,840
Academy Special	2,150	280	2,430
Post school	606	1,239	1,845
Mainstream post 16 EHCP places	224	-38	186
Medical Places (as cross border host)	461	0	461
Alternative Provision - exclusion place	1,240	160	1,400
Alternative Provision – own medicals	860	0	860
Resource Base Places (academy)	204	164	368
EIP Project brought forward	169	-169	0
Placements not yet confirmed	0	231	231
Total Place Funding	9,544	2,077	11,621

* Maintained special school places finally agreed may be different than those budgeted as this process is not yet complete.

Appendix 2

BCP Final Mainstream Formula 2019-20

Table A - Factors within the formulaic Schools NFF

Factor	B 2018-19	C 2018-19	P 2018-19	BCP 2019-20	NFF 2019-20
Basic Entitlement – Primary	NFF	NFF	NFF	99% of NFF	£2,747
Basic Entitlements Secondary	NFF	NFF	NFF	99% of NFF	KS3 £3,863 KS4 £4,386
Deprivation – FSM data	NFF	NFF	NFF	NFF	£440
Deprivation*- IDACI bands	NFF	Below NFF Range (£29 to £435)	NFF	NFF	Range (£200 to £600)
Prior Attainment Primary	Unit value £1,050 NFF with 93% data scaling	Unit value £882 with 75% data scaling	Unit value £984. No data Scaling	NFF	£1,022 Data scaling not applicable
Prior Attainment Secondary	NFF	Below NFF (£1,240)	Below NFF (£1,453)	NFF	£1,550
LAC	Not used	Not used	Used (£600)	Not used	Not used
EAL Primary	NFF	Above NFF (£750)	NFF	NFF	£515
EAL Secondary	NFF	NFF	NFF	NFF	£1,385
Lump Sum Primary	NFF	NFF	NFF	NFF	£110,000
Lump sum Secondary	NFF	Above NFF (£130,000)	NFF	NFF	£110,000
Sparsity	n/a	NFF Method with reduced lump sum	n/a	NFF Method	NFF Method (£58,933)
Minimum Per Pupil Funding Level (MPPFL)	At 2018/19 NFF	At 2018/19 NFF	Below 2018/19 NFF	2018/19 NFF plus £172	2018/19 NFF plus £200
Capping & Scaling	Cap only 3.5%	Cap 3% Scale 50.6%	Cap only 3.0%	Cap 2.5% No scaling	Cap 3% No scaling
Floor	Through MFG +0.5%	Through MFG 0%	Through MFG 0%	Not used	Plus 1% on 2017/18

Appendix 2 (continued)

**Table B - Factors and mechanisms outside the formulaic Schools NFF
(funding provided at historic cost to the LA)**

Factor	B 2018-19	C 2018-19	P 2018-19	BCP 2019-20	NFF 2019-20
Business Rates	At cost	At cost	At cost	At Cost	At cost
Exceptional (2 P schools)	n/a	n/a	£101,017	NFF	£101,017
Split sites (2 B Schools)	£230,288	n/a	n/a	NFF	£230,288
Mobility*	£22,471	£9,515	Not used	NFF method	£31,986

*Mobility rates set based on provisional school data with final allocations not exactly matching the NFF fixed funding level.

Table C - Minimum Funding Guarantee (MFG)

	B 2018-19	C 2018-19	P 2018-19	BCP 2019-20	NFF 2019-20
MFG (annual change)	plus 0.5%	0%	0%	Minus 0.5%	n/a

Table D - Final Formula Position of Schools

Number of Schools	Formula	Cap	MPPFL	Cap < MPPFL	MFG	Total
Infant/ First	2	1	7	1	5	16
Junior	5	2	3	0	2	12
Primary	10	3	11	3	10	37
PRIMARY PHASE	17	6	21	4	17	65
Primary %	26%	9%	32%	6%	26%	100%
Middle/Secondary	4	5	7	0	5	21
All - through	1	2	0	0	0	3
OTHER PHASES	5	7	7	0	5	24
Other %	21%	29%	29%	0%	21%	100%
TOTAL SCHOOLS	22	13	28	4	22	89
Total %	25%	15%	31%	4%	25%	

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BOURNEMOUTH, CHRISTCHURCH and POOLE SHADOW SCHOOLS FORUM

Subject	Scheme for Financing Maintained Schools 2019-20
Meeting Date	18 March 2019
Report Author (s)	Nicola Webb Assistant Chief Financial Officer Bournemouth & Poole ☎01202 633296 ✉ nicola.webb@poole.gov.uk
Contributors	
Status	Public
Classification	For decision by maintained schools only
Executive Summary	A draft BCP Scheme has been prepared to reflect the latest statutory guidance and proposed local financial arrangements. A short consultation has been undertaken with maintained schools. The outcome of this will be shared with all maintained schools prior the Shadow Schools Forum meeting.
Recommendations	The Scheme of Financing Maintained Schools is to be agreed by maintained school representatives.
Reasons for Recommendations	BCP is required to have a Scheme effective from 1 April 2019.

Background

1. LA Schemes for Financing Maintained Schools set out the financial relationship between the LA and the schools it maintains.
2. The DfE updated the statutory guidance for Schemes in February 2019. The guidance lists the provisions which a scheme must, should or may include and includes a format that can be used. This format has been used by each of the three existing LAs with Dorset's the most recently updated in 2018, with Poole in 2016 and Bournemouth earlier. The updated guidance since 2016 includes in the main narrative changes to reflect current policy, updated legislative references (not all recent) or to add further clarification. A small number of requirements have been dropped in the latest guidance to reflect that a significant number of schools are now academies with information provided to or about only maintained schools no longer relevant.
3. Each area's scheme included different local arrangements but the main areas of difference were highlighted in the consultation draft to help schools identify important differences in developing a consistent Scheme for BCP.

Consultation with Maintained Schools

4. The draft scheme was sent to all maintained school headteachers and Chairs of Governors on 25 February with a closing date for the consultation of 12 March. The short period for consultation was necessary due to the timing of the updated guidance for Schemes from the DfE and the need to have a scheme in place by the 1 April 2019.
5. A summary of the consultation responses and any revisions to the draft Scheme will be shared with all maintained schools as soon as possible after the consultation period has closed in preparation for the decision to be made at the meeting by maintained school representatives.

Financial Implications

6. The financial implications for maintained schools are set out in detail in the Scheme.
7. The Council's obligations in operating the Scheme are funded by the central retention from maintained schools budget shares. This retention was agreed by the DfE in February 2019.

Legal Implications

8. A Scheme must be in place by 1 April 2019. The proposed scheme is compliant with the latest statutory guidance issued by the DfE.
9. Consultation has taken place with all maintained schools as required by the School Funding Statutory Framework.



BOURNEMOUTH, CHRISTCHURCH and POOLE SHADOW SCHOOLS FORUM

Agenda Item 8

Subject	SCHOOLS FORUM FOR BOURNEMOUTH, CHRISTCHURCH AND POOLE 2019-20
Meeting Date	Monday 18 March 2019
Report Author (s)	Neil Goddard, Service Director, Community Learning and Commissioning, Bournemouth Email: Neil.Goddard@bournemouth.gov.uk Vicky Wales, Head of Children, Young People and Learning, Poole Email: v.wales@poole.gov.uk
Contributors	Felicity Draper, Schools Access and Commissioning Manager, Community Learning and Commissioning, Bournemouth Jack Cutler, Planning and Statistics Officer, Community Learning and Commissioning, Bournemouth Nicola Webb, Assistant Chief Finance Officer, Bournemouth & Poole
Status	Public
Classification	For consultation
Executive Summary	The new BCP Authority will be established on 1 st April 2019. After which a new BCP Schools Forum is required to be established. This Forum will require proportional representation across primary and secondary schools and academies, by phase of school and type of school. Representation is also required from special schools, academies, AP schools/ academies and PRU's. Representation is also required from other sectors including Early Years and Post-16 providers, and Diocesan representatives. The Terms of Reference will be agreed by the newly established permanent Forum at their first meeting in July 2019.
Recommendations	The Shadow Schools Forum (SSF) to consider the report and provide an indication of their support for the proposed constitution and Terms of Reference; the Forum are asked to express a view on the members Term of Office.
Reasons for Recommendations	It is a statutory requirement for a Local Authority to establish and operate a Schools Forum. This Forum should provide proportional representation from the various school groups discussed within this report.
Background Papers	Shadow Schools Forum 31 October Agenda Item 5.



Terms of reference

1 Background and statutory authority

- 1.1 A Schools Forum is the formal consultation and decision-making body on matters relating to the funding of schools and plays a role in the discussions on the overall funding contained within the Dedicated Schools Grant. The framework was established to give schools greater involvement in the distribution of funding within the Local Authority.
- 1.2 The Forum is governed by Statutory Instrument 2012 No 2261: The Schools Forums (England) (Amendment) Regulations 2012. The Department for Education issued guidance on Schools Forums: Operational and Good Practice Guidance in September 2018.

2 Purpose

- 2.1 The purpose of the Schools Forum is to advise the Local Authority and in certain specific areas decide on the operation of the Schools' Budget and its distribution among schools and other bodies for the 2019/20 year only.

3 Membership

- 3.1 The membership of the School Forum is to consist of nineteen school members and five non-school members – the latter can be up to 1/3rd of the total membership. Observers can attend and participate in the meetings, but will have no voting rights. The membership groups shall consist of the following representatives:

3.1.1 Schools Members

Primary School – Maintained*	1
Secondary School – Maintained*	1
Special School – Maintained*	1
PRU – Maintained*	1
Primary - Academy	8
Secondary - Academy	4
All-through - Academy	1
Special - Academy	1
Alternative Provision - Academy	1
Total Schools Members	19



*At least one of the four representatives of maintained schools must be a Governor. Academies have the option to choose a local Governor or Trustee. No school can have more than 1 representative.

3.1.2 Non-Schools Members

Diocesan Representative	2
Early Years Providers Representatives (1 vol., 1 priv.)	2
16-19 provider	1
Total Non-Schools Members	5

3.1.3 Observers

Executive Council Member	1
Service Lead	1
Finance Lead	1
Total Observers	3

- 3.2 The LA Officer member will be either the Director of Children's Services or their representative. The Finance member will be the LA Chief Finance Officer or their representative. Other officers relevant to the area to be covered by the new authority of Bournemouth, Christchurch and Poole will attend as appropriate.

4 **Clerk to the Schools Forum**

- 4.1 The Clerk to the Schools Forum will be provided through the Local Authority.

5 **Election and Nomination of Members**

- 5.1 The Head Teachers Representatives, School Leadership and Governors will be elected by their respective associations.
- 5.2 Early Years Provider and 16-19 representative will be elected by their respective peers.
- 5.3 The Diocesan members will be determined by the Catholic Diocese of Plymouth, the Salisbury Diocesan Board of Education, the Catholic Diocese of Portsmouth and the Winchester Diocesan Board of Education.
- 5.4 Nominations for membership should be sent to the Clerk, who will contact the appropriate association or body to undertake an election.



- 5.5 Nomination for membership when a Term of Office is due to end should be received 2-months prior to the date of cessation. For the initial permanent Forum establishment, nominations for membership should be sent to the Forum Clerk by the end of April 2019.
- 5.6 Newly elected members will receive a welcome information pack and are able to access an induction meeting, and Forum training upon request.

6 Chair

- 6.1 The Chair shall be elected by members of the Schools Forum.
- 6.2 The election shall take place at the start of the first meeting or at the first meeting following a retirement or resignation of the Chair.
- 6.3 The election shall be conducted by the Clerk and each member shall have one vote.
- 6.4 The Chair will represent the Schools Forum at other meetings as and when required.

7 Period of Office

- 7.1 The period of office for all members will commence no later than the cessation of Shadow Schools Forum which will be no later than July 2019. The period of office will last for between 1-3 years, after which the forum will be reconstituted.
- 7.2 The period of office for the Chair will commence no later than the cessation of Shadow Schools Forum which will be no later than July 2019. The period of office will last for between 1-3 years, after which the forum will be reconstituted.
- 7.3 Appointments will begin from the start of the first meeting of the permanent Schools Forum for the Bournemouth, Christchurch and Poole Authority.
- 7.4 A member shall remain in office until:
- They cease to hold the office by, virtue of which he or she became eligible for appointment to the Forum;
 - The term of office as a member comes to an end;
 - They resign as a member.



- 7.5 Members of the interim Shadow Forum are allowed to seek election to the permanent Schools Forum should they still be eligible.
- 7.6 Where a vacancy occurs, there shall be a new appointment to fill the unexpired term of office.
- 7.7 In the event of no member of a group standing for nomination, the Chair may obtain agreement from the Schools Forum members to co-opt an appropriate person.

8 Non-Attendance

- 8.1 If a member is not in attendance for 3 consecutive meetings, the Chair shall ascertain the reasons and take Chair's action to consult with the relevant group regarding a replacement.

9 Substitutes

- 9.1 Where a member is unable to attend the meeting he or she may draw to the attention of the Clerk or the Chair 48 hours in advance, a substitute who is attending from their group.
- 9.2 In the event of a matter being put to a vote, the substitute will have a vote.
- 9.3 Where possible, formal substitutes should be elected, and should be in a position to represent the group of schools/ providers of the member they are substituting for. The Clerk should be made aware of any formal substitutes elected by the various groups.

10 Observers

- 10.1 The meetings of the Schools Forum are open meetings and members of the public may attend as observers. Observers are requested to notify the Clerk or the Chair of their intention to attend one week before a meeting to ensure a suitably sized room is arranged for the meeting.
- 10.2 Observers may take part in the meeting with the permission of the Chair. The Chair's decision will be final.
- 10.3 Members of the Schools Forum may request the Chair to exclude observers from discussion of confidential items. Such items shall be clearly indicated in advance on the Agenda for the meeting. Papers relating to such items shall be labelled confidential.



10.4 In the event of a matter being put to a vote, observers will not have a vote.

11 Meetings

- 11.1 Normally a Schools Forum meets four times a year. Meetings of the Schools Forum will aim to follow this pattern but the exact number of meetings required will be determined by the membership and the business to be discussed.
- 11.2 Dates of the Schools Forum meetings shall be agreed with the membership at the first permanent Forum meeting.
- 11.3 Extra ordinary meetings of the Schools Forum may be called by the Chair or by 40% of its membership.
- 11.4 The quorum of a meeting will be 40% of the Schools Forum membership (ten members).
- 11.5 Members must declare any interest associated with any item under discussion related directly to the organisation they represent.
- 11.6 Observers attending the meeting may contribute with the Chair's permission.
- 11.7 Notes of the meetings will be available to the public and distributed to members within three weeks of each meeting. They will be agreed at the next Schools' Forum meeting.
- 11.8 With regard, to sub-committees or working groups, any advice formally passed to the Local Authority must be approved by the Schools Forum as, a whole.
- 11.9 Costs of the Schools Forum will be charged to the Schools' Budget.
- 11.10 The Authority shall pay what it deems to be reasonable expenses of members of the Schools Forum or their substitutes, in connection with their attendance at Schools' Forum meetings.

12 Voting

- 12.1 Only members of the Schools Forum or their nominated substitutes shall have a vote.
- 12.2 The Chair will have a second and casting vote if required.
- 12.3 Observers are not eligible to vote.



13 Urgent Business

- 13.1 Should urgent business requiring action be required between meetings the Chair shall contact all members by e-mail. The Chair shall then give the Local Authority a decision based upon the responses received. This shall be fully reported to the next Schools Forum meeting.

14 Remit

- 14.1 The Local Authority has a duty to consult with the Schools Forum on:

14.1.1 Schools' Funding Formula:

Any proposed changes to the Schools' Funding Formula in relation to factors and criteria that have been taken, into account or methods, principles and rules that have been adopted, together with the financial effect of any such change.

The consultation will take place in sufficient time to allow any views expressed to be taken, into account in determining the formula and schools' budget shares before the beginning of the financial year.

14.1.2 Contracts:

At least one month prior to the issue of invitations to tender, if applicable the Local Authority will consult the Forum on the terms of any proposed contract for supplies or services to be paid out of the Schools' Budget where the estimated value of the contract is considered material.

14.1.3 Financial Issues:

The Schools Forum will also be consulted on the Schools' Budget in relation to the following:

- The arrangements to be made for the education of pupils with Special Educational Needs;
- Arrangements for the use of the Pupil Referral Unit and the education of children otherwise than at school;
- Arrangements for Early Years education;
- Arrangements for insurance;
- Prospective revisions to the Scheme for Financing Maintained Schools;
- Allocation of the Individual Schools' Budget to schools;
- Administrative arrangements for the allocation of central Government grants paid to schools via the Local Authority;
- Arrangements for free school meals;
- Any other appropriate financial issue.



- 14.2 The Forum will monitor and assess the quality and value-for-money of services purchased by/ for schools.
- 14.3 It may also be provided with or request reports on other items deemed a priority to its remit.

15 Sub-Groups

- 15.1 A Funding Formula Sub-Group will meet as and when required to investigate and develop the Schools' Funding Formula. The membership shall consist of Headteachers, Governors, Finance Officers/Bursars and/or officers depending on the issues being considered. The Sub-Group will make recommendations to the Schools' Forum on the outcomes of any review undertaken, before any consultation is undertaken with schools.
- 15.2 An Early Years sub-group will meet as and when required to develop the Early Years Formula. The membership will consist of Early Years providers and officers. The subgroup will make recommendations to the Schools Forum.
- 15.3 A High Needs Financial Strategy Sub-group will meet monthly in 2019/20 to monitor the impact of the High Need Budget financial action plan, and report regularly to the Forum. In subsequent years, this sub-group will meet as and when required.
- 15.4 Other Sub-Groups can be formed to investigate or develop further issues as and when required by the Schools Forum.
- 15.5 The membership of any sub-group does not have to consist solely of Schools Forum Members, e.g., the Early Years sub group.

16 Establishing School Representation

- 16.1 The following table provides a representation of how the proportional split of Primary/ Secondary, Maintained/ Academy has been achieved, with an accompanying note on the methodology.

	Mainstream Maintained		Mainstream Academy			Special Schools and PRU		TOTAL	%
	Primary	Secondary	Primary	Secondary	All Through	Maintained	Academy		
NOR	4,178	2,465	22,551	13,572	3,188	464	326	46,743	100%
Reps	1	1	8	4	1	1 Special 1 PRU	1 Special 1 AP	19	



Note: *Mainstream pupil count includes years R – 11 inclusive as per the weighted average NOR across the period April 2019 to March 2020. Special pupil numbers are as per the special places agreed with schools for the same period, and academies for the 2019-20 academic year. The number of representatives was determined by rounding down to the nearest integer $NOR / 2800$, which if equalling 0 then setting at 1. Middle school primary phase pupils are considered against the primary NOR, while their secondary pupils contribute towards the secondary NOR.*

For the consideration of the Shadow Schools Forum:

Do you agree with the proposed Terms of Reference and constitution, in particular: where, between 1 – 3 years, should the Terms of Office for membership be set?



APPENDIX A - CURRENT BCP SHADOW SCHOOLS FORUM MEMBERSHIP LIST 2018/19

Maintained – Primary x1

Karen Boynton – Headteacher, Highcliffe Primary

Maintained – Secondary x1

David Newman - Director of Finance and Operations, Poole High School

Maintained – Special x1

Geoff Cherrill – Headteacher, Winchelsea School

Academies – Primary x7

Jeremy Payne – Principal, St James CE School

Bob Kennedy - Headteacher, St Michael's School

Dave Simpson – Headteacher, The Epiphany School

Sean Preston - Chief Financial Officer, Hamwic

Angela Malanczuk – Principal and Chair of PSA, Stanley Green Infant Academy

Kate Carter – CEO, TEACH Academy Trust

Jon Chapple – Headteacher, Twynham Primary

Academies – Secondary x5

Phil Keen – Headteacher, Corfe Hills School

Andy Baker – Headteacher, Poole Grammar School

Patrick Earnshaw – Headteacher, Highcliffe School, Christchurch

Mark Avoth – Headteacher, Bourne Academy

Jason Holbrook – Headteacher, Avonbourne College

All-Through Academies x1

David Todd – Headteacher, St Peter's School, Bournemouth

Mainstream PRU x1

Phillip Gavin - Headteacher, Christchurch Learning Centre

AP Academy x 1

Russell Arnold, Headteacher, The Quay School

Special Academy x1

Michael Reid - Finance Director, Ambitions Academy Trust

Non-School Members

Early Years Representatives

Linda Duly – Cuddles Day Nursery

Sue Johnson – Jack in the Box, Bournemouth



Diocesan Representatives

(2 nominations, 1 x catholic and 1 x CofE)

14-19 Representative

Jacqui Kitcher – Bournemouth and Poole College

Invited Attendees (Non-voting)

Jan Thurgood – Strategic Director, People Theme, Poole

Sue Ross – Director, Adults and Children, Bournemouth

Neil Goddard - Service Director - Community Learning & Commissioning,
Bournemouth

Vicky Wales – Head of Children, Young People and Learning, Poole

Nicola Webb – Assistant Chief Finance Officer, Bournemouth and Poole

Invited Elected Members (Non-voting):

Councillor Nicola Greene - Bournemouth Borough Council

Councillor Trish Jamieson - Christchurch Borough Council

Councillor Mike White - Borough of Poole

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