

Schools Forum

Date: 13 January 2022

Time: 4.30pm

Venue: Virtual Teams Meeting

Reports

Reports will be emailed to members prior to the meeting. Papers can also be accessed on the Council's website

<https://www.calderdale.gov.uk/v2/residents/education-and-learning/schools/services/a-z/schools-forum>

Members of the Forum

Primary Heads Maintained x 2

Mungo Sheppard (Ash Green Primary School)

Jo Buckley (Old Town Primary School)

Primary Governors Maintained x 2

Adam McNicholl (Hebden Royd Primary School)

Mary Carrigan (Castle Hill Primary School)

Primary Governor Substitute

James Ratcliffe (St Augustine's Junior and Infant CE (VA) School)

Secondary Head Maintained x 1

Tony Guise (Calder High School)

Secondary Head Teacher Substitute

Gill Shirt (Todmorden High School)

Secondary Governor Maintained x 1

Philip Bishop (Ravenscliffe Special School)

Special School Representative x 1

Debbie Sweet (Highbury School)

Academy Members x 10

Karen Morley (Scout Road Academy)

John Eccleston (Warley Road Primary Academy)

Emma Casson (North Halifax Grammar)

Julie Kendall (Together Learning Trust)

Dan Burns (Old Earth Primary School)

Richard Horsfield (Brighouse High School)

Brian Robson (Brighouse High School)

Darren Senior (Beechill School)

Phillip Hannah (Whitley AP Academy)

Bill Montague (The Crossley Heath School)

Academy Substitutes

Ivan Kuzio (Trinity MAT)

Roman Catholic

Brenda Monteith (Highbury School)

Church of England

Anne Craven (St John's (CE) Primary Academy, Clifton)

Calderdale Federation of Education

Yvonne Carr (National Education Union)

Staff Unions

Post 16 Representative

Julia Gray (Calderdale College)

Cllr Adam Wilkinson, Cabinet Member for Children's Social Care and Lead Member for Children's Services. (Observer status only)

AGENDA

1. **Substitutes nominated for this meeting and apologies for absence. (To be notified in writing 24 hours in advance.**
2. **Members Interests** – Members are reminded of the need to declare any interest they might have in relation to the items of business on this agenda.
3. **Admission of the Public** - it is not recommended that the public be excluded from the meeting for the consideration of the items of business on this agenda.
4. **Minutes of the Schools Forum held on 30 November 2021.**

To approve the Schools Forum minutes.

5. **Forum Constitution and Terms of Office - verbal** **Ian Hughes**
Information
6. **Early Years Block Provision, Central Spend** **Martyn Sharples**
Report – Consultation/Decision
7. **Reforming how the Local Authority School Improvement Functions are Funded** **Connie Beirne**
Report – Decision
8. **Schools Funding Update** **Jane Davy**
Report – Consultation
9. **Falling Rolls** **Jane Davy**
Report – Decision
10. **Growth Funding 2021/22 and 2022/23** **Jane Davy**
Report - Decision
11. **Review of Services for Schools** **Michael Holgate**
Report – Decision

- 12. De-delegation Including Union Facilities** **Jane Davy**
Report - Decision
- 13. Good Practice and Self-Assessment** **Ian Hughes**
Verbal Update - Decision
- 14. Work Programme** **Richard Morse**
Report – information
- 15. Any Other Business** **Chair**
Questions to be submitted a **minimum** 3 days prior to the meeting in writing to:
CalderdaleSchoolsForum@calderdale.gov.uk
Questions will only be permitted if relevant to the business of the Forum and at the discretion of the Forum Chair.
- 16. Future Dates** **Richard Morse**

28 April 2022
23 June 2022

All meetings will start at 4pm
Venue: TBC

CALDERDALE SCHOOLS FORUM
30 November 2021 – Virtual Meeting Via Teams

PRESENT:

Phil Bishop (Secondary Maintained – Governor and Chair)
Brenda Monteith (Roman Catholic)
Mrs K Morley (Academy)
Darren Senior (Academy)
John Eccleston (Academy)
Debbie Sweet (Special School)
Julie Kendall (Academy)
Jo Buckley (Primary Maintained)
Marie Briggs (Early Years)
Dan Burns (Academy)
Adam McNichol (Primary Governors Maintained)
Yvonne Carr (Unions)
Phil Hannah (Academy)
Julia Gray (Post 16)
Mary Carrigan (Primary Governors Maintained)
Mungo Shepherd (Primary Maintained)

IN ATTENDANCE:

Lesley Bowyer (Assistant Director – Education and Inclusion)
Richard Morse (Senior Commissioning Officer – School Organisation and Planning)
Jane Davy (Finance Officer)
Helen Smith (minute taker)

APOLOGIES

Brian Robson (Academy)
Bill Montague (Academy)
Tony Guise (Secondary Maintained)
Emma Casson (Academy)
Ian Hughes (Principal Solicitor)

1. Substitutes nominated for this meeting and apologies for absence

None.

2. Members Interests

None.

3. Admission of the Public

None.

4. Minutes of the Schools Forum held on 24 June 2021

Page 5 Mrs K Morley is listed as in attendance twice – Helen to amend.

Self-assessment: are we still sending out the toolkit? Lesley confirmed that, as new members are in place we will be sending this out to Schools Forum members in due course. Helen to send out.

Minutes approved.

5. Elect new Chair and Vice Chair

Phil Bishop has been approved as Chair.

We have no one offering to be Vice Chair, so will need to elect as and when needed going forward.

6. Forum Constitution and Terms of Office - verbal

As Ian Hughes was unable to attend this meeting, this item has been deferred to the 13 January 2022 meeting.

7. Allocation of funding to schools improvement clusters – half yearly impact report

Spend on Clusters has increased this year, as a saving has been made in the historical element of DSG and the end of the contract with C&K Careers. This has been used to support the education recovery programme and, at a previous meeting, Schools Forum had agreed to split the funding half to Clusters and half to the Partnership Board, to meet the priorities of education recovery.

Usually this report would outline the impact of funding, but this has been difficult to monitor via published outcomes and there being no validated data for the past 2 years. In line with the Government approach, we are not using current data to hold schools to account.

This has been an incredibly difficult period for schools, but support from Education and Inclusion services has been really good, Clusters have been flexible and able to access support for schools to move forward. There is no doubt that there are significant benefits to cluster working.

This report is for information, the next report will be presented to Schools Forum in April with the recommendations to continued investment in Clusters for next year as well.

Report noted

8. Falling Rolls: Feedback from Consultation

Recommendations:

- a) Schools Forum agree the proposed changes to the growth fund criteria which will take effect from 2022/23.

Approved.

- b) Schools Forum agree to the introduction of a falling rolls fund from 2022/23 and agree the proposed criteria in the report.

Approved.

- c) Schools Forum note the intention of the Local Authority to include sparsity factor into the local funding formula from April 2022.

Approved.

- d) Local Authority Officers publish the results of the consultation before the end of February 2022.

Noted.

9. School funding update report

Members were consulted on the disapplication requests for Calder Learning Trust and the Halifax Academy in relation to MFG and MPPL and no one raised any objections.

Recommendations

- 1. Schools Forum members note the mandatory changes to the 2022/23 funding formula.

Noted.

- 2. Consider and give a view of the proposals for the 2022/23 Schools Funding Formula including the disapplication requests.

Noted.

10. Growth funding report

Jane Davy to bring a report to the 13 January 2022 meeting if Schools Forum approve today.

Recommendations:

- a) Schools Forum note the Growth Fund allocations for 2020/21.

Noted.

- b) Schools Forum notes the estimated expenditure for 2021/22 and agreed to carry forward any surplus/deficit to 2022/23.

Agreed.

- c) Schools Forum agrees in principle to retain all the growth fund allocated in the schools block DSG (Schools Block) approx. £800k, for the 2022-23 Growth Fund and Falling Rolls

Fund. A report will be brought to the January School Forum detailing the exact amounts required.

Agreed.

Jane Davy will bring another report to the Schools Forum Meeting on 13 January 2022 detailing exact amounts required.

11. Briefing note on Fair Funding for all Consultation

This briefing note is for information only.

Discussion regarding when the findings from the consultation will be published. These have still not been released, but are due out any time now.

Schools Forum members feel it would be valuable if we could produce a concerted response to the DfE around these consultations, they seem to be released during school holidays which does not give Heads time to respond fully.

Discussion that it looks like the powers of Schools Forum are to be watered down. The DfE are clearly stating that they want all schools to become academies, and that they are not in favour of standalone trusts either.

School Forum members would welcome a steer from the Local Authority as to their opinions.

Jane feels that the proposal for 2 funding years would be very complicated to put into practice, however schools may prefer that method and it may feel more equitable. Jane is happy to set up meetings outside Schools Forum when these consultations take place.

Also Jane is happy to pull together a paper which highlights the consequences to send out to schools. Schools Forum members would find this of value, especially where there are big consultations and in-between meetings would also be useful during consultation periods, so that a vote could be held outside of regular Schools Forum meetings.

Report noted.

12. Update on maintained schools' balances

This report is for information only.

For new Schools Forum members, the deferred claw back has been deferred until the summer of 2022; please feel free to read previous minutes which are published on the Calderdale website for how this decision was made.

To bring another report on maintained schools' balances to the meeting in April based on spring monitoring.

Report noted.

13. Pupil Planning document

At the previous Schools Forum Meeting, members had requested site of the Pupil Planning document to further understand how the Local Authority ensures sufficiency. This document is updated annually between various officers, town planners, early years establishments, GPs, Admissions etc.

Chair has pointed out to Richard Morse that the published data for SEN is inaccurate; Richard is going to update this with the correct data so please disregard the SEN information. The DfE are looking at the way SEN capital investment is calculated, with separate funding streams specifically targeted at that arena, 550K for this year. Going forward there will be a more sophisticated way to project this area.

Richard reminded Schools Forum members that the data is not always accurate, but it is refreshed every year as the picture is constantly changing.

Report noted.

14. Work Programme

Report noted.

Helen to include the Schools Balances report for the April meeting and the end of year report for the June meeting, also to present the claw back report at the June meeting.

15. Reforming how Local Authority school improvement functions are funded

Lesley noted that again the consultation on this had a very narrow window and she will bring a paper in January which outlines the options for Schools Forum members to consider.

Calderdale Local Authority and their regional counterparts have raised their concerns with the DfE regarding tight timescales, that they have underestimated the role of Schools Improvement, especially for those schools who require improvement. Schools Forum members are very appreciative of the role of School Improvement Officers, and their important role in school recovery.

Lesley hopes to include in the paper for January some options to think of a way forward that it not detrimental to maintained schools and maintains the quality of the School Effectiveness Service. Lesley also advised that the DfE are not recognising the work the Local Authority does with academies – there is a general lack of understanding of the role of the Local Authority, they know the children and schools of Calderdale.

Lesley urged schools to make representation to Elected Members and Members of Parliament.

Schools Forum members are concerned around the timing of when this consultation was put out and the tight turnaround timescales. The National Governors Association (NGA) have discussed this matter and will lobby the Secretary of State on this issue. How can schools level up when funding and support is being cut? The NGA feel as if they have been caught on the back foot.

Schools Forum members would like to know what are the costs of the School Effectiveness Service are and how schools would contribute to de-delegate for a whole range of provision?

There have been concerns already around the reduced capacity of the Schools Effectiveness Service – the service is held in high regard and schools want to maintain this. Lesley's paper in January will detail the cost for next year.

Discussion that the service has no extra funding from academies, who have benefited from Local Authority support during the pandemic.

The Government are writing a White Paper on the role of Local Authorities' work with schools; it will be interesting to see what comes out and the links to School Improvement Monitoring and Brokering Grant and the work that Lesley and Jane's teams do. To watch out for this paper and report on this when published.

John to drop Darren a note outside of this meeting on the NGA.

16. Capital Maintenance briefing

Please note this is a verbal update and not a report.

This is another really key issue for schools. 61% of maintained schools have had an Asset Management Plan (AMP). These identify priorities under categories 1, 2 and 3. 1 are key priorities for urgent attention. 2 and 3 are not urgent and spread out over a longer period.

Looking at costs for priority work, the fund available will not cover the work needed to be done. This also does not take into account emergency situations and things that do not show up on AMPs that come to the fore and need an urgent response so schools can remain operational. Priorities in schools need to be resolved in a timely manner so that issues don't get serious and impact on school operation.

Discussions that many schools already have a robust maintenance and repair schedule in place and allocate funding each year for this work. We need to ensure that those schools are not penalised for doing this by using capital funding to address issues caused by a lack of maintenance in other schools.

Lesley would like to set up a Schools Capital Maintenance Board, with representatives from maintained schools, Heads, Governors, Senior Finance Officers, Capital Team, Richard Morse and the Major Projects Team to look at planning works. There needs to be clear criteria for prioritising allocation of funding. The Board need a clear and transparent process for determining priorities for capital spend.

There would need to be some prudential borrowing to meet the costs of all works coming through the AMPs. CLT advised we start with the £1M currently available to be allocated for priority issues. Therefore the LA will start assessment of the priorities without delay to plan to address any urgent work.

The Local Authority will increase capacity by employing an additional Officer for Major Projects. There is a proposal to employ a further Officer to support schools in managing their estates but this is a proposal at this stage. The LA will look to set the Capital Maintenance Board up in the spring.

The role for Schools Forum members having oversight of such a Board is not a statutory one, but they would oversee; the Local Authority would make the decision on spend, but for transparency bring reports to Schools Forum so they have oversight on how we are making decisions.

Schools Forum members asked if there would be any maintenance training available to Heads, as premises manager roles are getting cut – they tend to be one of the first roles to go when cuts have to be made. Discussion that this would be part of the role for the Project Manager.

This report has been noted and the Forum look forward to hearing more about this.

17. Discussion on the format of future meetings

Given the current situation with the new variant, Schools Forum will continue meeting virtually.

If any Schools Forum Member has any ideas on how to refine meetings to meet the needs of all, please feel free to contact the Chair.

18. Any other business

None.

19. Future dates

13 January 2022

28 April 2022

23 June 2022

All meetings will start at 4pm

Venue: Virtual

Report to Schools Forum

| | |
|----------------------|---------------------|
| Meeting Date | 13 January 2022 |
| Subject | Early Years Funding |
| Report Author | Martyn Sharples |

| Report purpose |
|--|
| <ul style="list-style-type: none"> • To inform Schools Forum on changes to funding rates for the Early Years National Funding Formula for 3 & 4 year-olds and the entitlement for eligible 2 year-olds. • To inform Schools Forum of planned changes to the hourly funding rates paid to schools and early years providers for the early education and childcare entitlement for 2, 3 & 4 year-olds. • To seek Schools Forum approval of the funding centrally retained from the Early Years Block of DSG in 2022/23. |

| Need for consideration |
|---|
| Schools Forum to give a view on the proposed changes to the hourly funding rates paid to schools and early years providers. |

| Need for decision |
|--|
| Schools Forum to approve the amount and purpose of centrally retained funds. |

| Contact Officers |
|---|
| <p>Martyn Sharples, Senior Finance Officer – Adult & Children’s Services Finance Team Tel. 01422 392719 or email: martyn.sharples@calderdale.gov.uk</p> |

Report to Schools Forum

1) Background information and context

- i) The Government introduced the Early Years National Funding Formula (EYNFF) for 3 & 4 year olds and confirmed the hourly funding rates from April 2017 for the entitlements for 2,3 & 4 year-olds, the Early Years Pupil Premium (EYPP) and the lump-sum payment for the Disabled Access Fund (DAF). All of this funding is contained within the Early Years Block of the Dedicated Schools Grant (DSG).
- ii) Alongside the EYNFF, the Government introduced Operational Guidance setting out the rules relating to how local authorities fund providers. The relevant key points being that local authorities:
 - Should set up a single funding rate (including the same base rate and supplements) for both entitlements for three and four year olds (that is, both the universal 15 hours, and the additional 15 hours for working parents)
 - Must plan to pass on at least 95% of their three and four year old funding directly to providers to deliver the three and four year old entitlements
 - Must now use a universal base rate for all types of provider in their local three and four year old formula, including for Maintained Nursery Schools
 - Must use a deprivation supplement in their local three and four year old formula, and any other supplements used must fall within one of the allowable categories
 - Must not channel more than 10% of their funding for three and four year olds through funding supplements
 - Must pass on Early Years Pupil Premium (EYPP) in full to providers for eligible three and four year olds
 - Must pass on Disability Access Fund (DAF) funding in full to providers for eligible three and four year olds.

DfE monitor compliance with the above through Section 251 Budget returns.

- iii) In Calderdale, the funded entitlements for 2, 3 & 4 year-olds are delivered by Maintained Schools with nursery classes or Foundation units, nursery classes in Academies and Independent Schools, Children's Centres, Day Nurseries and Preschools, Childcare on Domestic Premises, Out-of-School Clubs and Childminders. There are currently 218 providers delivering funded early education and childcare to eligible 2, 3 & 4 year-olds. A third of funded hours for 3 & 4 year-olds are accessed in Nursery Classes in Maintained Schools and Academies with the remainder in private, voluntary and independent EY Providers.

2) Main issues for Schools Forum

- i) At the Spending Review on 27 October 2021, the Chancellor announced increases in the funding for the early years entitlements worth £160 million in 2022-23, £180 million in 2023-24 and £170 million in 2024-25, compared to 2021-22. This is for local authorities to increase the hourly rates paid to childcare providers for the government's free childcare entitlement offers and reflects cost pressures, as well as anticipated changes in the number of eligible children.
- ii) On the 25th November 2021, the increase to the hourly rates paid to local authorities, as a result of the additional funding in 2022/23, was confirmed at 21p on top of current rates for 2 year olds, increasing Calderdale's hourly rate for 2 year olds to £5.57 and 17p on top of Calderdale's current rate for 3 & 4 year olds to £4.61. This represented an increase of 3.92% and 3.83% respectively. Calderdale receives the minimum rate of funding for all entitlements.
- iii) It was also confirmed that the EYPP will increase by 7p to 60p per hour, equivalent to up to £342 per eligible child per year, to support better outcomes for disadvantaged 3 and 4 year-olds. Funding for the Disability Access Fund - an additional payment made to providers to help to make reasonable adjustments within their provision to support eligible 3 and 4 year-old children with a disability, will also increase by £185 to £800 per eligible child per year.
- iv) Early Years providers continue to be subject to cost pressures, such as annual increases in the National Minimum Living Wage and the rising costs of food and energy. Although there has been time-limited support with Business Rate Relief for eligible providers, through different government grant schemes, there are currently no such schemes in place for 2022/23. Further, Early Years providers remain vulnerable to significant reductions in income from fees paid by working parents and staff absenteeism as the Government's Covid-19 restrictions continue.
- v) Under the regulations introduced in April 2017, local authorities are allowed to centrally retain up to 5% of the total Early Years Funding for 3 & 4 year-olds (excluding EYPP and DAF). Currently Calderdale centrally retains 3.45% (£408,000) to meet the costs of IT infrastructure, staff salaries and running costs to support statutory duties and administrative payments to schools and EY providers.
- vi) Schools and EY Providers were consulted in December 2021 on the proposed changes to the centrally retained funding and to the hourly funding rates for eligible 2 year-olds and 3 & 4 year-olds. 90% of respondents agreed with the proposals.

3) Recommendations

- i) To centrally retain £463,750 (3.9%) of the total funding for the entitlements for 3 & 4 year-olds, to contribute to the following costs:
 - IT Systems, Licences & Support - £34,000

| | | |
|--------------------------|---|----------|
| Early Years - Management | - | £27,650 |
| Quality Improvement | - | £46,950 |
| Sufficiency | - | £279,400 |
| Business Support | - | £75,750 |

In addition, £21,700 to be centrally retained from funding for the entitlement for 2 year-olds to contribute to costs of IT systems, Licences & Support and to provide for a funding shortfall in the grant allocation.

- ii) To increase the Base Rate hourly rate for 3 & 4 year-olds by 15p to £4.19, from £4.04.
- iii) To retain the Quality Supplement, unchanged at 23p per hour for eligible providers, across the 2, 3 & 4 year-old entitlements.
- iv) To reduce the hourly rate for the Deprivation Supplement by 4p to 78p, from 82p, whilst maintaining the overall funding targeted at eligible children at similar levels to the Pupil Premium in schools, by taking account of the increase in the hourly rate for the EYPP. Calderdale has always provided higher levels of funding than the national average for disadvantaged children and this will continue.
- v) To pass-on the full increase in the hourly rate received by Calderdale by increasing the Base Rate hourly rate for 2 year-olds by 21p to £5.32, from £5.11, and so achieve an anticipated average hourly rate of £5.51 and a pass-through rate of 98.99%.

4) Reasons for recommendations

- i) The Government expects local authorities to fund central support services for Early Years and Childcare from the EY Block of DSG and this is reflected in the Finance Regulations. By funding these costs in this way, it brings Calderdale inline with other local authorities and secures essential central services. The amount determined for 2022/23 represents a significant contribution towards the full cost of these services and the increase helps move closer to securing essential support services.
- ii) The Government is providing additional funding in 2021/22 to support an increase in the hourly rate paid for the early years entitlements for eligible 2, 3 & 4 year-olds.
- iii) The proportion of funded hours for the 2 year-old entitlement accessed in provision receiving the Quality Supplement has risen slightly to 85%.
- iv) The EY DSG allocations are calculated using the funded hours reported on the January Censuses. Most Local Authorities see a consistent fall in the funded hours for eligible 2 year-olds reported in January, compared with the Summer and Autumn Terms, and this creates a deficiency in the funding. Calderdale builds in a contingency to address this deficiency.

5) Impact of funding, targets and milestones

Contained in this report.

6) Resource implications

Indicative Funding 2022/23

| Description | 2 year-old entitlement | 3 & 4 year-old entitlements |
|---|-------------------------------|--|
| Base Rate | £2,044,200 | £10,530,850 |
| Deprivation Supplement | £0 | £350,800 |
| Quality Supplement | £74,334 | £502,506 |
| Contingency | £0 | £0 |
| Central Spend | £21,730 | £463,750 |
| Total Expenditure | £2,140,264 | £11,847,906 |
| | | |
| Provisional Indicative DSG Allocation – Dec 2021 | £2,140,264 | £11,847,906 |

7) Appendices

None

Report to Schools Forum

| | |
|----------------------|---|
| Meeting Date | 13 January 2022 |
| Subject | Proposed reforms for how local authorities' school improvement functions are funded |
| Report Author | Lesley Bowyer, Assistant Director Education and Inclusion |

Report purpose

- a) To provide an update on the DfE consultation on proposals to reform funding for local authority school improvement functions, brought to the November Schools Forum meeting.
- b) To inform members of funding options of the proposals and the timescale for decisions should they be approved.

Need for consideration

- a) This report is for information regarding the outcome of the recent consultation about [Reforming how local authorities' school improvement functions are funded](#)
- b) Whilst, at the time of writing this report, the outcome of the consultation has not yet been published, Schools Forum needs to consider the options should the proposals consulted on be implemented as arrangements are likely to be required for the financial year 2022-23.
- c) Schools Forum will need to determine which option to implement should the proposals go ahead so that work can proceed to implement by April 2022.

Need for decision

Schools Forum members are asked to decide which option to implement, should the proposals proceed. The decision is to be made by maintained school representatives only.

Contact Officers

Lesley Bowyer – Assistant Director Education and Inclusion
Lesley.bowyer@calderdale.gov.uk

Report to Schools Forum

1. Background information and context

- 1.1 Schools Forum received a report in November 2021 which provided details of the consultation about reforming how local authorities school improvement functions are funded. The outcomes of the consultation have not been published at the time of writing this report.
- 1.2 The November report set out the structure of Local Authority school improvement functions in Calderdale and the funding arrangements in place, including the School Improvement Monitoring and Brokering Grant which currently funds the statutory element for maintained schools.
- 1.3 The proposals being consulted on included a reduction by 50% of the School Improvement Monitoring and Brokering Grant in April 2022, with the Grant ending completely in April 2023. It was also proposed that councils' core improvement activities be funded via de-delegation from schools' budget shares.

2. Main issues for Schools Forum

Need for consideration

- 2.1 Funding - since September 2017, the government has provided the School Improvement Monitoring and Brokering Grant, which is allocated to local authorities to allow them to continue to monitor performance of maintained schools, broker school improvement provision, and intervene as appropriate. For 2021-22 this was £202,983 (source School Improvement Monitoring and Brokering Grant April 2021 and October 2021). The Grant is calculated based on the number of maintained schools. The April 2021 figure was based on 58 schools and the November figure based on 55 maintained schools in September 2021. Since then, a further school has academised meaning the 2022-23 funding will be calculated on 54 maintained schools.
- 2.2 As reported in November, the capacity of School Effectiveness Officers has been reduced this year following a reduction in the Grant as a result of more schools academising. The Grant funding is supplemented with an element from the Council's base budget and income generated through traded services.
- 2.3 Calderdale has always used the Grant solely for the purposes of delivering the statutory school improvement functions, along with the additional funding detailed in 2.2.

- 2.4 It was anticipated the Grant would be in the region of £184,932 for 2022-23 however the consultation refers to 2 proposals. The first being the removal of the Grant with effect from the financial year 2023-24, being phased so that it would reduce by 50% in 2022-23, to an estimated £92,466. There is also a reduction of £2,000 for the Phonics Grant that contributes to funding statutory duties. The cost of maintaining staffing levels at 2.2 FTE SEOs, a Service Manager and our Schools Assessment, Data, Moderation & Monitoring Officer would require in the region of £147,000 per annum.
- 2.5 The second proposal is to include provision in the School and Early Years Finance (England) Regulations to enable councils to fund all core (statutory) improvement activities via de-delegation.
- 2.6 There is also additional funding for school-led school improvement work, agreed by Schools Forum, provided through the allocation of the historic element of the Dedicated Schools Grant (DSG). A local authority's Dedicated Schools Grant (DSG) has comprised of four funding blocks since April 2018; Schools Block, Early Years Block, High Needs Block and the Central School Services Block (CSSB).
- 2.7 The Central Schools Services Block (CSSB) is funding a local authority holds on behalf of its maintained schools and academies to provide combined or statutory central services.
- 2.8 The CSSB continues to be made up of 2 elements:
- i) Residual funding for historic commitments previously top sliced from the DSG (including School Improvement Cluster funding). The DfE is reducing the historical commitments element of funding over time regardless of whether local authorities have ended these arrangements. This included a 20% reduction in 2021-22 and a further 20% reduction will take place from April 2022. for 2022-23.
 - ii) Funding for Central Services determined by the National Funding formula rate per pupil.
- 2.9 Funding for sector-led school improvement work is provided through the historical element of the CSSB, allocated to the Calderdale Partnership School Improvement Board to fund the work of clusters and to provide a fund for bids for school improvement work. The on-going budget has been £364,000 which was increased through savings by a further £340,000 in 2021-22 to support education recovery.
- 2.10 The historic element is being reduced by 20% a year and will be £881,664 for 2022-23. With the commitments for the Partnership Board and Clusters at £364,000 and other commitments for School Licences and an element to support redundancy costs in certain circumstances, that would leave a surplus of approximately £186,000.

- 2.11 The total cost of central services for schools (details in a separate report to this meeting) is £144,000 higher than the income through the Central Services to Schools Block, National Funding Formula element. This shortfall will need to be met through the £186,000 surplus of the historic element, leaving £42,000 available.
- 2.12 The November report set out that Calderdale is already operating Education and Inclusion services with staffing levels below those of neighbouring authorities. Most local authorities already de-delegate funding to provide central services. Despite the low staffing levels, the School Effectiveness Service has consistently received 100% customer satisfaction and works effectively with schools. This work has been particularly important during the pandemic.
- 2.13 Should the proposals to reform funding be implemented, the Forum will need to consider options for funding school improvement functions.

3. Options

- 3.1 **Option1:** The £147,000 required to maintain school improvement functions at the current level in 2022-23 is de-delegated from the schools' budget share, for maintained schools only. This figure would increase from April 2023 to be approximately £240,000. This would mean that maintained schools would be paying for the function without any direct contribution from academies.
- Option 1a:** The £147,000 funding required is de-delegated at a standard rate of £12.082 per pupil, regardless of age.
- Option 1b:** The £147,000 is de-delegated on age weighted pupil units at: £11.12 per primary aged pupil and £16.45 for secondary students. **NB This option would need to be voted on by primary maintained school representatives for the primary element and secondary maintained representatives for the secondary element. Whilst special schools are not part of de-delegation, they would be expected to contribute at the same rate.**
- 3.2 **Option 2 (Recommended):** The surplus from the historic element of the DSG is used to partially fund the shortfall of £147,000 in 2022-23. The surplus of £42,000 is used towards the cost, with £105,000 being provided through the de-delegation of funding for maintained schools.
- Option 2a:** The £105,000 funding required is de-delegated at a standard rate per pupil, regardless of age. The per pupil figure would be £8.63.
- Option 2b:** The £105,000 is funded using AWPU. Primary at £7.944 per pupil and Secondary at £11.744 per pupil. **NB This option would need to be voted on by primary maintained school representatives for the primary element and secondary maintained representatives for the secondary element. Whilst special schools are not part of de-delegation, they would be expected to contribute at the same rate.**

- 3.3 **Option 3:** No additional funding is allocated and the process to terminate the School Effectiveness Service begins, with it ending as soon as possible from April 2022 within statutory consultation timeframes.

4. Recommendations

- 4.1 Forum members of maintained schools agree an option in principle to enable appropriate action to be taken to prepare for the new financial year as soon as the consultation outcomes are published. There is a need to respond quickly in order that de-delegation, alternative funding or structural changes can be in place before the new financial year and ensure sufficient capacity for continued school improvement.
- 4.2 Option 2 is recommended, with the per pupil factor determined by maintained school Forum members.

5. Reasons for recommendations

- 5.1 Option 2 will reduce the direct financial impact on schools in the first year of the reforms and will enable the Local Authority to be able to carry out its statutory school improvement activities and continue to provide the additional activities to serve all schools including academies.
- 5.2 The pandemic has resulted in unprecedented challenges to all aspects of school effectiveness. Those challenges continue as the situation remains difficult whilst working through recovery plans. The Department for Education has relied on Local Authority Officers to provide support and advice to schools during the pandemic and School Effectiveness Officers lead on the work through the Steering Group to ensure the 5 year Education Recovery Plan is responsive to need and supports education recovery, staff and pupil wellbeing, workforce development and digital inclusion.
- 5.3 The previous inequalities for disadvantaged children and those with SEND have increased during the COVID-19 crisis and the work of the School Effectiveness Service is required to support clusters and schools in closing those gaps.
- 5.4 The proportion of primary schools that are rated by Ofsted as Good or better in Calderdale is below that seen nationally. The School Effectiveness Service has been a key element in supporting school improvement which has enabled most schools at risk band C or D to improve outcomes. The additional pressures of the pandemic have created increased risk to schools for inspection.

6. Resource implications

- 6.1 Should the consultation lead to the proposed changes taking place, the School Improvement Monitoring and Brokering Grant will reduce by 50% by April 2022 and fully by April 2023.
- 6.2 There therefore needs to be a plan in place to respond quickly once the outcome of the consultation is known and to enable action to be taken as outlined in 4.1.

Report to Schools Forum

| | |
|----------------------|----------------------------------|
| Meeting Date | 13 January 2022 |
| Subject | School Funding Formula 2022/2023 |
| Report Author | Jane Davy |

| Report purpose |
|---|
| To inform Schools Forum of the Individual School Budget Shares (ISB) calculated through the funding formula and the final DSG Schools Block allocation. |

| Need for consideration |
|---|
| Consider the allocations of the ISB and to give a view. |

| Need for decision |
|--|
| Schools Forum is not legally required to make a decision. However, the views of Schools Forum will be used to determine the School Funding Formulae for 2022/23. |

| Contact Officers |
|--|
| <p>Jane Davy Finance Manager Local Management for Schools Team Email: jane.davy@calderdale.gov.uk Tel: 01422 393543</p> |

Report to Schools Forum

1. Background information and context

In November 2021 Schools Forum was consulted on the proposals for the Funding Formulae for 2022/23.

The proposal to follow the NFF funding factors and values was agreed in principle with officers reporting on the final funding Formulae in January 2022. Forum members were also in agreement with the two disapplication requests for MFG and MFFL adjustment.

The Local Authority has to submit final allocations to the ESFA for approval no later than the 21 January 2022. Upon ESFA approval the LA will inform maintained mainstream schools of their individual allocations no later than 28 Feb 2022. Academies will receive their allocation from the ESFA based on the local formulae in March 2022.

2. Main issues for Schools Forum

a) Final Schools Block DSG Allocation

The ESFA announced the final allocation on the 16 Dec 2021.

Calderdale have received £177m for the schools block, an increase of £4.3m million from 2021/22. This is due to an increase in funding factors as announced by the Government in August 2021 and a net decrease of 117 pupil numbers (341 decrease in primary and 224 increase in secondary).

Information of DSG allocation is available on the ESFA website, below is an analysis of how the Schools Block is calculated

| | £M |
|------------------|-------|
| Primary pupils | 86.48 |
| Secondary pupils | 87.17 |
| Rates | 1.57 |
| Split Site | 0.07 |
| PFI | 0.98 |
| Growth Funding | 0.68 |

b) Mainstream Individual School Funding Allocations

Calderdale has £176.3 to allocate through the funding formula, this is after retaining £0.685m for the growth fund and falling rolls. (see agenda items 9 and 10).

After running the formula based on the agreed principles as set out at November School Forum the following is affordable within the funding envelope, MFG at

2%, no capping, all the funding factors as presented in November (see below) except basic entitlement, this can be increased by a further;

KS1 £4.70 per pupil
 KS2 £6.00 per pupil
 KS3 £10.00 per pupil

| | 2021/22 | | 2022/23 | |
|-------------------|----------|-----------|-----------|-----------|
| | Primary | Secondary | Primary | Secondary |
| Basic Entitlement | | | | |
| KS1&2 | 3,132.46 | | 3,221.70* | |
| KS3 | | 4,417 | | 4,542* |
| KS4 | | 4,978 | | 5,122* |
| Deprivation | | | | |
| FSM | 460 | 460 | 470 | 470 |
| FSM6 | 575 | 840 | 590 | 865 |
| IDACI A | 620 | 875 | 640 | 890 |
| IDACI B | 475 | 680 | 490 | 700 |
| IDACI C | 445 | 630 | 460 | 650 |
| IDACI D | 410 | 580 | 420 | 595 |
| IDACI E | 260 | 415 | 270 | 425 |
| IDACI F | 215 | 310 | 220 | 320 |
| Attainment | 1,095 | 1,660 | 1,130 | 1,710 |
| EAL | 550 | 1,485 | 565 | 1,530 |
| Mobility | 900 | 1,290 | 925 | 1,330 |
| Lump Sum | 117,800 | 117,800 | 121,300 | 121,300 |

*New values

Both disapplication requests were approved by the ESFA, after running the formula it was found that only the MFG adjustment for The Halifax Academy needs to be applied to the funding formula.

An impact assessment of the proposed funding formula is shown at Appendix A.

- c) In addition to the DSG Schools Block the government have announced that schools will receive a supplementary grant from April 2022, schools will have the flexibility to prioritise their spending of the supplementary grant to best support the needs of their pupils and staff and address cost pressures, including those associated with the Health and Social Care Levy. Calderdale have been notified of an indicative amount of £5.1m for mainstream schools. The ESFA will publish Individual school allocations in Spring 2022. However, the ESFA have published the following funding rates for 5-16 year old mainstream schools;

- basic per-pupil rate of £97 for primary pupils
- basic per-pupil rate of £137 for key stage 3 pupils
- basic per-pupil rate of £155 for key stage 4 pupils
- lump sum of £3,680

- FSM6 per-pupil rate of £85 per eligible primary pupil
- FSM6 per-pupil rate of £124 per eligible secondary pupil

The funding will be incorporated into the schools national funding formula (NFF) for 2023 to 2024.

Recommendations

- a) To give a view on the Schools Block Allocation for 2022/23
- b) To note the information provided on the supplementary grant

3. Impact of funding, targets and milestones

See Appendix A

4. Resource implications

The total Schools Block DSG allocation of £177m is allocated to schools through the Funding Formulae (£176.3m) and Growth Fund (£0.685m).

5. Appendices

Appendix A

| | 2021/2022 | | 2022/2023 | | Difference in funding | |
|---|---------------|-------------------|---------------|-------------------|-----------------------|---------------------|
| School Name | Pupil Numbers | Funding Formula £ | Pupil Numbers | Funding Formula £ | Increase/Decrease | % Increase/Decrease |
| Abbey Park Academy | 201 | 983,462 | 195 | 987,764 | 4,302 | 0.44% |
| Trinity at Akroydon Primary | 342 | 1,591,079 | 322 | 1,563,047 | -28,032 | -1.76% |
| All Saints' CofE VA Junior and Infant School | 213 | 893,284 | 211 | 902,859 | 9,575 | 1.07% |
| Ash Green Community Primary School | 420 | 2,155,771 | 411 | 2,194,109 | 38,338 | 1.78% |
| Bailiffe Bridge Junior and Infant School | 205 | 867,714 | 198 | 863,199 | -4,515 | -0.52% |
| Barkisland CofE VA Primary School | 196 | 822,070 | 192 | 821,670 | -400 | -0.05% |
| Beech Hill School | 465 | 2,420,373 | 459 | 2,435,995 | 15,622 | 0.65% |
| Bolton Brow Primary Academy | 206 | 885,461 | 208 | 908,216 | 22,755 | 2.57% |
| Bowling Green Primary School | 136 | 620,876 | 139 | 648,117 | 27,241 | 4.39% |
| Bradshaw Primary School | 332 | 1,392,854 | 330 | 1,412,544 | 19,690 | 1.41% |
| Brighouse High School | 1,042 | 5,792,825 | 1,038 | 5,951,426 | 158,601 | 2.74% |
| Burnley Road Academy | 187 | 834,854 | 187 | 864,146 | 29,292 | 3.51% |
| Calder Learning Trust | 1,342 | 7,391,789 | 1,388 | 7,861,854 | 470,065 | 6.36% |
| Carr Green Primary School | 314 | 1,346,568 | 311 | 1,360,463 | 13,895 | 1.03% |
| Castle Hill Primary School | 217 | 955,364 | 194 | 885,083 | -70,281 | -7.36% |
| Central Street Infant and Nursery School | 56 | 346,116 | 59 | 362,059 | 15,943 | 4.61% |
| Christ Church CofE VA Junior School, Sowerby Bridge | 128 | 636,214 | 118 | 616,875 | -19,339 | -3.04% |
| Christ Church Pellon CofE VC Primary School | 186 | 972,564 | 165 | 898,481 | -74,083 | -7.62% |
| Cliffe Hill Community Primary School | 179 | 946,617 | 186 | 994,188 | 47,571 | 5.03% |
| Colden Junior and Infant School | 87 | 430,171 | 81 | 464,917 | 34,746 | 8.08% |
| Copley Primary School | 262 | 1,127,160 | 274 | 1,200,610 | 73,450 | 6.52% |
| Cornholme Junior, Infant and Nursery School | 183 | 886,815 | 164 | 847,047 | -39,768 | -4.48% |

| | | | | | | |
|--|-------|-----------|-------|-----------|---------|---------|
| Cross Lane Primary and Nursery School | 304 | 1,422,287 | 302 | 1,451,598 | 29,311 | 2.06% |
| Dean Field Community Primary School | 202 | 1,039,654 | 198 | 1,048,149 | 8,495 | 0.82% |
| Elland CofE Junior and Infant School | 163 | 875,644 | 162 | 909,915 | 34,271 | 3.91% |
| Ferney Lee Primary School | 174 | 936,621 | 182 | 988,693 | 52,072 | 5.56% |
| Field Lane Primary School | 101 | 585,150 | 96 | 581,526 | -3,624 | -0.62% |
| Hebden Royd CofE VA Primary School | 95 | 457,139 | 83 | 420,771 | -36,368 | -7.96% |
| Heptonstall Junior Infant and Nursery School | 74 | 408,259 | 68 | 391,403 | -16,856 | -4.13% |
| Holy Trinity Primary School, A Church of England Academy | 366 | 1,649,460 | 359 | 1,678,948 | 29,488 | 1.79% |
| Holywell Green Primary School | 179 | 827,102 | 173 | 817,343 | -9,759 | -1.18% |
| Lee Mount Primary School | 328 | 1,611,513 | 317 | 1,620,993 | 9,480 | 0.59% |
| Lightcliffe Academy | 1,102 | 6,306,559 | 1,052 | 6,271,790 | -34,769 | -0.55% |
| Lightcliffe CofE Primary School | 413 | 1,731,767 | 409 | 1,749,812 | 18,045 | 1.04% |
| Ling Bob Junior, Infant and Nursery School | 306 | 1,565,845 | 301 | 1,607,997 | 42,152 | 2.69% |
| Longroyde Primary School | 367 | 1,565,388 | 364 | 1,582,361 | 16,973 | 1.08% |
| Luddenden CofE School | 140 | 702,592 | 117 | 625,614 | -76,978 | -10.96% |
| Luddendenfoot Academy | 192 | 805,146 | 189 | 808,671 | 3,525 | 0.44% |
| Midgley School | 98 | 483,741 | 93 | 473,966 | -9,775 | -2.02% |
| Moorside Community Primary School | 207 | 1,105,703 | 205 | 1,123,094 | 17,39 | 1.57% |
| Mount Pellon Primary Academy | 340 | 1,739,157 | 328 | 1,713,409 | -25,748 | -1.48% |
| New Road Primary School | 141 | 728,111 | 147 | 765,842 | 37,731 | 5.18% |
| Norland CE School | 103 | 497,697 | 93 | 474,373 | -23,324 | -4.69% |
| Northowram Primary School | 418 | 1,782,312 | 410 | 1,783,722 | 1,410 | 0.08% |
| Old Earth Primary School | 418 | 1,754,562 | 416 | 1,781,562 | 27,000 | 1.54% |
| Old Town Primary School | 89 | 440,156 | 80 | 421,481 | -18,675 | -4.24% |
| Park Lane Academy | 447 | 3,142,975 | 454 | 3,327,291 | 184,316 | 5.86% |
| Parkinson Lane Community Primary School | 510 | 2,527,985 | 508 | 2,569,765 | 41,780 | 1.65% |
| Rastrick High School | 1,607 | 8,953,853 | 1,678 | 9,535,029 | 581,176 | 6.49% |
| Ripponden Junior and Infant School | 211 | 902,015 | 193 | 866,510 | -35,505 | -3.94% |
| Riverside Junior School | 157 | 707,589 | 150 | 692,966 | -14,623 | -2.07% |
| Ryburn Valley High School | 1,361 | 7,790,482 | 1,378 | 8,102,397 | 311,915 | 4.00% |

| | | | | | | |
|---|-------|-----------|-------|-----------|---------|--------|
| Sacred Heart Catholic Voluntary Academy | 164 | 776,370 | 169 | 818,705 | 42,335 | 5.45% |
| Salterhebble Junior and Infant School | 211 | 935,308 | 210 | 960,730 | 25,422 | 2.72% |
| Salterlee Primary School | 105 | 483,896 | 102 | 483,870 | -26 | -0.01% |
| Savile Park Primary School | 369 | 2,215,686 | 388 | 2,363,906 | 148,220 | 6.69% |
| Scout Road Academy | 100 | 481,801 | 105 | 507,225 | 25,424 | 5.28% |
| Shade Primary School | 178 | 804,843 | 178 | 824,638 | 19,795 | 2.46% |
| Shelf Junior and Infant School | 257 | 1,088,606 | 257 | 1,110,451 | 21,845 | 2.01% |
| Siddal Primary School | 199 | 983,497 | 191 | 967,029 | -16,468 | -1.67% |
| Trinity Academy St Peters | 129 | 689,410 | 115 | 645,130 | -44,280 | -6.42% |
| St Andrew's Church of England (VA) Infant School | 162 | 752,482 | 155 | 748,154 | -4,328 | -0.58% |
| St Andrew's CofE (VA) Junior School | 214 | 949,238 | 216 | 999,577 | 50,339 | 5.30% |
| St Augustine's CofE VA Junior and Infant School | 139 | 772,221 | 153 | 874,121 | 101,900 | 13.20% |
| Trinity Academy St Chads | 182 | 764,455 | 173 | 744,981 | -19,474 | -2.55% |
| St John's (CofE) Primary Academy, Clifton | 211 | 886,255 | 207 | 887,130 | 875 | 0.10% |
| St John's Primary School In Rishworth | 147 | 622,561 | 146 | 636,238 | 13,677 | 2.20% |
| St Joseph's Catholic Primary School | 192 | 842,582 | 186 | 834,049 | -8,533 | -1.01% |
| St Joseph's Catholic Primary School, Brighouse | 203 | 868,190 | 197 | 873,417 | 5,227 | 0.60% |
| St Joseph's RC Primary School, Todmorden | 132 | 682,584 | 141 | 751,773 | 69,189 | 10.14% |
| St Malachy's Catholic Primary School, A Voluntary Academy | 166 | 924,619 | 162 | 943,690 | 19,071 | 2.06% |
| St Mary's Catholic Primary School | 288 | 1,324,673 | 290 | 1,394,962 | 70,289 | 5.31% |
| St Mary's CofE (VC) J and I School | 96 | 460,697 | 99 | 485,719 | 25,022 | 5.43% |
| St Michael and All Angels CofE Primary & Pre School | 202 | 851,612 | 187 | 820,234 | -31,378 | -3.68% |
| St Patrick's Catholic Primary School | 113 | 559,678 | 109 | 554,880 | -4,798 | -0.86% |
| Stubbings Infant School | 36 | 256,216 | 31 | 244,515 | -11,701 | -4.57% |
| The Brooksbank School | 1,469 | 8,333,538 | 1,465 | 8,518,623 | 185,085 | 2.22% |
| The Crossley Heath School | 904 | 4,917,381 | 907 | 5,033,396 | 116,015 | 2.36% |
| The Greetland Academy | 407 | 1,730,785 | 403 | 1,749,020 | 18,235 | 1.05% |
| The Halifax Academy | 1,427 | 9,060,791 | 1,406 | 9,132,739 | 71,948 | 0.79% |
| The North Halifax Grammar School | 881 | 4,796,010 | 903 | 5,014,470 | 218,460 | 4.56% |
| Todmorden CofE J, I & N School | 210 | 976,578 | 204 | 977,271 | 693 | 0.07% |

| | | | | | | |
|---|---------------|--------------------|---------------|--------------------|------------------|--------------|
| Todmorden High School | 889 | 5,218,456 | 883 | 5,297,898 | 79,442 | 1.52% |
| Triangle CofE VC Primary School | 198 | 846,272 | 200 | 890,975 | 44,703 | 5.28% |
| Trinity Academy Grammar | 799 | 5,512,158 | 891 | 6,248,899 | 736,741 | 13.37% |
| Trinity Academy, Halifax | 1,558 | 9,597,440 | 1,587 | 10,011,979 | 414,539 | 4.32% |
| Tuel Lane Infant School | 78 | 443,547 | 69 | 412,834 | -30,713 | -6.92% |
| Wainstalls School | 203 | 850,511 | 208 | 889,091 | 38,580 | 4.54% |
| Walsden St Peter's CE (VC) Primary School | 170 | 764,825 | 165 | 758,479 | -6,346 | -0.83% |
| Warley Road Primary Academy | 500 | 2,368,502 | 478 | 2,332,500 | -36,002 | -1.52% |
| Warley Town School | 138 | 606,226 | 142 | 640,533 | 34,307 | 5.66% |
| West Vale Primary School | 153 | 742,193 | 138 | 707,839 | -34,354 | -4.63% |
| Whitehill Community Academy | 630 | 2,667,999 | 630 | 2,742,758 | 74,759 | 2.80% |
| Withinfields Primary School | 325 | 1,396,132 | 310 | 1,377,712 | -18,420 | -1.32% |
| Woodhouse Primary School | 418 | 1,776,680 | 420 | 1,820,740 | 44,060 | 2.48% |
| Total | 33,064 | 171,929,966 | 32,911 | 176,264,540 | 4,334,574 | 2.52% |

19 Schools on MFG

17 Schools on MFFL

Report to Schools Forum

| | |
|----------------------|--------------------|
| Meeting Date | 13 January 2022 |
| Subject | Falling Rolls Fund |
| Report Author | Jane Davy |

| Report purpose |
|--|
| To provide members of Schools Forum with an update report on the amount of Falling Rolls fund required to be retained from the growth fund element of the Schools Block DSG for 2022-2023. |

| Need for Decision |
|---|
| For School Forum to agree the amount to be retained for the Falling Rolls Fund. |

| Contact Officers |
|--|
| <p><i>Jane Davy-Finance Manager LMS Team</i></p> <p>01422 393543</p> <p><i>Jane.davy@calderdale.gov.uk</i></p> |

Report to Schools Forum

1. Background information and context

LA officers presented a report at the November School Forum meeting in respect of setting up a Falling Rolls Fund from April 2022.

School Forum agreed in principle to retain all of the growth fund allocated to the Schools Block in 2022/23 to fund Growth Fund and Falling Rolls Fund.

LA officers were asked to bring a report to Schools Forum once the DSG and school data had been confirmed.

2. Main issues for Schools Forum

Need for consideration

- a) Schools' individual data was announced by the Education and Skills Funding Agency on the 21 December 2021. LA officers have used this data to calculate the estimated amount required to fund the 2022/23 Falling Rolls.
- b) 11 primary schools meet numbers 1-5 in the agreed criteria listed in Appendix A, 5 primary schools are projecting to have balances less than £60k (criteria 6) as at 31st August 21 (academies) or 31 March 22 (maintained schools), 1 of these schools will not be eligible for funding after deducting sparsity funding. 1 primary school is just above the £60k balance and may be eligible once the final balance is known, the remaining 5 schools all have forecasted balances over £100k and it is unlikely they will qualify for funding. This data will be further assessed in the summer term upon receipt of their year-end accounts in April 2022. Academies will be assessed on their accounts as at the 31st August 2021. Schools who are above the minimum amount of agreed surplus balances may be eligible to qualify if they can provide evidence that the balances as at 31 August 2021 or 31 March 2022 include unspent ring fenced grants e.g. Sport Premium.
- c) Based on the above it is estimated that £104k will be required to fund falling rolls, this will be funded from the Schools Block DSG Growth Fund allocation of £684k, leaving £580k to fund growth. A summary of the estimated expenditure is shown below. A further report detailing actual expenditure will be brought to Schools Forum in autumn 2022. All eligible schools will trigger a review with the LA to discuss the options available.

| School Name | Estimated Expenditure £ |
|-----------------------------|----------------------------|
| Christ Church Junior School | 24,163 |
| Hebden Royd Primary School | 6,112 |
| Heptonstall J, I & N School | 23,246 |
| Tuel Lane Infant School | 37,629 |
| Old Town Primary School* | 12,417 |
| Total | 103,567 |
| Budget | 104,000 |
| Estimated surplus | 433 |

*Old Town Primary School is currently just above the £60k balance threshold, if this is still the case in April 22 they will not be eligible for funding.

3. Recommendations

- a) Schools Forum notes the estimated falling rolls expenditure for 2022/23
- b) Schools Forum agree the to retain £104,000 for Falling Rolls Fund for 2022/23

4. Reasons for recommendations

- a) The LA should report the expenditure and balance of Falling Rolls Fund in accordance with the School Finance Regulations to Schools Forum.
- b) As falling rolls is funded within the Schools Block, a movement of funding from the schools formula into the Falling Rolls Fund would not be treated as a transfer between blocks. The Schools Forum still needs to agree the total Falling Rolls Fund.

5. Impact of funding, targets and milestones

Falling Rolls Fund supports schools and academies with falling pre-16 pupil numbers to maintain a good or outstanding quality of education until pupil numbers recover or whilst undergoing a restructure. All eligible schools will trigger a review by the LA in partnership with the schools' governing body (maintained) or school resource management advisers (academies).

6. Resource implications

Funding should be met from the 2022/23 Schools Block allocation.

Funding for falling rolls cannot be met from any other sources of funding. Therefore, if funding is not retained from the Schools Block, schools will not receive any funding to support them to maintain standards until either pupil numbers recover or a restructure has taken place.

Falling Rolls Fund

Falling Rolls is funded from the Schools Block allocation for Growth Funding. The Falling Rolls Fund criteria and the amount allocated is agreed by the Schools Forum.

Falling Rolls Fund criteria and method of allocation.

1. The school must have been judged good or outstanding at their last Ofsted inspection. In exceptional circumstances a dispensation will be sought for schools judged as RI.
2. Only schools with fewer than 420 pupils will be considered for the Falling Rolls Fund.
3. Schools receiving growth funding are excluded.
4. Between the October census two years prior to the latest census the total NOR (for the whole school) has dropped by at least 10% and the number of pupils admitted to reception or year 7 by at least 20% of the PAN.
5. The drop in NOR is not a result of a bulge class leaving the school.
6. Balances held by the school, academy or MAT at the last year-end must be less than £60k excluding ring fenced grants (Example PE and Sports Grant Premium, Cluster Income).
7. Local planning data shows the places (at the school) will be required within the next 3 years.

Funding will normally be available for a maximum of 3 years, provided that pupil numbers do not recover in the meantime.

OR

8. The school will require funding to continue to provide pupil places in the short term, maintain a good or outstanding quality of education whilst undergoing a restructure due to an anticipated fall in school rolls. Funding is available for a maximum of a year for a single establishment restructure or up to a maximum of three years for multi establishment restructures.

9. Schools eligible for funding will trigger a review by the Local Authority in partnership with the schools governing body (maintained) or school resource management advisers (SRMA) (Academies). The academy will be required to report to the LA.
10. If schools/academies meet the above criteria they will be allocated funding based on the basic entitlement (AWPU) for the vacant places below 85% of PAN for the whole school - See point 7 & 8 above for the duration of funding) The minimum funding guarantee (MFG) and sparsity funding will be deducted from the additional funding.

Report to Schools Forum

| | |
|----------------------|--------------------|
| Meeting Date | 13 January 2022 |
| Subject | Growth Fund Update |
| Report Author | Jane Davy |

| Report purpose |
|---|
| <p>2) To provide members of Schools Forum with an update report on how the Growth Fund has been spent in 2021/22 and to confirm the amount of DSG (Schools Block) to be retained for this purpose in 2022/23.</p> |

| Contact Officers |
|--|
| <p><i>Jane Davy-Finance Manager LMS Team</i></p> <p>01422 393543 <i>Jane.davy@calderdale.gov.uk</i></p> |

Report to Schools Forum

1. Background information and context

LA officers presented a report at the November Schools Forum meeting. The report asked Schools Forum to agree an amount of Schools Block DSG to be retained for 2022/2023.

School Forum agreed in principle to retain all the growth fund allocated to the Schools Block in 2022/23 to fund Growth Fund and Falling Rolls Fund.

LA officers were asked to bring a report to Schools Forum once the DSG and school data had been confirmed.

2. Main issues for Schools Forum

Need for consideration

- d) Schools' individual data was announced by the Education and Skills Funding Agency on the 20 December 2021.

LA officers used this data to calculate the 2021/22 Growth Fund allocation.

The report in November estimated expenditure of £1,116,370, actual expenditure is £1,062,061 the difference is because the following academy did not get the additional pupils expected; Trinity Grammar (estimate 60, actual 45).

All qualifying schools will receive payment for September 2021 to March 2022 in January 2022, Academies will receive a further payment in the summer term for the period April to Sept 2022.

The total underspend has therefore increased by £54,309 from £85,017 to £139,326.

- e) DSG final allocations were announced on the 16th December 2021.

The Growth Fund allocation for Calderdale is £684,586 revised estimates for 22/23 growth fund is £1,201,986, the LA will receive a further £452,754 in 22/23 from the ESFA to fund the academies for April to Sept 22, along with the carry forward from 2021/22 the LA will need to retain a further £580k. The remaining balance of £104k will be retained for the Falling Rolls Fund (see the paper next on the agenda for further information). A summary of the growth estimated expenditure is shown below, although the growth is forecasting a deficit in 22/23 of £29k this is subject to change, it must be noted that the contingency of an

additional 45 pupils may not be needed. A further report will be brought in autumn 2023 of the expected expenditure for Growth.

Growth Fund Summary

School

| | Actual 2021/22 | Estimate 2022/23 |
|------------------------------------|--------------------------|----------------------------|
| Withinfields | 0 | 0 |
| Copley | 30,492 | 28,190 |
| Calder Learning Trust | 91,327 | 79,485 |
| <i>Rastrick Academy</i> | 274,750 | 251,110 |
| <i>Trinity Grammar</i> | 162,927 | 195,862 |
| <i>Trinity Academy Halifax</i> | 168,827 | 152,369 |
| <i>Brooksbank</i> | 76,351 | 73,171 |
| <i>Another (45)</i> | | 204,390 |
| <i>Ryburn</i> | 257,387 | 217,411 |
| Total Annual Cost | 1,062,061 | 1,201,986 |
| Budget | 500,000 | 580,586 |
| refund from EFA re Academy Schools | 306,387 | 452,754 |
| overspend/underspend | -255,674 | -168,646 |
| Projected Cumulative overspend | 139,326 | -29,321 |

N.B

All estimated calculations based 2022-23 Formula

Pupils numbers provided by Capital and Access Team and will be subject to change

4. Recommendations

- c) Schools Forum notes the Growth Fund actual expenditure for 2021/22
- d) Schools Forum agree the revised amount retained for Growth for 2022/23

5. Reasons for recommendations

- b) The LA should report the expenditure and balance of Growth Fund in accordance with the School Finance Regulations to Schools Forum.
- c) As Growth Fund is within the Schools Block, a movement of funding from the schools' formula into the Growth Fund would not be treated as a transfer between blocks. The Schools Forum still needs to agree the total Growth Fund.

6. Impact of funding, targets and milestones

Growth Fund supports growth in pre-16 pupil numbers to meet basic need. A maintained school with an additional form of entry from September would ordinarily only receive formula funding from the following April, academies would only receive

formula funding from the following September. Expanding schools will not only incur the costs of educating those children in that period but will also have setting up costs (preparing classrooms, providing materials and resources) and have some lead-in costs (recruitment and salary costs).

7. Resource implications

Funding is to be met from the 2022/23 schools block allocation, any overspend (if required) would be funded from the following years allocation.

Funding for growth cannot be met from any other sources of funding. Therefore, if funding is not retained from the Schools Block, growing schools will not receive enough funding to support the additional pupils in that school until the following April or September for maintained schools and academies respectively.

Report to Schools Forum

| | |
|----------------------|-----------------------------|
| Meeting Date | January 2022 |
| Subject | Services for Schools review |
| Report Author | Michael Holgate |

| |
|--|
| Report purpose |
| To provide an update on the continuing Services for Schools review |

| |
|---|
| Need for consideration |
| Schools Forum is asked to note the content of this report |

| |
|--------------------------|
| Need for decision |
| None |

| |
|---|
| Contact Officers |
| Michael Holgate, Account Manager, Services for Schools Michael.holgate@calderdale.gov.uk |

Report to Schools Forum

1) Background information and context

- a) On 12 February 2018 Schools Forum declined the Local Authority's (LA) request for a contribution, of £395k, towards LA services following a further reduction in Education Services Grant (ESG). As a result the LA and Schools Forum committed to a full review of the services provided by the LA to all schools with the aim of 'rebalancing' what services could be provided from grant, what would need to be traded, and what might need to change or even cease.
- b) This on-going review of services for schools began in April 2018 using the Council's Corporate business planning process.
- c) Support, from various Council departments, was given to services to complete business plans and accurately identify their statutory, discretionary and traded provision based on customer need, on a full-cost recovery model. Options appraisals and outcome analyses form a fundamental part of this business planning process.
- d) In April 2018 the DfE created the central school services block (CSSB) through which LAs are allocated funding for the statutory duties they hold for both maintained schools and academies.
- e) The CSSB brings together:
 - funding previously allocated through the retained duties element of the ESG
 - funding for ongoing central functions, such as admissions, previously top-sliced from the schools block
 - residual funding for historic commitments, previously top-sliced from the schools block.
- f) LAs are required to advise their School Forums on the proposed use of CSSB funding and an [operational guide](#) has been published setting out how the funding can be spent.
- g) The following CSSB funded services are included in this review:
 - Accountancy
 - Education Welfare
 - Governor Support
 - Health and Safety
 - HR Pensions
 - Internal Audit
 - LFM Finance
 - SACRE
 - School Organisation and Planning
 - Strategic Planning for Education

2) Main issues for Schools Forum

- a) The business planning process identifies all Council services supporting the above statutory and discretionary functions. To ensure the LA's statutory duties are not subsidised from other funding sources, the costs of these support services have all been attributed to the services in this review. We are therefore confident CSSB funded services are achieving full-cost recovery.
- b) The CSSB funded services, and their estimated costs for 2022/23, are listed in Appendix 1.
- c) The LA's business planning process requires periodic review to examine possible alternative approaches for services delivering their functions. This has been crucial, in the past year, as services adapt to different ways of working resulting from the Covid pandemic.

3) Recommendations

- a) The LA will continue to scrutinise and actively challenge its ongoing processes and operating models to ensure effective and efficient delivery of its services so service business plans can be used as flexible tools to reflect customer and statutory need.

4) Reasons for recommendations

Contained in Report.

5) Impact of funding, targets and milestones

- a) The table below shows how the funding has decreased for 2022/23 and is likely to continue to diminish in future years.
- b) The projected cost of delivering the LA statutory services in 2022/23 exceeds the £1,213,024 funding for on-going responsibilities by £143,852.
- c) The LA will continue to deliver its statutory duties and will support services to try and reduce costs to the level of funding available by operating in different ways.
- d) The LA's Finance Service will report to Schools Forum to confirm the grant funding position and decisions required.

| | | |
|--|------------|---|
| 2021-22 baseline for ongoing responsibilities | £1,244,127 | This shows the LA's allocation for ongoing responsibilities in the 2021-22 DSG allocations. |
| 2022-23 total funding for ongoing responsibilities | £1,213,024 | This shows what the LA would provisionally receive for ongoing responsibilities in 2022-23. |
| Percentage change in per pupil funding in 2022-23 | -2.50% | This shows the percentage change in what the LA would provisionally receive per pupil in 2022-23 compared with the 2021-22 baseline for ongoing responsibilities. |

Table: Provisional 2022-23 funding for ongoing responsibilities, under the NFF

6) Resource implications

The review has identified the total cost of the Council's CSSB-funded statutory duties for 2022/23 is £1,356,876

7) Appendices

Appendix 1: Summary of CSSB service functions

Summary of CSSB service functions

1. Accountancy

2022/23 cost of service: £32,000

Statutory duties

The LA has statutory duties for Corporate finance and external audit which includes all schools accounts work, submission of statutory returns, VAT and control environment, Certification of income and expenditure for the Statement of Accounts and assurance on correct level of grant allocation to each school.

2. Education Welfare Service

2022/23 cost of Education Welfare Service: £226,200

2022/23 cost of Exclusions statutory duties: £ 51,900

Statutory duties

The Education Welfare Service (EWS) undertakes the Council's statutory duty under the Education Act 1996, the School Standards and Framework Act 1998, and Education (Pupil Registration) Regulations 2006 in relation to school attendance and children missing from education. In addition, the service also fulfils the following statutory duties:

- Enforce school attendance under Sections 444, 444A and 444ZA of the Education Act 1996
- Instigate proceedings under Section 437 and 444 of the Education Act 1996
- Enforcement proceedings under Section 103 Education and Inspections Act 2006
- Fulfil the LA's statutory duties to child employment under the Children and Young Persons Act 1933 (as amended), the Children (Protection at Work) Regulations 2000, Calderdale Metropolitan Borough Council Employment Of Children Byelaws and Children in Entertainment and Licensing of Chaperones under relevant legislation
- To ensure schools/academies are compliant with the Education (Pupil Registration - England) Regulations 2006 and Section 434 and 551 of the Education Act 1996

The EWS undertakes these statutory duties in various ways. These include the use of enforcement measures either by prosecution in the Magistrate's Court or the issue of a Penalty Notice. This can include the convening of a Pre-Court Meeting or a PACE Interview to inform the decision to take legal action. These meetings are arranged, convened and chaired by the EWS. The service continues to issue Penalty Notices for a *holiday in term-time* at the request of the school if the absence was not authorised. The intention of this intervention is to support schools to raise attendance and reduce the amount of absence sustained due to holidays taken in term-time.

The EWS also has responsibility for Children Missing Education (CME), Elective Home Education (EHE) and Child Employment and Entertainment (CEE) and monitors all children who are educated at home, licences child performances outside of school, and issues work permits for school-age children in part-time employment. This is done for all schools.

The EWS provides support, guidance and briefings on a range of education-related matters and changes to legislation/guidance to all schools to ensure consistency and accountability across the LA.

The service offers advice to parents on their rights and responsibilities and acts as an intermediary to resolve issues to maintain regular attendance or a return to school as any absence, particularly prolonged, is not in a child's best interests. This work encompasses a welfare element, often involves signposting parents and schools to additional support, and has increased greatly during Covid-19.

Impact

- 2019/20 - 811 Penalty notices issued (until March 2020 Covid-19) compared with 1777 in 2018/19 (but an increase of 53 on the corresponding period 2018/19)
- 2019/20 - 295 cases presented for prosecution (including 129 not heard due to Covid-19) an increase on the 267 cases presented in 2018/19
- 217 Pre-Court Meetings and PACE interviews convened (until lockdown) compared with 284 meetings for the 2018/19 academic year
- 2019/20 - 224 CME referrals. In many cases the school were able to remove the child from roll, without the family being located, safe in the knowledge the case remained open to the service
- Currently 305 children recorded EHE monitored by the service. In 2018/19 there were 110 new referrals and 70 children were returned to school or left the LA and dealt with under CME regulations.

3. Governor Support and SACRE

2022/23 cost of Governor Support: £ 15,400

2022/23 cost of SACRE: £ 18,350

Statutory duties

The LA has a statutory duty under S22 of the Education Act 2002 to:

- a) provide information and training to Maintained school governors free of charge
- b) appoint parent governor representation to local authority education committees
- c) nominate LA governors to all Maintained school governing bodies
- d) set up temporary governing bodies for new Maintained schools
- e) Standing Advisory Council for Religious Education (SACRE).

The LA fulfils the statutory duties, in a) above, by providing access to Basic NGA membership and on-line training, for all Maintained schools, funded by CSSB.

In the 2019/20 academic year the CSSB funded statutory service was provided for 57 governing bodies. We anticipate this will reduce to 53, in 2020/21 due to federations and academy conversions.

The duties, outlined in b) c) and d) above, are fulfilled by the Governor Support Officer.

SACRE is commissioned to an external provider with the LA providing clerking and administrative support.

4. Health and Safety

2022/23 cost of Health and Safety Service: £ 41,000

Statutory duties

The Council's statutory obligations, under the Health and Safety at Work Act (1974) for Community schools, are:

- Competent advice from the schools' Health and Safety team
- Annual visit for monitoring purposes
- Accident investigations for RIDDOR reportable accidents
- Health and safety policy and appropriate information to manage the school effectively
- Health and Safety training to meet minimum statutory induction and needs
- Monitoring of fire safety as required by the Concordat between Council and WYFRS
- Support for managing and monitoring the schools PAMP
- Access to Radiation Protection Officer and Radiation Protection Adviser (Secondary).

Changes to delivery:

The LA currently match-funds the CSSB funding for the Health and Safety team, to provide additional services to its community schools and considers the risk too great of not doing so.

The Health and Safety team have explored different ways of discharging their statutory duties to reduce costs including reducing school visits and physical support and increasing the issuing of guidance through the website and emails. However, feedback from schools has not favoured this approach and the Covid-19 pandemic has seen the Health and Safety team carrying out more school visits and face-to-face risk assessments. It is anticipated this will, by necessity, continue for the foreseeable future which may further increase costs.

5. HR Pensions

2022/23 cost of HR Pensions Service: £ 58,300

2022/23 cost of centrally controlled teachers' pensions* £148,000

Under DFE157 Teachers' Pensions Regulations 2010 the Local Authority is regarded as the employer for pension purposes for all teachers in schools maintained by them. These specific duties are related to service and contribution remittance.

Statutory duties:

- Investigations of employees or potential employees, with or without remuneration to work at or for schools under the direct management of the headteacher or governing body (Sch 2, 61)
- Functions related to local government pensions and administration of teachers' pensions in relation to staff working at maintained schools under the direct management of the headteacher or governing body (Sch 2, 62)
- Retrospective membership of pension schemes where it would not be appropriate to expect a school to meet the cost (Sch 2, 75)
- HR duties, including: advice to schools on the management of staff, pay alterations, conditions of service and composition/organisation of staff (Sch 2, 63); determination of conditions of service for non-teaching staff (Sch 2, 64); appointment or dismissal of employee functions (Sch 2, 65)
- Consultation costs relating to staffing (Sch 2, 66).

*Additional pension funding that LAs have claimed for centrally employed teachers has now been rolled into the ongoing responsibilities element of the CSSB. This funding has been added as a per-pupil amount to the LA's per-pupil rate.

6. Internal Audit Service

2022/23 cost of service: £ 58,200

Statutory duties

Councils are required by the Accounts and Audit Regulations to have an audit service. The Council is required to have a Section 151 Officer responsible for the effective financial administration throughout the Council and schools and who relies on Internal Audit to provide this assurance.

Statutory duties for all schools:

Internal audit and other tasks related to the LA's Chief Finance Officer's (CFO) responsibilities under Section 151 of LGA 1972 except duties specifically related to maintained schools (Sch 2, 15e).

Statutory duties for maintained schools:

Internal audit and other tasks related to the CFO's responsibilities under Section 151 of LGA 1972 for maintained schools (Sch 2, 59).

Functions made under Section 44 of the 2002 Act (CFR) (Sch 2, 60).

The service provides an effective and efficient Internal Audit service for Calderdale Council, which meets the requirements of the accounts and audit regulations, the Council's external auditors, the Section 151 officer and members of the Audit Committee.

Customer need

- Assurance
- Fraud investigation
- Putting controls into place
- Addressing concerns
- Special investigations
- Audit advice, guidance and training
- Schools – SFVS documents, checks.

Customer Feedback

- At the conclusion of each audit, customers are asked to complete a questionnaire, giving a response of very good, good, satisfactory or poor to:
- The arrangements made at the start of the audit e.g. initial contact, request for information required, opportunity to comment on the audit scope.
- Coverage of the audit.
- Communication during and at the end of the audit.
- Knowledge of the auditor regarding the service and the challenges faced.
- Extent to which the audit took account of risk and organisational objectives.
- Clarity and accuracy of the report.
- Consideration given to ensuring minimal disruption during the audit.
- Conduct and professionalism of the auditor.
- Overall value / usefulness of the audit.

| Response | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 |
|--------------|---------|---------|---------|---------|---------|---------|---------|
| Very good | 62% | 55% | 56% | 74% | 62% | 53% | 62% |
| Good | 31% | 41% | 39% | 26% | 34% | 42% | 29% |
| Satisfactory | 6% | 4% | 5% | - | 4% | 5% | 8% |
| Poor | 1% | - | - | - | - | - | 1% |

Alternative approach

- Internal Audit Consortia: providing an audit service to a range of public sector bodies. It is uncertain whether such consortia can provide a comparable service in terms of quality and price or whether this would be acceptable to the Audit Committee.

Impact on schools

- The LA has discharged its statutory internal audit duties
- 87% of schools had good or very good standards of financial management and administration at their last audit
- Where schools were found to be weak, reporting and follow-up procedures ensure performance is improved to bring them to good or very good category
- No schools have been fined by the Information Commissioner for breach of information management legislation
- There have been no significant frauds in Calderdale schools. Where there have been concerns, Internal Audit has worked with the school to ensure issues are dealt with at an early stage. There have been no financial difficulties caused by fraudulent action
- No schools have faced fines for breach of tax legislation ie IR35 / VAT
- All schools have met the new SFVS requirements. There has been no need to report to the Government non-adherence for any schools in Calderdale.

7. LFM Service

2022/23 cost of LFM Service: £ 150,026

Statutory duties

The Local Authority has the following statutory duties under the Schools and Early Years Finance Regulations 2018, School Standards and Framework Act 1988, Education Act 2002:

- Calculation and audit of individual school budget shares to all schools
- Management of advance of budget allocations to bank accounts for all maintained schools
- Audit returns from schools of expenditure and income through maintained school bank accounts
- Produce procedural guidelines to schools on financial standards
- Produce final accounts of maintained schools and integrate into LA accounts
- Payment of all ESFA grants to maintained schools
- Payment of High Needs top up to all schools.

Customer need

- Sound financial advice and planning
- Financial skills and school/academy experience
- Choice
- Value for Money
- High quality, customer focused service meeting individual customer needs
- Consistency and stability
- Personable/relationships

- Someone to listen to enquiries, feedback, complaints and act promptly.

Changes to delivery:

For all schools the Service calculates ISB and pays high needs top up. For maintained schools the Service currently pays all other ESFA grants. There is no alternative to the LA carrying out these duties. However, during the Covid-19 pandemic, the service has been delivered remotely and no face-to-face support or school visits have been undertaken. It is envisaged this will continue in the future for the majority, apart from a small number, of cases. The saving in reduced travel costs is being used to part-fund a trainee Finance Officer as a resilience measure as the service has a number of staff nearing retirement age.

Outcomes evidence:

- The LA has discharged its statutory LMS duties and schools have been paid
- All maintained schools receive a statement in February detailing Individual School Budget Share (ISBS) for the new year stating 1 April
- All academies receive a statement from the ESFA in March based on the information provided from the LA detailing their ISBS for the year starting 1 Sept
- All maintained schools are paid ISBS and other ESFA Grants (UFSM, Pupil Premium etc) in a timely and accurate manner to ensure the school has cash to carry out its day-to-day operations and they do not go overdrawn at the bank
- Auditing school income and expenditure ensures schools record information correctly (especially VAT) so accurate refunds can be claimed on behalf of maintained schools
- Financial guidelines are prepared to ensure schools meet their statutory duty when spending public money
- Reports prepared to assist Schools Forum to carry out their statutory duties in accordance with school regulations
- School expenditure monitored against budget to ensure schools do not fall into deficit and advice and early intervention is provided to minimise cost to the school and LA
- Timely payment of High Needs top ups to all schools ensures schools have funding for resources to help pupils with additional educational needs
- Liaising with external audit on schools' behalf to minimise external interventions.

8. School Organisation and Access

2022/23 cost of Admissions Service: £275,000

2022/23 cost of Capital advice and projects: £121,000

2022/23 cost of Schools Forum Support: £15,500

The Service:

- Manages admission arrangements for community and VC schools
- Manages coordinated admissions process and ensures all children in Calderdale have a school place
- Manages in-year process where in operation
- Represents schools in appeal hearings
- Projects future demand for places and identifies need for additional places to ensure sufficiency of provision
- Manages formal school organisation processes (eg school closures or expansions requiring statutory process).

These are statutory requirements under The School Standards & Framework Act, The Education Act, and other statutory instruments for the co-ordination of admission arrangement.

Schools Capital

The Service plays a key role developing schools capital spending plans: for maintenance funding (as part of an approval process – panel led); basic need (sufficiency of provision) to identify and agree where spend is invested and act as ‘client’ in the commissioning of such additional provision. The Local Plan is now in place which has generated an increased workload to be followed by project delivery.

Sufficiency and Planning

- Obtain birth data, GP registrations and Town Planning data to map to school planning areas to project demand for future school places and work with officers on the Local Plan to ensure educational requirements are represented in proposals.

School Organisation

- Identify and develop school organisational proposals and manage through statutory and decision-making processes and implementation
- Annual SCAP Return advises DFE on pupil capacity against projected need for places and influences funding to create additional places.

Co-ordination of admissions

- Primary, Secondary, Published Admission Numbers and Oversubscription Criteria (for all Community and VC Schools)
- Challenge unfair arrangements or breaches of code through the Schools Adjudicator
- Collate admission arrangements and publish prospectus
- Admissions Forum (no longer statutory): a consultative group providing admissions advice and guidance to LA officers
- Advice and guidance to schools and parents on admission processes
- Attend school open evenings
- Manage application process for all places including the co-ordination of cross border requests. Manage the application process for reallocation requests for all schools
- Manage coordinated round of reallocations to published criteria
- DFE statistical returns and Annual Report to the Office of the Schools Adjudicator.

In Year Applications: allocation of places (part statutory)

- Receive, vet and prepare applications for BACS
- Manage in-year transfer requests through attending and/or chairing BACS
- Implement In-Year Fair Access protocols for hard to place pupils (Statutory)
- Directed Pupils (Statutory).

Appeals

- Prepare and present defence for schools at Independent Appeal / Arbitration.

Schools Forum

- Support and coordinate the work of the Schools Forum.

PFI Contracts

- Co-ordinate, chair and minute meetings of PFI Operational Group
- Represent the LA's interest as 'named officer'
- AVR input and approvals
- Dispute resolution and relationship management
- Manage permissions for proposed works or alterations
- Coordinate payment mechanisms.

Alternative approach: Although some elements of in-year process exceed the required statutory minimum, they enhance the LA's ability to discharge those duties.

Most work is carried out in a prescribed manner to a set timetable so the scope for changing or developing the service is to a degree constrained by the legal and regulatory framework.

9. Strategic planning

2022/23 cost of Strategic Planning: £146,000

Statutory duties

The LA's Strategic duties in planning for Calderdale's education service are defined under Children Act 2004 Section 18, Education Act 2005 Sections 11B and 11A, Section 15 (amended by Education Act 2011 section 40), Education and Inspections Act 2006 Sections 60A and 69B. They include:

For all schools:

- Director of Children's Services and personal staff for Director (Sch 2, 15a)
- Planning for the education service as a whole (Sch 2, 15b)
- Consultation costs relating to non-staffing issues (Sch 2, 19)
- Plans involving collaboration with LA services or public/voluntary bodies (Sch 2, 15f)
- Provision of information to or at the request of the Crown other than relating specifically to maintained schools (Sch 2, 21).

For Maintained schools:

- Provision of information to, or at request of, the Crown relating to schools (Sch 2, 68)
- Functions under the Equality Act 2010 (Sch 2, 70)
- Dismissal or premature retirement when costs cannot be charged to maintained schools (Sch 2, 77).

Report to Schools Forum

| | |
|----------------------|--|
| Meeting Date | 13 January 2022 |
| Subject | De-Delegation for Union Facilities 2022/23 |
| Report Author | Michael Benn |

Report purpose

For Schools Forum members to vote on whether funds for Union facilities time for maintained Primary and Secondary funds should be de-delegated in 2022/23.

Need for consideration

Forum members are required by the Education and Skills Funding Agency (ESFA) Operational Guidance each year to vote whether these funds should be de-delegated. Appendix 1 shows a request from the teacher unions to increase the base funding to £2.96 per pupil Primary schools and £4.04 per pupil Secondary schools.

Need for decision

- a)** Appropriate Forum members should vote on whether the funds for union facilities time for maintained primary schools in Calderdale should be de-delegated in 2022/23.
- b)** Appropriate Forum members should vote on whether the funds for union facilities time for maintained secondary schools in Calderdale should be de-delegated in 2022/23.
- c)** Appropriate Forum members to vote on whether the union facilities rate be increased per pupil to £2.96 Primary and £4.04 per Secondary pupil for maintained schools in Calderdale to support the work of the unions and incrementally each year by either 20p, 30p, 40p or 50p as detailed in the Appendix.

Contact Officers

Michael Benn - Senior Finance Officer

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Report to Schools Forum

1. Background information and context

a) The ESFA produces school funding operational guidance and these provide for local authority Schools Forums to annually take a decision on whether specific funds should be de-delegated and retained by a local authority to provide a joint service on behalf of all maintained schools. This arrangement is not applicable to academies, who make their own arrangements, but academies may choose to buy into any centrally arranged joint service.

b) Last year Calderdale's Schools Forum voted to continue to de-delegate funding for union facilities time for both primary and secondary schools (two separate votes). The indicative funding available in 2022/23 (without any increase to rates) is shown in the table below and totals £32,985. The budget will be amended if there are any further academy conversions in 2022-23.

| Maintained Schools | Union Facilities Time £ |
|-----------------------|----------------------------|
| Primary Schools (50) | 26,442 |
| Secondary Schools (2) | 6,547 |
| TOTAL (52) Schools | 32,985 |

The Local Authority administers the 'de-delegated' budget, the collection of contributions made by academies, approval and release of funding to unions or authorisation of any claims, and monitoring of costs and usage of individual union allocations. The Local Authority receives a management fee for this work of £4,000 from these funds.

2. Main issues for Schools Forum

a) The union facilities time service being provided here is not the provision of "school" based representatives (such representatives are usually provided with reasonable time within school to undertake such work). This service is for the provision of "local" representatives. The service to be provided by the unions is set out in the Appendix.

b) Academies make their own arrangements for union facility time, as at April 2021, 27 of Calderdale's 46 academies were buying into the traded service offered by the unions. This will generate income for the union facilities time of approximately £28,000 in 2021/22 with a similar sum to be expected in 2022/23.

c) The total de-delegated budget, plus academy income, is then earmarked as an allocation for each union (Based on the membership at 1 September 2021) and allocated on either an invoice or claim provided.

d) The unions are again requesting that Calderdale maintained schools support the de-delegation of the funding for 2022/23 for the services to be provided in Appendix A.

e) Calderdale's Federation of Teacher Unions have discussed the proposal of increasing the sum available to support the work of the unions through increasing the rate charged per pupil, please see Appendix A outlining the proposal for Schools Forum to consider.

f) It will be for primary and secondary **maintained** school representatives only on Schools Forum to vote on whether funding for union facilities time should be de-delegated in 2022/23 (by a separate vote of primary and secondary). It will be important for voting members to represent the wishes of their constituent groups. In the result of a tied vote the Forum chair has the deciding vote.

g) It has previously been the case that the interested groups of Head Teachers and governors have supported the de-delegation of funding for union facilities time as the view has been expressed that all schools need to work with unions to reduce the likelihood of costly employment disputes.

3. Recommendations

a) Appropriate Forum members should vote on whether the funds for union facilities time for maintained primary schools in Calderdale should be de-delegated in 2022/23.

b) Appropriate Forum members should vote on whether the funds for union facilities time for maintained secondary schools in Calderdale should be de-delegated in 2022/23.

c) Appropriate Forum members should vote on whether the funds for union facilities time for maintained schools in Calderdale should be increased incrementally on an annual basis, beginning with the 2022/23 academic year, considering which funding model is appropriate at this time.

4. Reasons for recommendations

To comply with the operational guidance issued by the ESFA on school funding.

5. Impact of funding, targets and milestones

If de-delegation is not approved, schools will have to make their own arrangements to access this resource and be charged on an individual usage basis.

6. Resource implications

The current budget is allocated to schools using pupil numbers in each sector. This provides a funding rate of £2.36 per pupil in the primary sector and £3.44 in the secondary one. There are currently 11,575 pupils in the primary sector and 1,877 in the secondary sector. If the proposed increase from union representatives to the

forum is approved there will be a requirement for further funding to be de-delegated
– see Appendix A.

7. Appendix A

Proposal from Calderdale Federation of Teacher Unions

1. Summary

To request support from Schools Forum to continue to support the principle of de-delegation in order to reduce the burden on individual schools of either needing to actively 'buy in' to arrangements or secure their own local arrangements.

To update Schools Forum on the current Calderdale Facilities Arrangement, and to model an incremental increase over time as the current arrangements do not provide sufficient 'release' time.

2. Background

2.1 Under current legislation, recognised unions officers are entitled to paid time off in order to undertake trade unions duties (release time).

2.2 The Facility Time Buyback Scheme (FTBS) is set up so that individual schools do not carry the burden of releasing several workplace representatives from each of the teaching unions.

Instead, each school contributes a small proportion of the cost to release a Union Officer(s) for each union. By paying into the FTBS, Teaching Union Local Officers will be the first point of representation for your school.

2.3 This means that Calderdale schools are serviced by representative(s) who are readily available in the locality and have specialist local knowledge to carry out Trade Union duties (as set out below).

The range of trade union duties that can be undertaken on behalf of members include, but are not limited to:

- disciplinary hearings,
- grievance hearings,
- informal capability meetings and formal capability meetings,
- sickness absence monitoring meetings,
- terms and conditions of employment,
- consultation meetings on changes to working arrangements, investigations,
- termination of employment and suspension of employment, the duties of employment of a member and of a group of members
- advising and representation with regard to flexible working
- preventative work to support escalation of cases in schools.

2.4 Locally elected representatives for each union are also involved in negotiation and

consultation. Examples include, but are not limited to:

- Section 188 redundancy notices and TUPE consultations
- investigate members' complaints regarding health, safety or welfare at work and carry out health and safety functions such as investigating potential hazards, making
- representations to the employer on the above
- representing members in workplace consultations on Health & Safety
- attending safety committee meetings
- providing information and guidance to school reps
- facilitating compromise (settlement) agreements
- advice and support in the current COVID 19 pandemic
- meetings with HR to review policies.

It must also be noted that during the past twelve months a significant number of the duties above have been undertaken by Calderdale based union representatives, with a particular focus on advice and support during the pandemic. National and local advice through engagement with the Local Authority and Academy Trusts has enabled a coherent and consistent message to be communicated to colleagues in schools. In addition, all the local union representatives have undertaken training during the year. Undertaking all these duties are time-consuming and as such have meant the commitment of a significant amount of time by trade union representatives.

Furthermore, Teacher Union Local Officers play a key role in helping to resolve issues at an early stage. Some union members seek advice through telephone calls, emails or meetings off the school premises. The union advice given in such a way, helps to clarify a members' rights, entitlements or duties, often enabling a resolution that prevents a potential dispute without recourse to any school procedure, thereby preventing an unnecessary conflict/dispute in school. This preventative work constitutes the majority of the casework undertaken by local officers. Typically this amounts to 60% of all casework – the percentage being higher in schools without a school representative.

Inadequate Trade Union release time, could lead to fewer issues being resolved informally, resulting in a significant increase in costs to schools and workload for school leaders. Disciplinary, grievance and capability issues would be more likely to escalate, with cases potentially more likely to reach employment tribunals. An increase in Trade Union release time would help reduce dismissal and exit rates, meaning lower recruitment costs and better staff morale and productivity. It would also reduce workplace related injuries and illnesses through better health and safety standards.

Trade Unions, Local Authority and Trust HR services have all seen a significant increase in casework in recent years.

3. The Challenge to Address

3.1 Under the current FTBS arrangements, Teacher Union Local Officers (including NEU, NASUWT, ASCL and NAHT) do not have sufficient 'release time' to fully discharge their

Trade Union duties (as set out above) to represent members in all schools/academies that are paying into the scheme.

3.2 Following recent financial modelling, it is clear that the current allocation is far below the standard of 0.2 FTE release time per 200 members.

4. The Proposal

4.1 For the reasons provided above, the Teaching Unions are proposing that the FTBS be based upon their membership base (in keeping with common practice throughout the sector) and for an annual 'incremental increase' to the pupil levy that is charged to fund the FTBS.

4.2 We note that currently the pupil levy rate to fund the FTBS is set at £3.44 for secondary schools and £2.36 for primary schools, which is significantly below the levy that is set in other Local Authorities (see below). Working towards a levy of around £5 per pupil would be appropriate to accommodate needs moving forward.

Leeds £5.50 per pupil
Bradford £5.26 per pupil
Doncaster £10.14 per pupil
Kirklees £5.72 per pupil
N Yorkshire £2.70*
Hull £3.26
Wakefield £5.70 per pupil

*N Yorkshire are currently in negotiations to implement a long-term plan to raise the per pupil rate to £5.00 in yearly increments.

4.3 Of equal significance, and the main element that has led to the current underfunding situation, is that the rates have not increased in the last 10 years whilst costs obviously have. If there had been a slight increase over the years, then there would not be such a significant disparity now, with the consequential need to seek resolution.

4.4 It is fully recognised that for the funding to increase immediately to a level where adequate release time was obtained would potentially lead to an unreasonable financial burden on schools in the current circumstances, thus the Federation is not proposing this. A more measured and incremental increase would lessen such pressures, so the illustrative models allow for that.

4.5 In conclusion, and in order for Teaching Union Local Officers to be allocated a reasonable amount of release time (in proportion to their membership base) to discharge their TU duties, it is requested that the pupil levy be increased incrementally on an annual basis, beginning with the 2022 – 2023 academic year.

4.6 For illustrative purposes a choice of models and respective costings has been set out in the table below. Members of the Schools Forum are therefore being asked by unions to consider these options and agree an appropriate increase, noting that in subsequent years, there is always the scope for change, as any decision now would not be set in stone in future.

PPC = Per Pupil Charge

| | | | |
|-----------------------|---------|-----------------------|---------------------|
| 20p increase per year | | Secondary Schools PPC | Primary Schools PPC |
| | Current | £3.44 | £2.36 |
| | 2022 | £3.64 | £2.56 |
| | 2023 | £3.84 | £2.76 |
| | 2024 | £4.04 | £2.96 |
| | 2025 | £4.24 | £3.16 |
| | 2026 | £4.44 | £3.36 |
| | 2027 | £4.64 | £3.56 |
| | 2028 | £4.84 | £3.76 |
| | 2029 | £5.04 | £3.96 |
| | 2030 | | £4.16 |
| | 2031 | | £4.36 |
| | 2032 | | £4.56 |
| | 2033 | | £4.76 |
| | 2034 | | £4.96 |
| | 2035 | | £5.16 |

| | | | |
|-----------------------|---------|-----------------------|---------------------|
| 30p increase per year | | Secondary Schools PPC | Primary Schools PPC |
| | Current | £3.44 | £2.36 |
| | 2022 | £3.74 | £2.66 |
| | 2023 | £4.04 | £2.96 |
| | 2024 | £4.34 | £3.26 |
| | 2025 | £4.64 | £3.56 |
| | 2026 | £4.94 | £3.86 |
| | 2027 | £5.24 | £4.16 |
| | 2028 | | £4.46 |
| | 2029 | | £4.76 |
| | 2030 | | £5.06 |

| | | | |
|-----------------------|---------|-----------------------|---------------------|
| 40p increase per year | | Secondary Schools PPC | Primary Schools PPC |
| | Current | £3.44 | £2.36 |
| | 2022 | £3.84 | £2.76 |
| | 2023 | £4.24 | £3.16 |
| | 2024 | £4.64 | £3.56 |
| | 2025 | £5.04 | £3.96 |
| | 2026 | | £4.36 |
| | 2027 | | £4.76 |
| | 2028 | | £5.16 |

| | | | |
|-----------------------|---------|-----------------------|---------------------|
| 50p increase per year | | Secondary Schools PPC | Primary Schools PPC |
| | Current | £3.44 | £2.36 |
| | 2022 | £3.94 | £2.86 |
| | 2023 | £4.44 | £3.36 |
| | 2024 | £4.94 | £3.86 |
| | 2025 | £5.44 | £4.36 |

| | | |
|------|--|-------|
| 2026 | | £4.86 |
|------|--|-------|

Compiled by the Union officers of the Calderdale Federation of Teaching Unions

Item 14



Schools Forum Work Programme 2021/22

Prepared by

Lesley Bowyer, Interim AD Education and Inclusion

Richard Morse, School Organisation and Access Manager

| Meeting date | Venue | Reports | | Deadline for papers |
|-------------------------|---------|--|-------------------|---------------------|
| 30 November 2021 | Virtual | Election of Chair and Vice Chair – Ian Hughes | Decision | 15 November 2021 |
| | | Forum Constitution and Terms of Office– Ian Hughes – verbal | Decision | |
| | | Allocation of funding to school improvement clusters – half yearly impact report – Lesley Bowyer | Information | |
| | | Falling Rolls Growth Consultation (dependent on June Meeting) – working party | Decision | |
| | | School funding update report – Jane Davy | View/Consultation | |
| | | Growth Fund report – Jane Davy | Decision | |
| | | Briefing note on Fair funding for all Consultation report – Jane Davy | Information | |
| | | Update on maintained schools balances – Jane Davy | View/Information | |
| | | Pupil Planning document – Richard Morse | Information | |
| | | Work programme | Information | |
| | | Reforming how Local Authority school improvement functions are funded | Information | |
| | | Capital Maintenance Briefing paper – Lesley Bowyer | Information | |
| | | Discussion on format of future meetings verbal – Chair | Decision | |
| | | | | |

| Meeting date | Venue | Reports | | Deadline for papers |
|------------------------|---------|--|-----------------------|---------------------|
| 13 January 2022 | Virtual | Early years block provision, central spend – Martyn Sharples | Consultation/Decision | 4 January 2022 |
| | | Schools funding update – Jane Davy | Consultation | |
| | | Falling Rolls – Jane Davy | Decision | |
| | | Growth funding 2021/22 and 2022/23 – Jane Davy | Decision | |
| | | Review of services to schools – Michael Holgate | Decision | |
| | | Reforming how the Local Authority School improvement functions are funded – Lesley Bowyer | Decision | |
| | | De-delegation including Union facilities – Michael Benn/Jane Davy to present | Decision | |
| | | Good Practice and Self-Assessment – Ian Hughes – verbal | Decision | |
| 28 April 2022 | TBC | Allocation of Funding to School Improvement Clusters (half year report) – Connie Beirne | Information | 18 April 2022 |
| | | Central Spend on High Needs Block provision including arrangements for commissioned places for pupils with Special Educational Needs – Steve Drake or Michael Holgate? | Decision | |
| | | Maintained School Balances – Spring Monitor – Jane Davy | Information | |
| | | Allocation of 2022/23 Central Service Schools block (CSSB) central spend – Lesley Bowyer and Steve Drake | Decision | |
| | | Allocation of funding to schools improvement clusters – options paper – Lesley Bowyer | Decision | |

| Meeting date | Venue | Reports | | Deadline for papers |
|---------------------|-------|--|-------------|---------------------|
| | | Self-Assessment – Ian Hughes | Discussion | |
| | | Work programme | Information | |
| 23 June 2022 | TBC | Schools Balances 31 March 2022 – Jane Davy | Information | 13 June 2022 |
| | | Schools 3 Year Budget Plans – Jane Davy | Information | |
| | | Scheme for Financing Schools – Jane Davy | Decision | |
| | | Schools Forum Self Assessment – Ian Hughes | Information | |
| | | Claw Back Report – Jane Davy | Information | |
| | | Work programme | Information | |