

YORK SCHOOLS FORUM MEETING

TUESDAY 29TH SEPTEMBER 2015 – 1.00pm – 3.00pm
in the Severus Room – F032 – West Offices

Key

	Information and routine business
	Decision
	Consultation

	Item	Item leader	Purpose	Paperwork
1.	Welcome	Chair	Routine business	
2.	Apologies	Chair	For information	
3.	Minutes of the Schools Forum meeting of 7 th July 2015	Chair	For approval	Attached
4.	Matters Arising not on the agenda	Chair	For information	
5.	Early Years Reference Group report	Ken McArthur	For information	
6.	Schools Balances 2014/15	Richard Hartle	For information and decision	Attached
7.	School Start Budget 2015/16	Richard Hartle	For information	Attached
8.	School Budget De-delegations 2016/17	Richard Hartle	For decision	Attached
9.	School Retainer Payment	Judith Bennett	For decision	Attached
10.	Schools Forum forward plan – update	Richard Hartle	For information	Attached
11.	Any Other Agreed Business	Chair		
12.	Date and time of next and future meetings: 14 th December at 1.00pm 11 th April at 1.00pm 5 th July at 9.00am	Chair	For information	

Please send apologies to Salli Radford by email to salli.radford@york.gov.uk or by calling York 554210.

CITY OF YORK SCHOOLS FORUM

Minutes of the Schools Forum held on Tuesday 7th July 2015 at 1.00pm

Attendance list:

Members:

Tracey Ralph	Maintained Primary Headteacher and Chair
Trevor Burton	Maintained Secondary Headteacher
Brian Crosby	Academies Representative
Cath Hindmarch	Special School Representative (deputising for George Gilmore)
Caroline Hancy	Maintained Primary Headteacher
Tricia Head	Pupil Referral Unit Representative
Andy Herbert	Maintained Primary Headteacher
Lorna Savage	Maintained Secondary Headteacher
Bill Scriven	Maintained Secondary Headteacher (VA school)
Karen Tatham	Maintained Primary Headteacher

Observers / Advisors:

Cllr Jenny Brooks	Elected Member for Children and Young People
Richard Hartle	Head of Finance, City of York Council
Jess Haslam	Head of Disability and Special Educational Needs
Jon Stonehouse	Director of Children's Services, Education and Skills
Salli Radford	Coordinator and Clerk

1. Welcome

The Chair welcomed everyone to the meeting.

2. Apologies for absence

Apologies were received, with consent, from Alison Birkinshaw – Further Education Representative, Nicola Fox – Maintained Nursery Representative, George Gilmore – Special School Representative and Ken McArthur – Early Years Sector Representative. Maxine Squire – Assistant Director, Education and Skills, was unable to attend the meeting.

David O'Brien – Governor Representative and Richard Ludlow – Academy Representative, were absent from the meeting.

3. Minutes of the York Education Partnership meeting of 13th April 2015

Previously distributed.

The minutes of the meeting of 13th April 2015 were agreed to be a true and accurate record and were signed by the Chair.

4. Matters Arising

With reference to item 5, Roles and Responsibilities of the Schools Forum, it was noted that the term of office for primary representatives was three years.

With reference to item 10, Interim Commissioning Plan, Richard Hartle advised that a proper and transparent procurement process was in progress.

With reference to item 11, New Schools Financial Software, Richard advised that the LA was working with the software provider to finalise outstanding issues. It was noted that bank reconciliation, uploading budgets and monitoring reports were being prioritised. Schools would be regularly updated on progress.

With reference to item 8, Review of 2015/16 Funding Formula Values, Jon Stonehouse advised that he had met with Cllr Brooks to discuss the picking-up of this issue by the new administration. It was noted that Cllr Brooks would attend Schools Forum meetings in future and was keen to lobby on behalf of York schools and to speak to MPs about funding.

Jon sought the view of the Forum on the LA considering a review of the Funding Formula as this had not been progressed due to the pending national review. Jon advised that, though this was on the central government agenda for 2017, a chair of governors had requested reconsideration of the formula at local level.

In response to a question regarding the certainty of the 2017 review date, Richard Hartle advised that the review timeframe had slipped in recent years. It was noted that any national review implemented in 2017 would prevent any local review from implementing any significant funding redistributions due to protections.

The Forum discussed the proposal, noting that pay increases, pension and National Insurance contributions would impact significantly on all settings over the next few years.

In response to a question regarding the driver behind the proposal and whether this was due to budget pressures on an individual setting or to seek to address perceived unfair distribution of funds, Jon advised that both were factors, with funding allocations and levels being cited as issues. It was noted that a single request was not a representative view across governing bodies. Richard advised that York's primary school per-pupil funding was now the lowest nationally, but with higher amounts allocated through the targeted factors such as Low Prior Attainment and Deprivation. This could suggest that some rebalancing may be required, particularly now that further targeted funding was being allocated via the Pupil Premium.

Bill Scriven and Cllr Brooks joined the meeting at 1.15pm.

The Forum discussed the issue further, with Richard outlining the consultation period and notification deadlines for the DfE. It was noted that modelling would need to be undertaken during the summer if formula revisions were to be implemented from April 2016.

The Forum agreed not to review the formula for 2016/17 but to keep the position under review. The Forum would consider a local review if it looked likely that the national review was going to be delayed beyond 2017.

The Chair welcomed the Executive Member for Education, making introductions around the table.

In response to a question regarding the additional AWPU referred to in the minutes of the previous meeting, Richard advised that the Forum had previously agreed to allocate any additional resources that might become available to the primary and

secondary AWPU factors. However, other factors would not be reduced by this mechanism in advance of a proper review. In response to a question regarding a future change to the local formula, Richard advised that this was most likely to result in an increase in AWPU values funded by possible reductions in some of the other more targeted funding factors. Any decision to change the formula could only be made by Elected Members, following consultation with the Schools Forum and all schools in the city.

The action plan was updated to reflect progress.

5. Adjustment to membership of the Schools Forum

The revised membership was noted.

6. Special School Place Funding 2016/17

Previously distributed. Jess Haslam presented the update, advising that the information included funding for mainstream settings, special schools and post-16 provision. It was noted that the Children and Families Act included changes to SEND provision, with funding element banding thresholds being based on needs and it being a duty of schools to allocate provision under the oversight of the LA.

Jess outlined the diagnosis model used to allocate funding, with additional funding generally being allocated according to need.

It was noted that funding Element 1 and Element 2 were related to place funding, with Element 3 representing a top-up based on individual needs.

Jess presented threshold documents used to clarify good practice and illustrate level of needs, being designed to support conversations with families. It was noted that SENCOs in mainstream settings highly valued the banding thresholds. The specific support needs areas were noted, with these being in line with codes of practice.

The Forum considered the recommendations, in particular the request that principles for the model of funding be approved. It was noted that the proposed system would be shadowed alongside the current system to test suitability. It was further noted that resources were not being cut but that transparency around allocation of funding was the aim. A working party including Applefields and Hob Moor Oaks representatives was involved in the development, with schools testing and moderating the models. It was noted that the next step would be to test a funding model which attached funding to points within a framework.

In response to a question regarding funding and supported hours, Jess advised that Education and Health Care Plans included a move from funded hours to a banding model. It was noted that a number of plans would include specified hours of support, with Jess to speak to the relevant team. It was noted that headteachers at the special schools were supportive of this approach.

In response to a question regarding funding for special schools for Early Years, subsequent phases and the journey into mainstream placements, Jess advised that this work had already been undertaken and implemented, with a more transparent process in place.

It was noted that Annex 1 would be further updated.

Jess advised that she had written to NYCC and East Riding to request adoption of the thresholds.

In response to a question regarding banding and the information to be provided to the Forum, Jess advised that examples had been provided with descriptors of needs within Annex 2. It was noted that this represented an overview and was not fully detailed information.

In response to a question regarding the Forum's interrogation of Element 3 and the future identification and understanding of tiers of need, Jess advised that details could be shared on levels of need in different areas. Jess advised that special school Element 3 detail could be circulated and it was noted that the next piece of work was to allocate funding to each aspect, with this information to be brought to a future meeting.

In response to a question regarding the £4,000 funding allocation for Element 1, Jess advised that this was notionally a delegated SEN budget, being in line with the lower limits of a basic national allocation.

The Forum agreed that Jess should progress with the modelling and provide a detailed report to members for consideration at a future meeting.

Jess Haslam left the meeting at 1.38pm.

7. SEN High Needs Funding comparisons

Previously distributed. Richard Hartle presented the report, which had been requested at the previous meeting. It was noted that there were three aspects of funding provided to mainstream schools to address high needs, with these being outlined in paragraph five of the paper. Richard advised that the LMS funding allocation included a number of factors, with the first £6,000 of SEN support needs being included in the main school funding formula.

In response to a question regarding the differential between primary and secondary basic AWPU and deprivation factors, Richard advised that historically York had used a local formula to determine these. The Forum discussed this issue, noting that by using deprivation and low prior attainment in the formula it may provide double funding to some settings in some cases. In response to a question of whether poor results were being rewarded by additional funding, Richard advised that this was not the case as the factor used pupils' prior attainment at the start of primary and secondary phases..

The Forum discussed the various aspects of the formula, with Richard advising that the current position be noted and commented on.

The Forum discussed the historical data available and commented that outdated salary information may be being used in the calculations, whilst recognising that it may not be possible to address this in the short term as this would require funding to be redirected from the main school funding formula

Further discussion followed, with the Forum agreeing that it needed to be provided with relevant information to ensure that funding mechanisms were understood and requesting that element 3 funding should be reviewed alongside any review of the main school funding formula.

The Forum thanked Richard for the update.

8. SEN / Inclusion Review

Previously distributed. Jon Stonehouse presented the update, advising that the review was considering inclusion in its entirety to ensure best outcomes within an inclusive community. It was noted that outcomes were better in mainstream environments, with the review paper outlining these initial observations. The Forum noted the Terms of Reference for the review and that an initial meeting had taken place with further meetings to follow.

Tricia Head advised that inclusion review meetings had narrowed their agenda to cover behaviour and SEMH, with needs often being multiple and broad in scope. It was noted that headteachers were keen to revise practice across the city and to challenge processes. The Forum discussed the review update, noting the place planning detail.

Jon advised of the need to maintain a broad approach to the review, which would seek to enable full involvement from stakeholders.

It was noted that the review group would report to the York Learning Partnership (YLP) and Schools Forum, with membership comprising Liz Goodman (Sheffield Challenge Partner), LA officers, the chair of the Schools Forum, the secondary headteachers group chair and one of the two primary headteachers sharing the role of group chair.

The Forum noted that membership could be changed as necessary and noted that the YLP included a broad membership representing the clusters. It was noted that the phase chairs would ensure that all headteachers remained involved in the review.

9. Inclusion review pilot projects

Previously distributed. Tricia Head presented the information, tabling further papers and background information.

Tricia advised that referrals across the city had been tracked for two years in order to identify steps between a pupil's mainstream school and Danesgate. It was noted that KS1 outreach was being delivered at Tang Hall Primary School, with the majority of referrals originating in the west of the city or Clifton. Tricia advised that a host setting and some staffing capacity to address these needs could be addressed through joint support from the West Cluster, Danesgate and the Schools Forum.

Tricia outlined the two proposed pilots:

- KS1 – West Kestrel as outlined above
- KS3/4 – Y9 focus as a “fracture point” for many students

The Forum noted the key elements of the pilot, which would provide pupils with time in their mainstream school and support from Danesgate. Tricia highlighted the need for stability within staffing and quality of teaching. It was noted that cohort case studies would be used to identify provision gaps. Tricia asked for the view of Forum members prior to the proposal being taken to the West Cluster.

In response to a question regarding the under spend against the 2014/15 budget, Richard Hartle advised that budget had been freed-up by a review of the School Improvement Service and that a small surplus from the DSG carry-forward could also be used to fund the pilots. Tricia advised that a shortfall was shown in the budget plan.

In response to a question regarding Nurture provision and referrals to Kestrel, Tricia advised that this was available across KS1 and to pupils moving from Nursery to

Reception or from Reception to Y1. It was noted that KS1 Kestrel provision focussed on behaviour modification, though only one year of data was available so analysis was not yet rigorous. It was noted that referrals from schools with a very small number of pupils with SEN could often be moved back into mainstream provision.

The Forum discussed the proposed pilots, with Tricia advising that the aim was to seek to identify gaps in Danesgate provision including Kestrel. It was noted that provision in schools was aimed at retaining pupils in their mainstream setting.

In response to a question regarding the impact of the two Nurture classes at Carr Infant School and Clifton Green Primary School, Tricia advised that this could be investigated and reported back.

Tricia tabled information on trends within the Danesgate roll, with 159 places currently commissioned. It was noted that tight records had been kept from 2012/13 to 2014/15 and that peaks and troughs were emerging, with variation across the three years being very slight.

Tricia tabled information on cohort trends, advising on different needs and an overall year-on-year increase in EOTAS. It was noted that referrals to the ERP were stable and those to the PRU had reduced as more pupils were kept in schools, with a further reduction possible.

Tricia tabled current data comparisons against historical data, advising that the 159 funded places reflected the current position and was therefore an accurate forecast.

Tricia advised of changes within the community with deprivation and mental health pressures reflecting wider needs within the city.

In response to a question regarding EOTAS referrals in primary settings, Tricia advised that these were generally from Y4 or Y5 rather than KS1. Tricia advised that she would be arranging training for staff on anxiety in young people and that this would help identify and address these issues early. Jon Stonehouse advised that access to support would also be “triaged” through Primary Mental Health Workers.

Tricia tabled summaries for 2013/14, 2014/15 and 2015/16, advising that this data was taken to the Behaviour and Attendance Panel on a monthly basis. It was noted that this showed total places across the PRU, EOTAS, ERP and Kestrel. The Forum noted the criteria for engagement with each aspect of provision.

It was noted that Tricia had identified Y9 as a focus for work to retain pupils in mainstream settings, with shared KS3 and full-time KS4 attendance in school an aspiration.

In response to a question regarding the number of pupils to be included in the pilots, Tricia advised that there would be six places in each, with six places currently available in each phase of outreach provision each day. It was noted that these places would be accessed by pupils across the city and that pupils would return to mainstream settings. Tricia advised that the pilot would be a partnership venture with the aim of building a sustainable model that did not defer responsibility to schools.

Jon stated that the pilot was not an LA initiative but was linked to the wider inclusion review work being undertaken. It was noted that review work would also consider wider community support including the role of the Children’s Centres and integration with public health services as this completed its move within the remit of the LA.

Cllr Brooks advised that early intervention and the commitment of resources to enabling this work was a city-wide priority.

The Forum considered the proposal and allocation of the 2014/15 under spend of £48,000 to support this work during 2015/16.

In response to a question regarding the value represented by committing £48,000 to support 12 pupils, Tricia advised that Kestrel delivered support at a cost of £15,000 per year per pupil. It was noted that an intention of the pilot was to model funding options. It was noted that secondary school did not provide funding for primary support and that the primary academy settings did not contribute but were pay to access services on an hourly basis.

In response to a question regarding the status of the DSG under spend, Richard advised that this would be carried forward into 2016/17, having been identified at the end of 2014/15. It was noted that this could be reviewed at the next meeting.

The Chair advised that the School Improvement Commissioning Group (SICG) had carried forward an under spend despite bids from schools being turned down; asking whether this funding should now be committed. Jon advised that this funding belonged to schools, with the Forum noting that this funding was drawn from the AWPU allocated to pupils currently in the system. The Forum discussed this issue.

It was noted that £19,000 of PRU funding was being used to support pupils from outside the city and that secondary schools shared costs equally for their support, with this equating to £8,000 per place plus a £4,000 top-up from the school. It was further noted that EOTAS funding was topped-up by the LA due to the complex needs involved. It was noted that primary-level funding totalling £59,000 resulted in a relatively low per-pupil cost.

Tricia advised that £17,000 was being requested from the School Forum to help funding the KS1 pilot. It was noted that the positioning of a pilot in the west of the city was aimed at reducing transport costs and issues and would double Kestrel 1 capacity, therefore making delivery more cost-effective.

In response to a question regarding the inclusion of Y9 in the west pilot, Tricia provided examples of student experience at Y9 and the importance of supporting this stage during any redistribution of capacity within the city.

Tricia outlined the support planned within the pilot. It was noted that Danesgate provision would remain and be freed-up as referrals from the west would be managed by the pilots in the first case. Tricia advised that she was designing the curriculum for the pilot.

Jon advised that the pilot be reviewed at the end of the year and that roll-out or other future options could then be considered.

The Forum unanimously voted to support the pilots. It was agreed that the Forum would underwrite the pilots up to a maximum level of £17,000 and £31,500 respectively for the 2015/16 academic year, subject to the other funding contributions being made in full. The funding allocation is a one-off commitment from the DSG underspend carried forward from 2014/15, and sustainable funding would need to be identified if the pilots were to be extended into future years.

Tricia agreed to circulate information on all Danesgate placement home schools at the request of the Forum.

10. School budget de-delegations 2016/17

Previously distributed. Richard Hartle provided early notice of the de-delegations, requesting thoughts on any reviews that were required following the 2015/16 de-delegation process as decisions would need to be made at the next meeting.

In addition to the behaviour support outreach and traveller support service impact analysis already planned, it was suggested that de-delegation of funding for the Teachers' Panel be clarified. Richard advised that the funding of £53,000 currently provided 22 days of time.

Further discussion followed, with the meeting noting that members of the Teachers' Panel undertook work supporting school staff and contributed to policy development. It was noted that the de-delegated sum approved by the Forum had reduced over recent years but had been agreed to the end of the 2015/16 academic year. It was suggested that members of the panel be invited to a future meeting of the forum to provide a report outlining their work, the benefits it brings to schools and to make the case for continuation of the de-delegation.

The Forum requested that further information be provided to the next meeting on the impact of the behaviour support outreach service and the traveller support service, and the work of the teachers' panel.

11. Schools Forum forward plan - update

Previously distributed. The updated plan was noted.

12. Any Other Business

Brian Crosby advised that funding had been allocated to the two Teaching School Alliances (TSAs) though the funding allocations exceeded the threshold permitted by procurement regulations.

Jon Stonehouse advised that Maxine Squire was working to resolve this situation and that transparency would be appreciated by all involved. The Chair advised that the YLP would monitor impact and outcomes of the work of the TSAs.

13. Date and time of the next and future meetings

29th September 2015
14th December 2015

All meetings will begin at 1.00pm.

The meeting closed at 3.20pm.

Tracey Ralph
Chair

Date

ACTION PLAN FROM THE MEETING

Minute reference	Action	Outcome	Responsibility	Timescale	Status
15 13/4/15	Review of membership to ensure compliance with regulations	Membership changes to reflect recent academy conversions	Salli Radford	7/7/15 and as an ongoing review	In progress, with alterations made summer term 2015 to ensure continued compliance
25 13/4/15	Clarify terms of office of Schools Forum members	Ensure that all stakeholder groups understand terms of office, that appointment processes are transparent and that succession planning is enabled	Chair of Primary Heads Forum and Secondary Heads Group	7/7/15	Primary headteacher terms of office confirmed. Secondary terms of office TBC 9/15
36 13/4/15	Information regarding SEN provision, including funding detail, is brought to the next meeting	Clarify funding mechanisms for SEN support across the city	Richard Hartle / Jess Haslam	7/7/15	Taken under agenda item 7 7/7/15
410 7/7/15	Information on de-delegated behaviour support outreach service, traveller support service and use of Teachers' Panel time to be provided	The Forum is better able to understand how de-delegated funds are used prior to making decisions for 2016/17	Richard Hartle	29/9/15	To be taken under agenda item 8

York Schools' Forum

29th September 2015

Report of the Director of Children's Services, Education & Skills and the Director of Customer & Business Support Services

SCHOOLS' BALANCES 2014-15

Summary

- 1 This report sets out and analyses for the Forum the level of financial reserves held by schools at 31st March 2015.
- 2 In total headline school reserves (i.e. including capital and revenue balances) have risen from £4.425m at 31st March 2014 to £5.020m, an increase of £0.595m or 13.4%. This increase is the net of a reduction in capital reserves of £0.313m (33.9%) and an increase in revenue reserves of £0.908m (26.0%). Further information is given in paragraphs 5 to 12 below and a detailed analysis is provided in the tables and graphs at Annexes 1, 4 and 5.
- 3 The report also provides information on action taken by Officers in accordance with the principles agreed by the York Education Partnership Board in December 2011 regarding the recycling of excessive reserves under the terms of the LMS Scheme amendment agreed by the Schools' Forum in December 2005.

Background

- 4 The Schools Forum had previously identified the level of school balances as a key concern. As a consequence projected and actual levels of balances were reported regularly to the Forum. This report sets out the final position for the 2014-15 financial year and concentrates on the actual outturn figures based on schools' statutory Consistent Financial Reporting (CFR) returns. All data given excludes balances for those schools that converted to Academy status during the 2013-14 financial year and that for Burnholme Community College which closed in August 2014. In addition, brief information on the National context is provided in paragraphs 13 to 16 and Annex 2 using data gathered by the DfE and published on their website.

Analysis

5 In summary the headlines are that:

- Total reserves (including both revenue and capital) have risen by £0.595m to £5.020m (an increase of 13.4 %). This compares to schools' original projections (per start budgets) of a £1.795m fall to £2.630m (a projected drop of 40.6%).
- Total capital reserves have fallen by £0.313m to £0.611m (a decrease of 33.9%). This compares to schools' original projections (per start budgets) of a decrease of £0.628m to £0.296m (a projected fall of 67.2%). In general, many schools have spent funds saved from their 2013-14 allocations, and in a few cases their 2012-13 allocations as well, on funding capital projects planned for 2014-15.
- Total revenue reserves (including committed and uncommitted, i.e. general contingency) have increased by £0.916m to £4.416m (a rise of 26.2%). This compares to schools' original projections (per start budgets) of a £0.618m fall to £2.882m (a projected decrease of 17.7%).
- Total revenue reserves at 31 March 2015 represent 4.97% of schools' total resource allocations compared to 3.92% of resource allocations at 31 March 2014.
- Uncommitted revenue reserves (general contingency) have fallen by £0.386m to £2.100m (a decrease of 15.5%). This continues the pattern of the previous 2 years when they were decreases of £0.572 (17.05%) in 2013-14 and £0.550m (15.05%) in 2012-13.
- Uncommitted revenue reserves at 31 March 2015 represent 2.36% of schools' total resource allocations compared to 2.70% at 31 March 2014 and 3.48% at 31 March 2013.

6 Although the overall movement in Revenue Reserves is upwards, the increase in the primary and special schools sectors is offset by a decrease in the secondary schools. Table 1 sets out the position as at 31 March 2015.

Table 1: Revenue Balances by Sector at 31 March 2015

	All Schools	Primary Schools	Secondary Schools	Special Schools
Total Revenue Reserves				
Balance as at 31 March 2014	£4.416m	£3.748m	£0.252m	£0.416m
Movement in year	£0.916m 26.20%	£1.198m 47.00%	(£0.430m) (63.05%)	£0.149m 55.81%
Percentage of Resource Allocation	4.97%	8.05%	0.71%	6.27%
Uncommitted Revenue Reserves				
Balance as at 31 March 2014	£2.140m	£2.179m	(£0.122 m)	£0.084m
Movement in year	(£0.346m) (13.92%)	£0.281m 14.80%	(£0.443m) (138.01%)	(£0.183m) (468.50%)
Percentage of Resource Allocation	2.40%	4.66%	(0.33%)	1.26%

Uncommitted Revenue Reserves show a variable picture across sectors with the falls in secondary and special schools being partly offset by an increase in the primary sector leaving an overall drop.

- 7 The figures above represent the net position as at 31 March 2015. This hides the fact that there are 7 schools with deficit revenue balances totalling £0.418m at 31 March 2015 compared to 6 schools at 31 March 2014 and 3 schools at 31 March 2013 whose deficit revenue balances totalled £0.403m and £0.099m respectively.

In-year Monitoring

- 8 Graph 1.1 of Annex 1 summarises schools' actual outturn balances for the last two financial years and their in year projections of Total Reserves during 2014-15. This shows that, despite predictions of a significant reduction in reserves at the time of the 2014-15 Start Budgets, the projected level of reserves rose at the end of the year following a similar pattern to that seen in previous years. The 2014-15 final outturn figures were, however, higher than those for 2013-14 but lower than 2012-13.
- 9 Graph 1.2 of Annex 1 summarises schools' actual revenue balance at 31st March for the previous two financial years and their in year predictions of Total Revenue Balances during 2014-15. This reveals a similar pattern to that for Total Reserves as well as that seen in previous years. It also confirms the picture given in the table at paragraph 6 above; i.e. overall total revenue balances for 2014-15 have increased and, although partly offset by the fall in the secondary sector, are now higher than those for both 2013-14 and 2012-13.
- 10 Graph 1.3 of Annex 1 summarises schools' actual revenue balance at 31st March for the previous two financial years and their in year predictions of Total Capital Balances during 2014-15.. This demonstrates a similar pattern to that for both Total and Revenue Reserves but also shows a continuing year on year reduction in Capital Outturn Balances across all three school sectors.
- 11 Following the formation of the coalition Government, schools were only given one year funding settlements for 2011-12 and 2012-13. During this period the DfE has carried out a full review of education funding. The results of this review involved considerable changes to the funding formula that were implemented in the 2013-14 financial year. The same formula has been used in 2014-15 and 2015-16 with some relatively small changes and will be used again for 2016-17. One year funding settlements have continued throughout this period. The introduction of a national funding formula, delayed by the General Election in May 2015, is unlikely to be introduced until 2017-18 at the earliest.
- 12 Despite these changes, the overall levels of funding have not changed whereas general levels of inflation have continued to rise possibly contributing to the reduction in balances held by schools since 31st March 2013. Furthermore, due to demographic trends the number of pupils in Primary schools is increasing. Owing to the difference in timing between the academic and financial years these pupils have to be educated for 2 Terms before the school receives funding for them. This puts added pressure on school reserves. Balances held by schools as at 31st March 2015 may have increased compared to those held at 31st March 2014 in response to impending increases to employers' National Insurance and Pension Fund contributions.

National Picture

- 13 Data gathered by the DfE is used in Annex 2 to compare the level of revenue reserves as a percentage of total revenue income. Percentages for York are compared with other Unitary Authorities, our education statistical neighbours, regionally and nationally.
- 14 The DfE has, however, only updated this data with the levels of reserves held at 31 March 2013. It is therefore important to note that these figures are 2 years behind those given elsewhere in this report. As with the data given for York schools it does not include that for schools that have converted to Academy status.
- 15 Chart 2.1 in Annex 2 shows that at 31st March 2013 York schools overall were below the national average as well as the averages for our Education Statistical Neighbours, Unitary Authorities and the Yorkshire and Humberside region. This is the also the case across all sectors.
- 16 Chart 2.2 shows the change in the percentages between figures compiled at 31st March 2011 and those for 2013. This shows that the percentages for York schools overall have fallen whereas the national average as well as the averages for our Education Statistical Neighbours, Unitary Authorities and the Yorkshire and Humberside region have all risen. The largest percentage decrease for York schools is in the Primary sector which also shows the smallest increases nationally, for our Education Statistical Neighbours, Unitary Authorities and the Yorkshire and Humberside region compared to the Secondary and Special School sectors.

Recycling of Excess Surplus Revenue Balances

- 17 Under DfE regulations, the LA has the power to recoup excessive surplus balances. The regulations allow the recoupment of revenue reserves in excess of 5% of the current year's budget allocation for secondary schools and in excess of 8% for primary and special schools. Any reserves recouped would have to be redistributed within the Schools Budget and cannot be used to fund central LA expenditure. The relevant extract from the York LMS Scheme is attached at Annex 3 for information.
- 18 Graphs in Annex 4 show comparisons for each school of their -
 - Total Revenue Reserves (Graphs 4.1 to 4.3),
 - Uncommitted Revenue Reserves (Graphs 4.4 to 4.6), and
 - Total and Uncommitted Revenue Reserves as a percentage of Resource Allocation (Graphs 4.7 to 4.9).
- 19 Annex 5 sets out the detailed figures for each school in tabular format and assesses their 2014-15 outturn position against the requirements of the LMS Scheme. This shows (in column J) that no schools have declared uncommitted revenue reserves in excess of their maximum permitted balance and consequently no schools are subject to recoupment for 2014-15. This is the same as in 2013-14 and in 2012-13.

- 20 Many schools have avoided falling into a recoupment position because they have identified significant amounts of their revenue balances, £2.276m in total (compared to £1.013m in 2013-14, £1.162m in 2012-13 and £1.678m in 2011-12), as being committed (column D) and therefore eligible to be held above the maximum permitted limits (column I). The amount of each school's committed reserves that have prevented it falling into a potential claw-back position is shown in column K.
- 21 In addition to unspent funding received as grants; the LMS Scheme provides five categories of specific purpose (see Annex 3) to which Governing Bodies may commit their revenue balances. Information on Committed Revenue Reserves was collected with the Year End Reconciliation Statements. To confirm that amounts have been properly assigned the Authority has received copies of minutes of the appropriate Governing Body meetings.
- 22 The Schools' Forum is, however, required to consider on a case by case basis all amounts that schools wish to commit to purposes other than one of the five standard categories. Table 1 in Annex 6 provides a list of all requests by schools falling into this category together with Officers' recommendations on whether or not these should be permitted. There are no items as at 31st March 2014 from other categories, including those mistakenly noted by schools as unspent Grants, that Officers, following the Scheme, recommend be rejected listed in Annex 6 Table 2.
- 23 Annex 6 shows that following the principles established by the YEP in December 2011 no schools would be liable to a further recoupment for 2014-15.

Recommendations

- 24 The Schools' Forum is asked to note and comment on the information contained in this report, and approve the LA officers' recommendations on exceptional committed items as set out in Table 1 at Annex 6.

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Annexes

Annex 1 – Analysis of York schools' balances – 2014-15 outturn

Annex 2 – DfE comparisons of Balances as at 31 March 2013

Annex 3 – LMS Scheme extract on Recycling of Excess Surplus Balances

Annex 4 – Analysis of York schools' revenue outturn balances

Annex 5 – Assessment of schools' 2014-15 outturn balances against the LMS Scheme

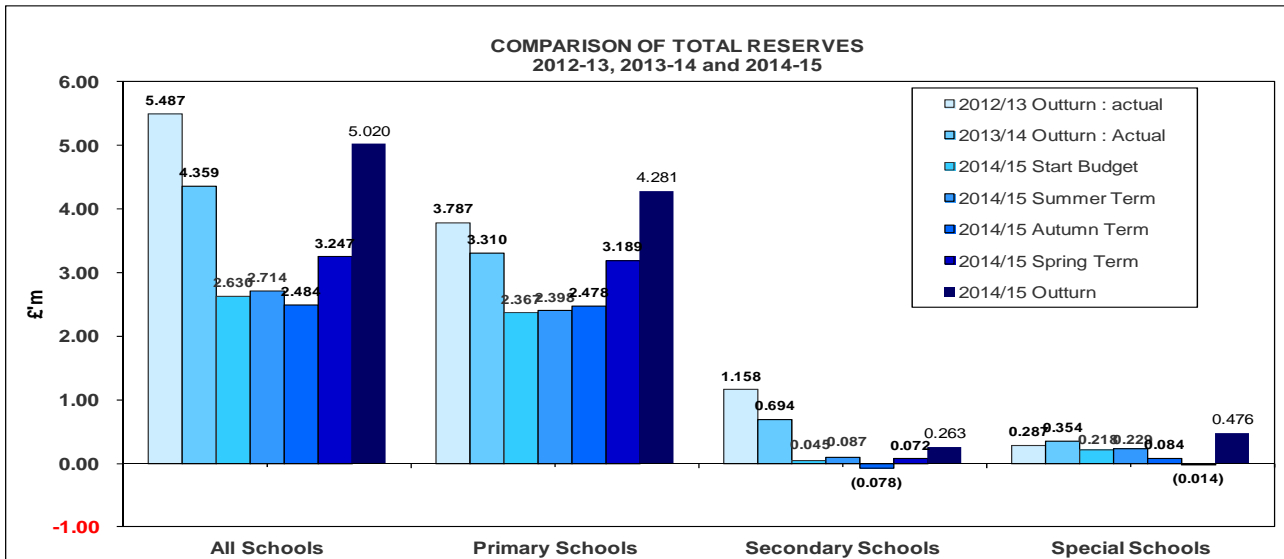
Annex 6 – Schools requests to commit Revenue Reserves to purposes other than those specified in section 4.2 of the LMS Scheme

Background Papers

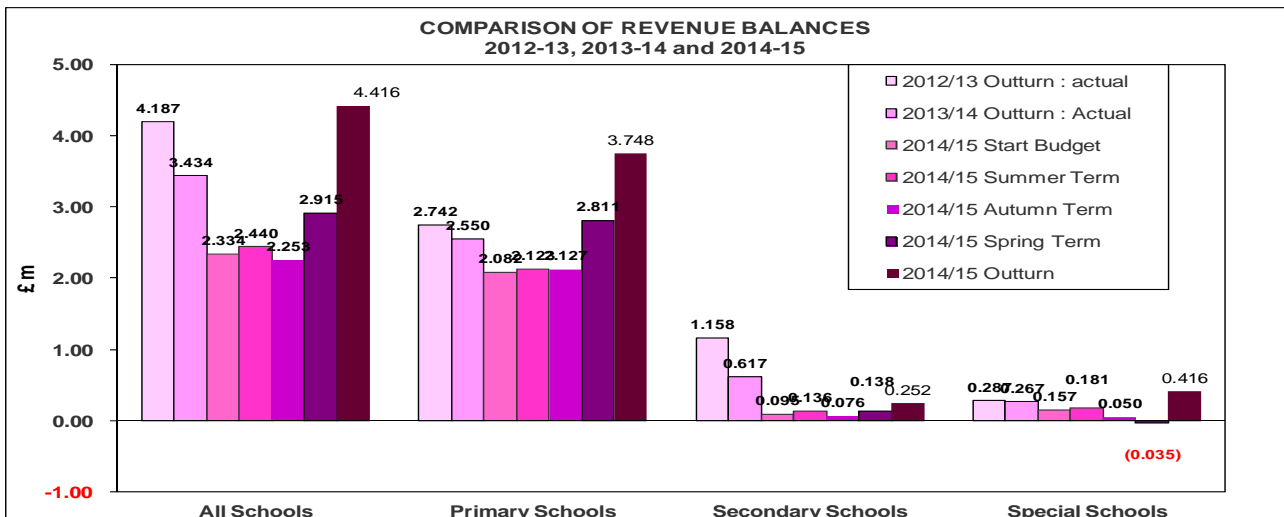
2013-14 and 2014-15 School Start Budgets

2012-13, 2013-14 and 2014-15 School Outturn Statements

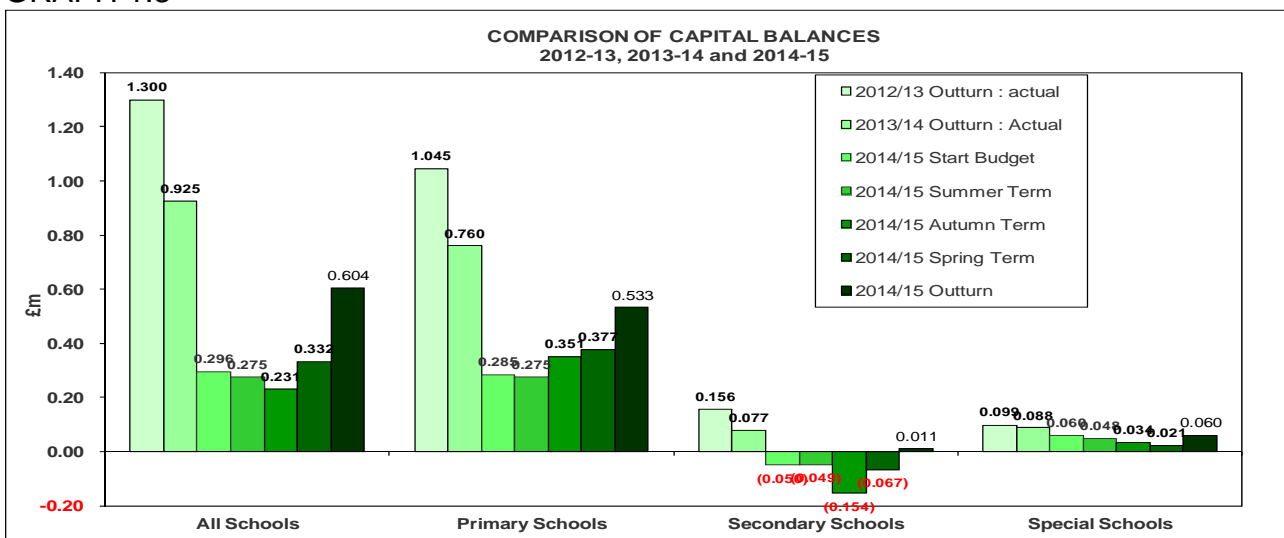
GRAPH 1.1



GRAPH 1.2



GRAPH 1.3



NB: for the purposes of this Report the Balances in 2012-13 of those schools that converted to Academy during 2013-14 have been excluded as have those for Burnholme Community College which closed 31st August 2014.

Chart 2.1

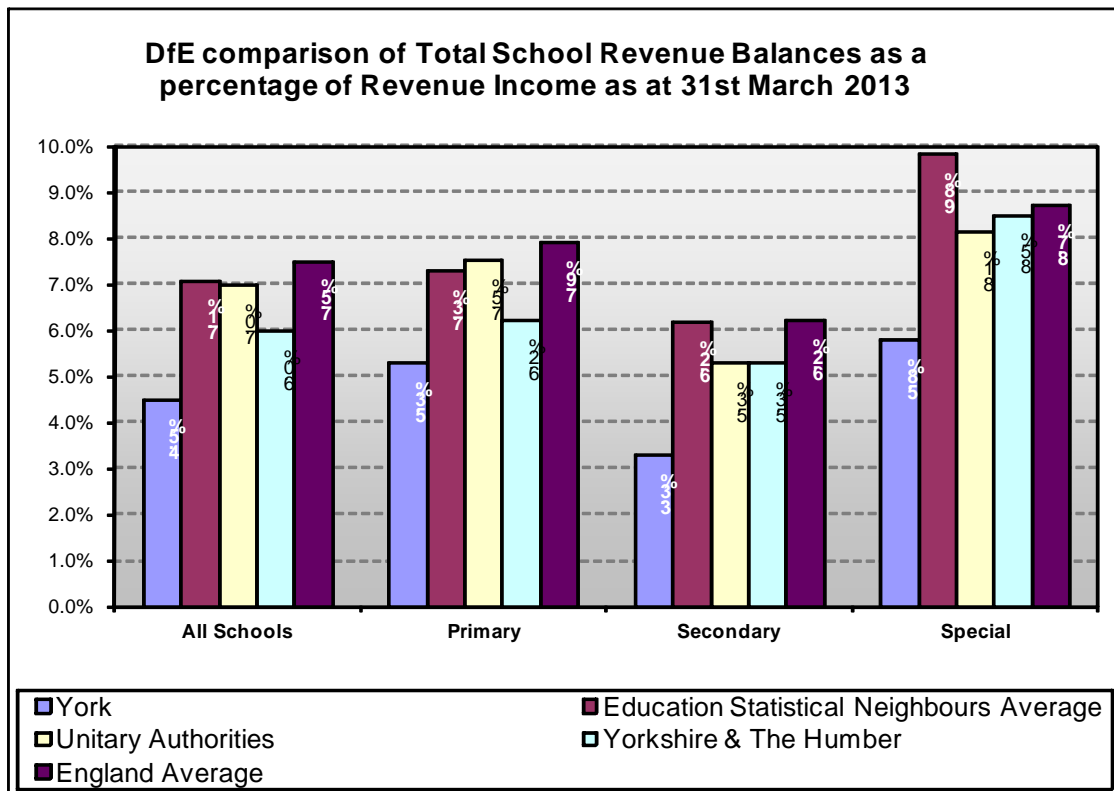
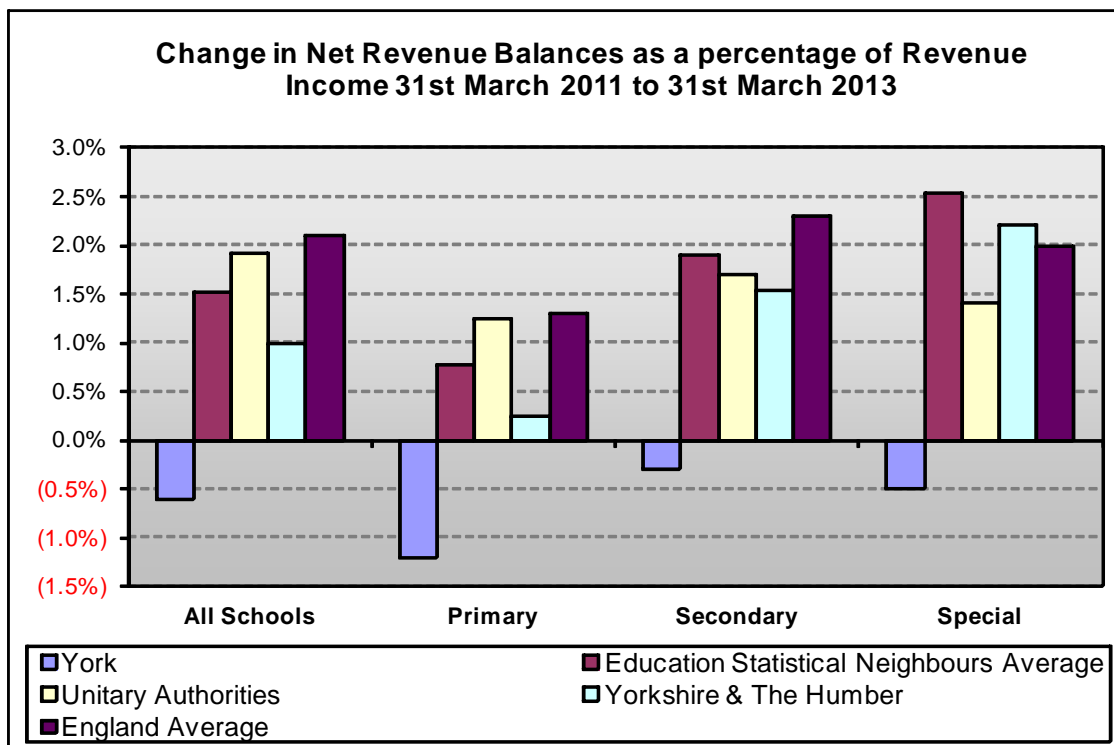


Chart 2.2



Please note that as the DfE has yet to update the balances used to produce these charts they are therefore 2 years behind those used elsewhere in this Report.

EXTRACT FROM THE CITY OF YORK LOCAL MANAGEMENT OF SCHOOLS SCHEME – 2014-15**4.2 Reporting on the intended use of surplus balances**

Surplus balances held by schools as permitted under this scheme are subject to the following restrictions with effect from 1 April 2007:

- a. the Authority shall calculate by 31 May each year the surplus balance, if any, held by each school as at the preceding 31 March. For this purpose the balance will be the recurrent balance as defined in the Consistent Financial Reporting Framework;
- b. the Authority shall deduct from the calculated balance any amounts for which the school has a prior year commitment to pay from the surplus balance and any unspent grants received in the previous financial year;
- c. the Authority shall then deduct from the resulting sum any amounts which the governing body of the school has declared to be assigned for specific purposes permitted by the Authority, and which the Authority is satisfied are properly assigned. To count as properly assigned, amounts must not be retained beyond the period stipulated for the purpose in question, without the consent of the Authority. In considering whether any sums are properly assigned the Authority may also take into account any previously declared assignment of such sums but may not take any change in planned assignments to be the sole reason for considering that a sum is not properly assigned.

The condition outlined here is intended to ensure schools can build up reserves towards particular projects or make early efficiencies to support their medium-term budgeting in a tighter financial climate, but cannot defer implementation indefinitely. In deciding whether a sum is properly assigned the Scheme may make explicit the right of the Authority to take account of a school's previous plans for any surplus balances in the event that such plans have changed. However, the Authority may not take a change in the plans of a school as the only criterion by which it can consider a sum to be properly assigned or not.

- d. if the result of steps a-c is a sum greater than 5% of the current year's budget share for secondary schools, 8% for primary and special schools, or £25,000 (where that is greater than either percentage threshold), then the Authority may deduct from the current year's budget share an amount equal to the excess.

Funds deriving from sources other than the Authority will be taken into account in this calculation if paid into the budget share account of the school, whether under provisions in this scheme or otherwise.

Funds held in relation to a school's exercise of powers under s.27 of the Education Act 2002 (community facilities) will not be taken into account unless added to the budget share surplus by the school as permitted by the Authority.

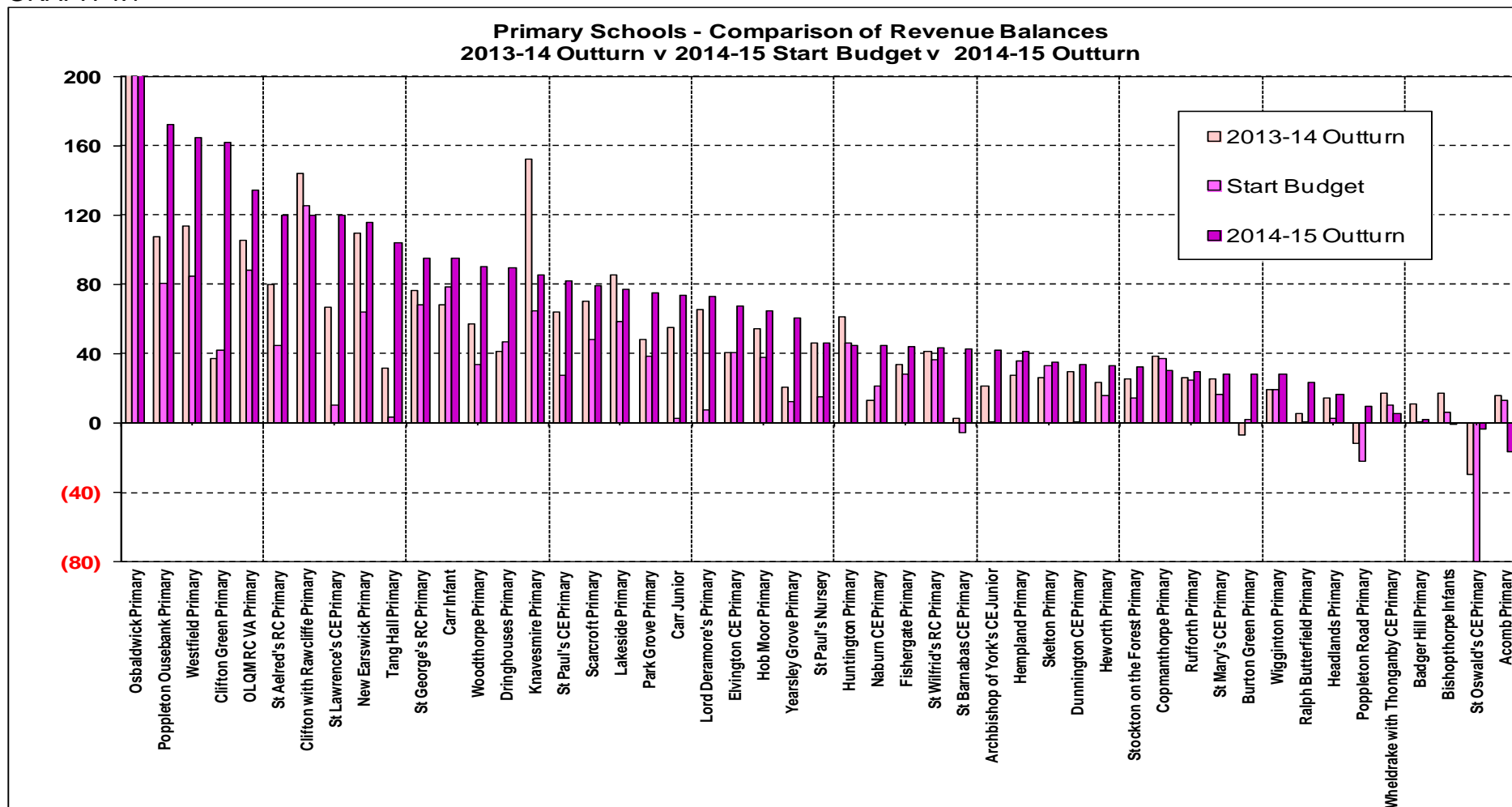
The total of any amounts deducted from schools' budget shares by the Authority under this provision are to be applied to the Schools Budget of the Authority.

Specific purposes permitted by the Authority under paragraph 4.21.c are defined as:

- a. Capital building or refurbishment projects
- b. Major ICT or equipment acquisition or replacement
- c. Specific redundancy or early retirement costs outside the scope of the LA scheme.
- d. Dealing with the short-term implications of falling pupil numbers whilst class and/or staffing structures are reorganised.
- e. Provisions for long-term unexpected staff sickness for those schools not in the Staff Absence Scheme.

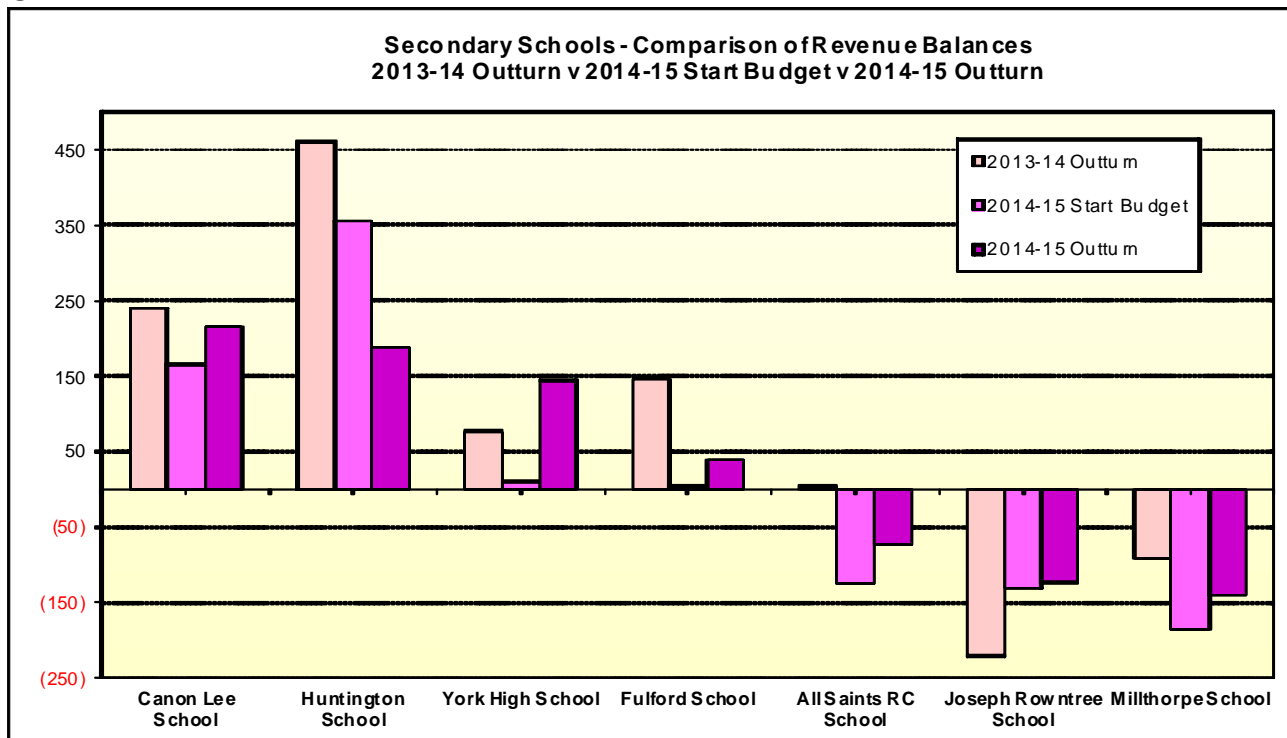
Other purposes may be considered in exceptional circumstances on a case-by-case basis by the Schools Forum.

GRAPH 4.1



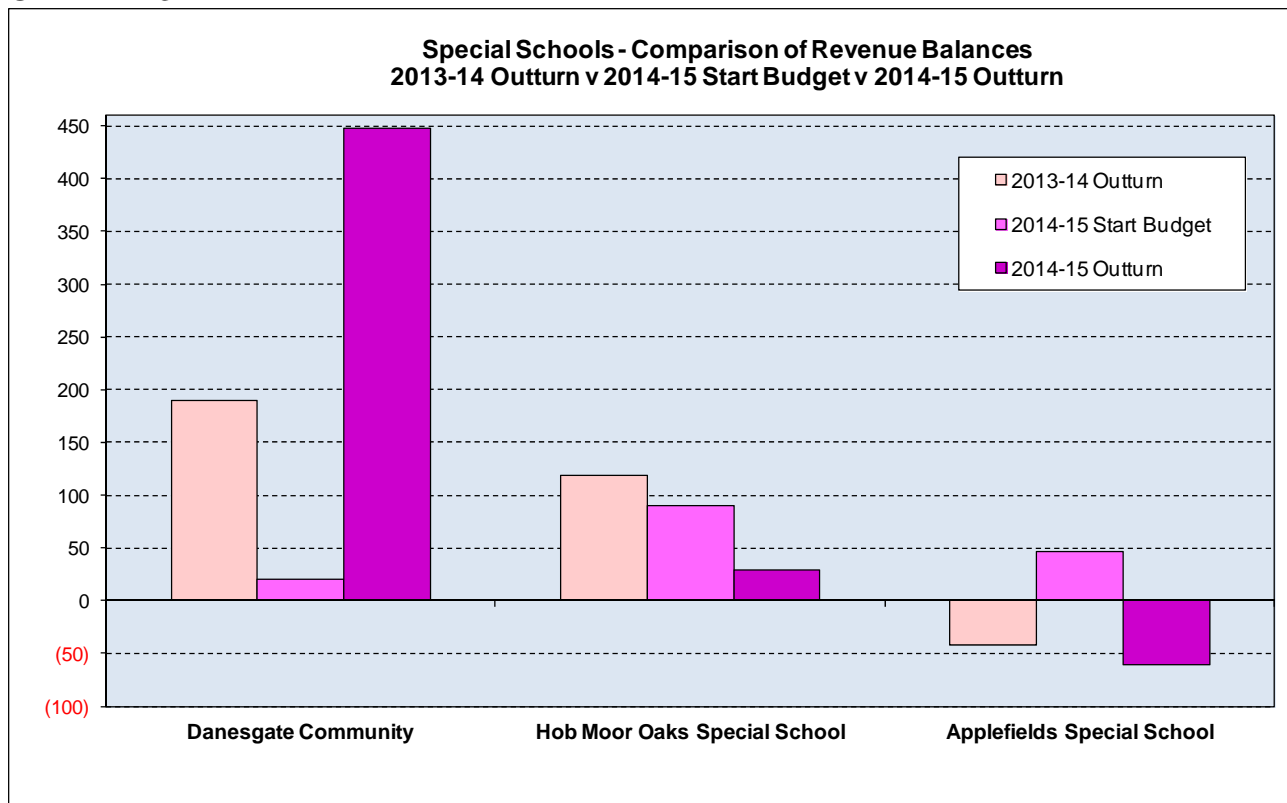
NB: for the purposes of this Report the Revenue Balances 2013-14 of those schools that converted to Academy during 2013-14 have been excluded. Osbaldwick Primary School's balances (2013-14 Outturn £358.7k, 2014-15 Start Budget £698.8k & 2014-15 Outturn £754.7k) are due to the merger with the Derwent Federation of Schools and the resulting amalgamation funding.

GRAPH 4.2

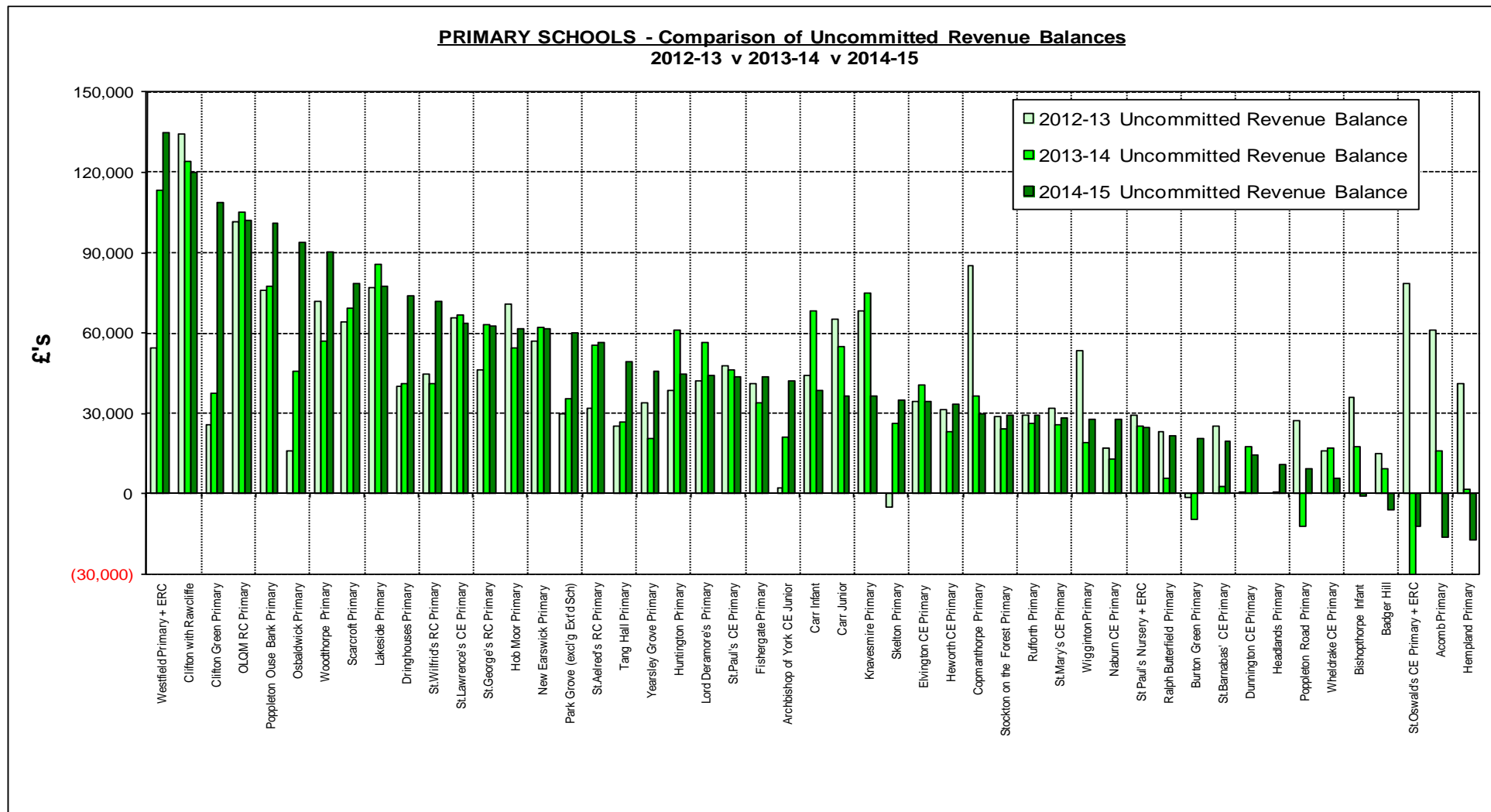


NB: for the purposes of this Report the 2013-14 Revenue Balances of Burnholme Community College which closed in August 2014 have been excluded.

GRAPH 4.3

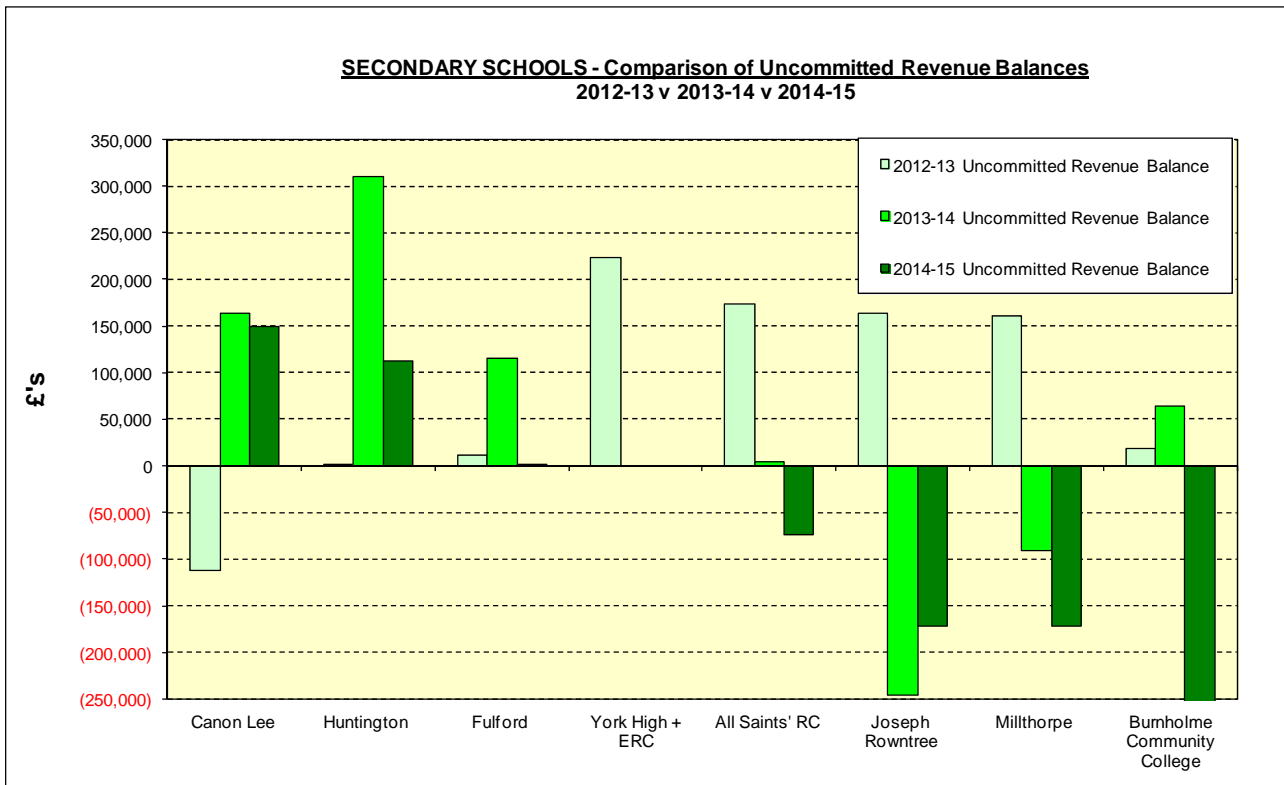


GRAPH 4.4



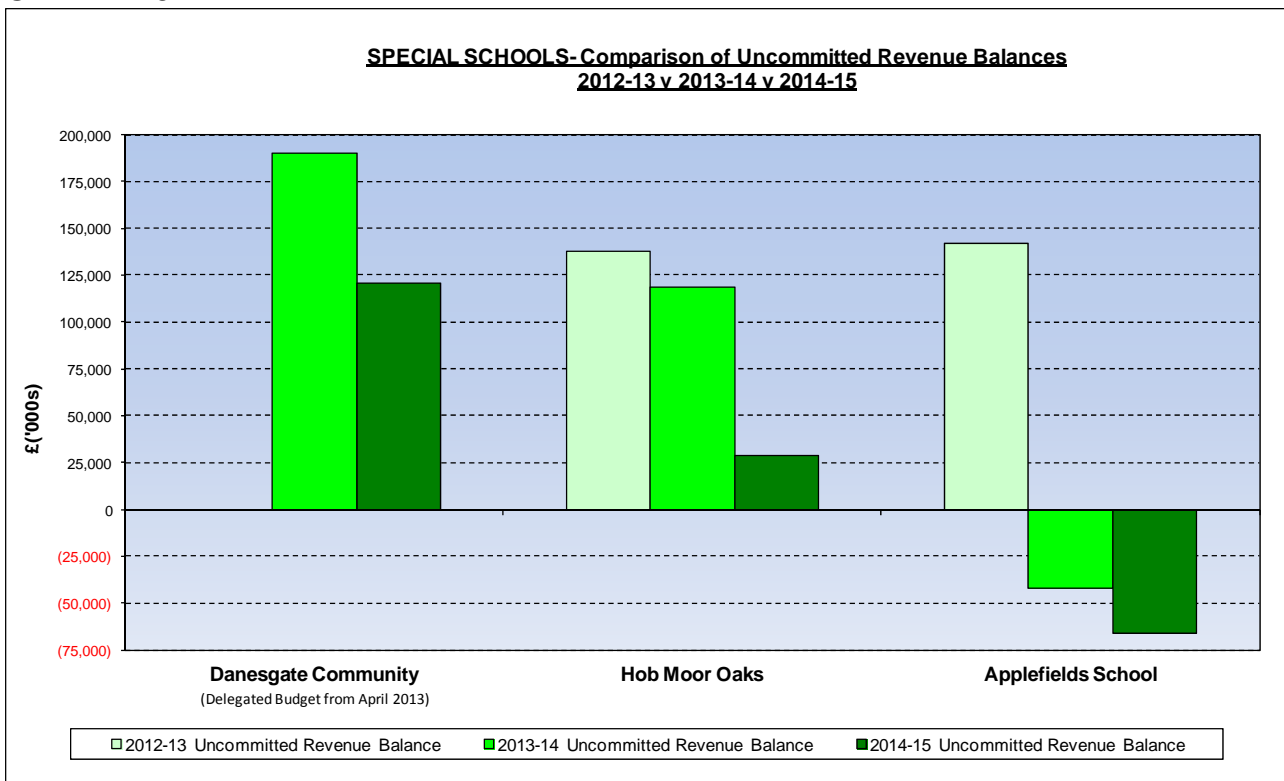
NB: for the purposes of this Report the 2012-13 and 2013-14 Balances of those schools that converted to Academy status during 2013-14 have been excluded.

GRAPH 4.5

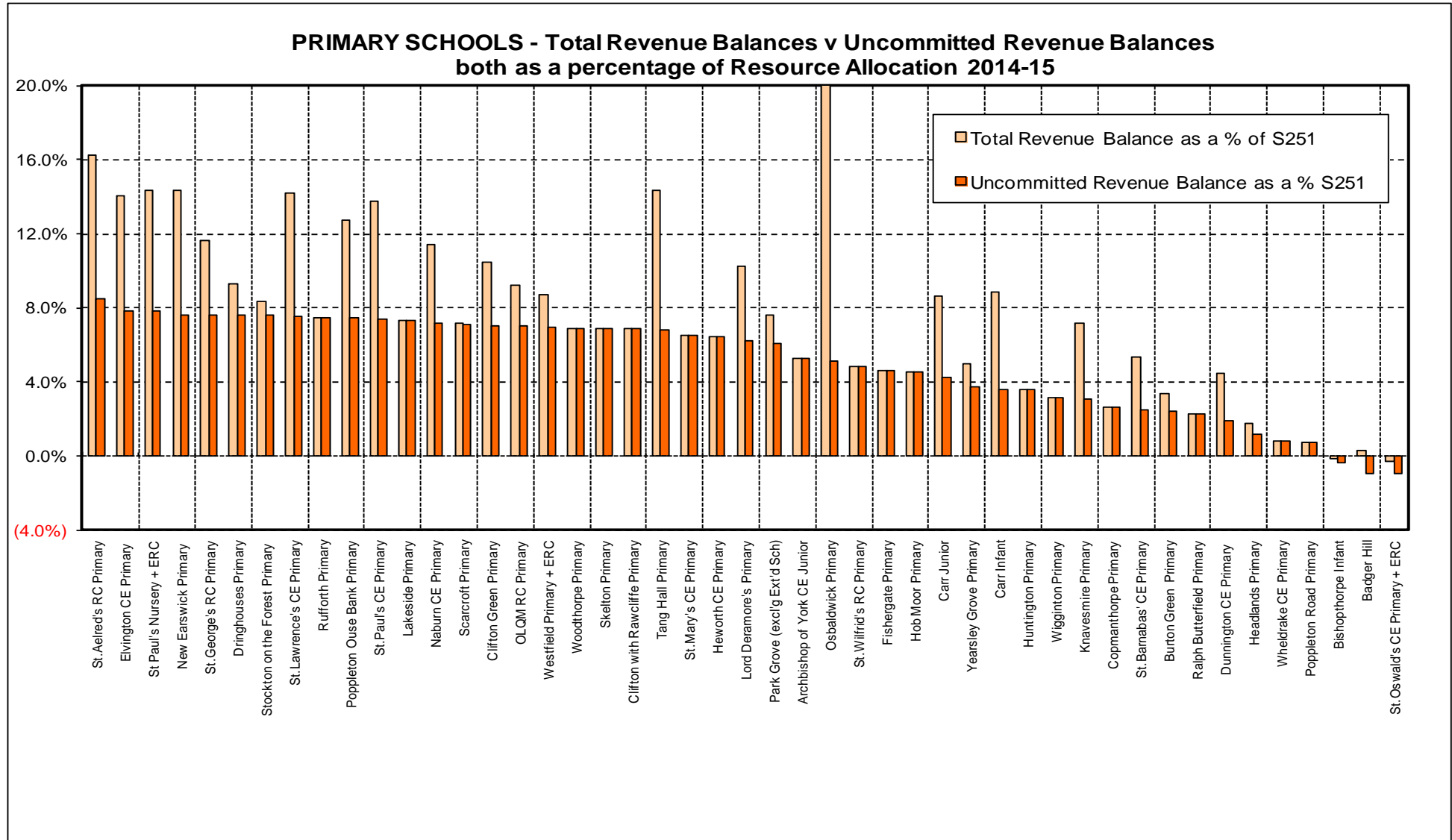


NB: for the purposes of this Report the 2012-13 and 2013-14 Balances of Burnholme Community College which closed in August 2014 have been excluded.

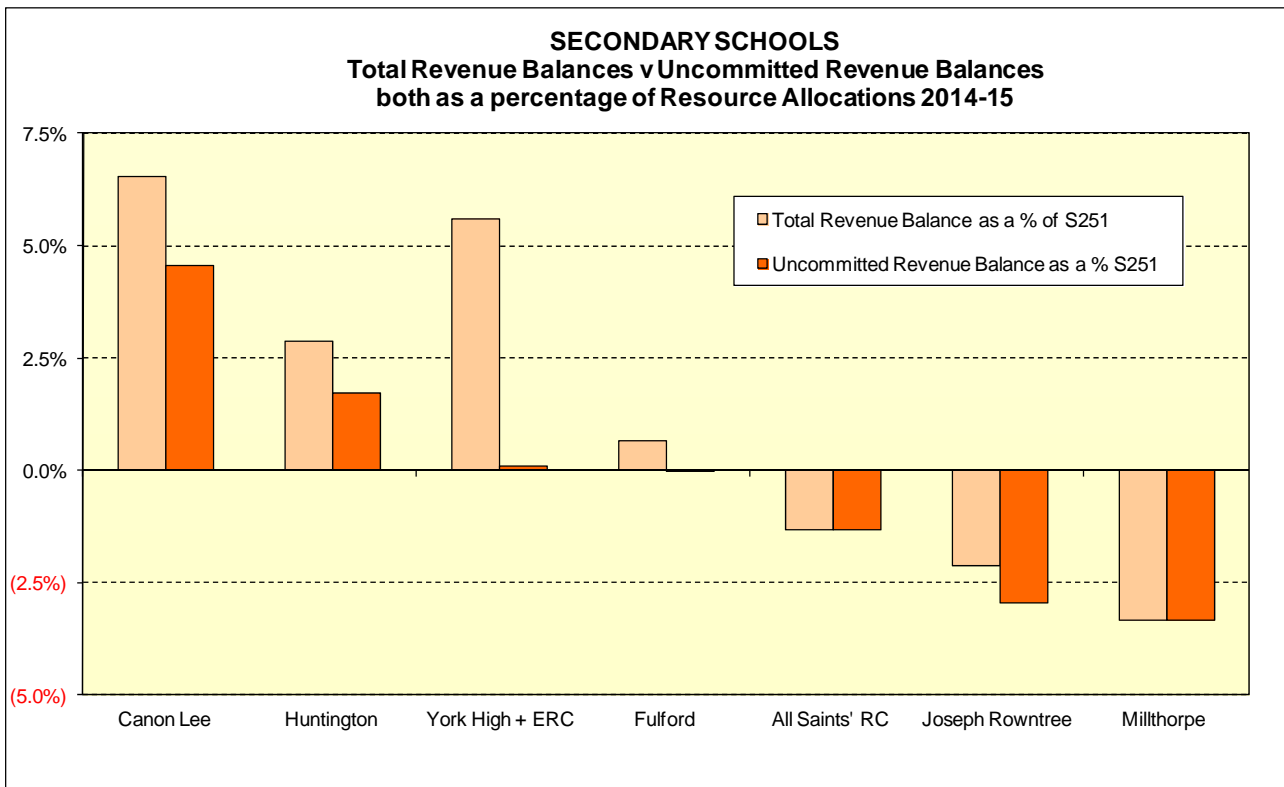
GRAPH 4.6



GRAPH 4.7

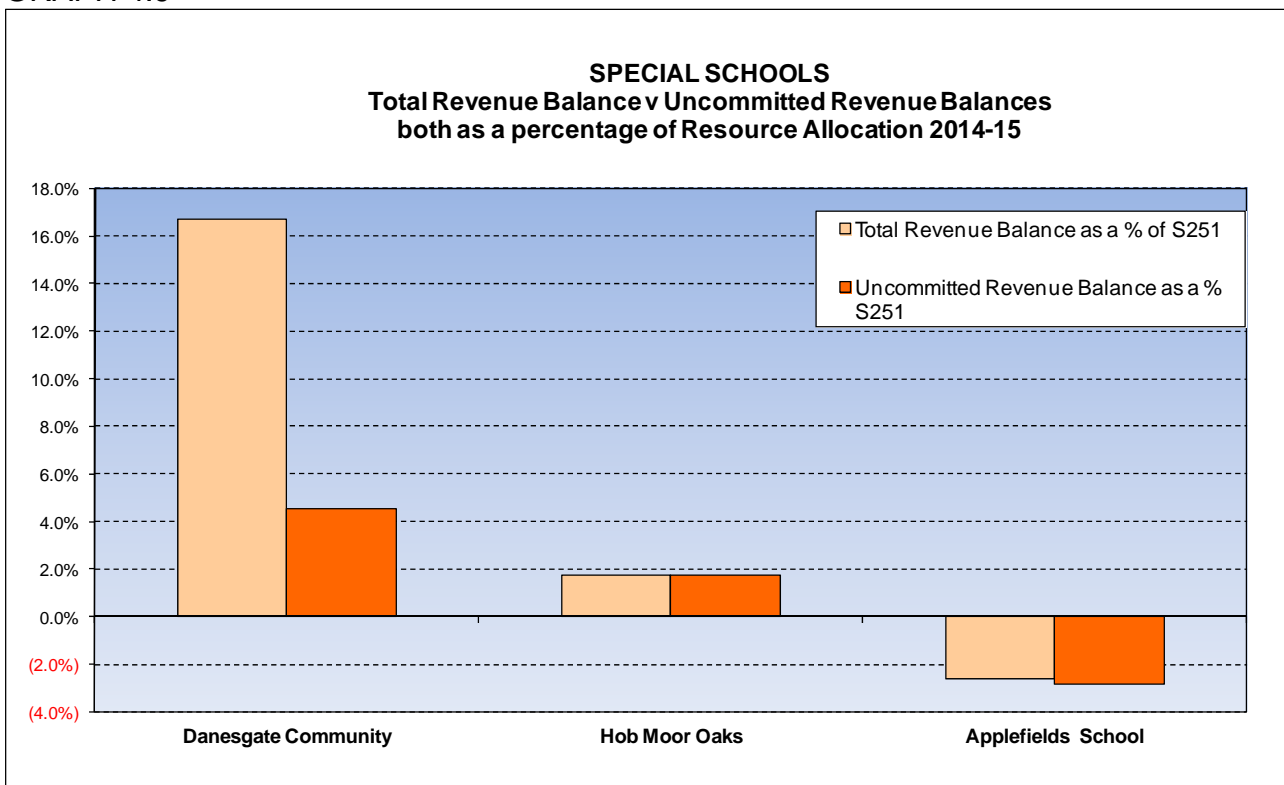


GRAPH 4.8



NB: for the purposes of this Report data for Burnholme Community College which closed in August 2014 has been excluded.

GRAPH 4.9



ANNEX 5

DfE No.	School Name	Total Balance @ 31/03/2015	Capital Balance @ 31/03/2015	Total Revenue Balance @ 31/03/2015	Total Committed Reserves Identified by Schools	Uncommitt - ed Balance	Resource Allocation 2014-15	Resource Allocation as 5% or 8%	Minimum Level	Maximum Permitted Balance	Total Claw Back Amount based on Uncommitted Balance	Amount of Committed Reserves Offsetting Clawback
Column reference	A	B	C	D	E	F	G	H	I	J	K	
			A - B		C - D		F x 5% or 8%		Greater of G or H	E - I	C - I - J	
1000	St Paul's Nursery (incl'g ERC)	108,960	63,041	45,919	20,900	25,019	319,559	25,565	25,000	25,565	0	20,354
2000	Acomb CP	(16,547)	(258)	(16,288)	0	(16,288)	809,623	64,770	25,000	64,770	0	0
2001	Hempland Primary	92,265	51,084	41,181	58,313	(17,132)	1,217,630	97,410	25,000	97,410	0	0
2002	Carr Junior	63,178	(10,759)	73,937	37,225	36,712	855,621	68,450	25,000	68,450	0	5,488
2003	Carr Infant	95,502	672	94,830	56,126	38,704	1,073,131	85,850	25,000	85,850	0	8,980
2007	Dringhouses	107,939	18,119	89,820	15,806	74,014	969,623	77,570	25,000	77,570	0	12,250
2008	Fishergate Primary	53,668	9,884	43,783	0	43,783	952,236	76,179	25,000	76,179	0	0
2011	Knavesmire	105,818	20,166	85,653	49,115	36,538	1,193,669	95,494	25,000	95,494	0	0
2012	Park Grove	81,035	5,890	75,145	15,250	59,895	987,315	78,985	25,000	78,985	0	0
2013	Copmanthorpe Primary	43,906	13,883	30,022	0	30,022	1,137,081	90,967	25,000	90,967	0	0
2014	Poppleton Road	12,724	2,974	9,750	397	9,353	1,277,922	102,234	25,000	102,234	0	0
2015	Yearsley Grove Primary	62,270	1,847	60,422	14,844	45,578	1,218,810	97,505	25,000	97,505	0	0
2016	Scarcroft Primary	101,474	21,955	79,519	810	78,709	1,070,415	85,633	25,000	85,633	0	0
2017	Westfield Primary (incl'g ERC)	169,170	0	169,170	34,114	135,056	1,935,302	154,824	25,000	154,824	0	14,346
2018	Clifton Green Primary	175,489	13,429	162,060	53,480	108,580	1,543,802	123,504	25,000	123,504	0	38,556
2024	Burton Green (including ERC)	28,951	418	28,533	7,915	20,618	849,500	67,960	25,000	67,960	0	0
2027	Woodthorpe Primary	99,987	9,515	90,473	0	90,473	1,308,679	104,694	25,000	104,694	0	0
2028	Hob Moor Primary	75,869	14,181	61,688	0	61,688	1,354,810	108,385	25,000	108,385	0	0
2029	Poppleton Ousebank Primary	171,910	(94)	172,003	71,060	100,943	1,354,441	108,355	25,000	108,355	0	63,648
2058	Ralph Butterfield Primary	35,669	14,163	21,506	0	21,506	948,196	75,856	25,000	75,856	0	0
2169	Skelton CP	56,096	21,256	34,840	0	34,840	504,817	40,385	25,000	40,385	0	0
2176	Osbalwick Primary	743,814	(10,838)	754,652	660,716	93,936	1,840,399	147,232	25,000	147,232	0	607,420
2180	Huntington Primary	46,730	1,740	44,989	0	44,989	1,256,748	100,540	25,000	100,540	0	0
2227	Stockton on Forest	68,679	36,126	32,554	3,045	29,509	388,759	31,101	25,000	31,101	0	1,453
2240	Wigginton Primary	45,095	17,018	28,077	0	28,077	895,540	71,643	25,000	71,643	0	0
2241	Headlands,Haxby	27,376	10,691	16,686	5,595	11,091	933,192	74,655	25,000	74,655	0	0
2349	Rufforth	41,193	11,716	29,477	0	29,477	394,993	31,599	25,000	31,599	0	0
2386	Bishophorpe Infant	(334)	358	(692)	1,640	(2,332)	649,029	51,922	25,000	51,922	0	0
2428	Lakeside	81,455	4,088	77,367	0	77,367	1,059,656	84,772	25,000	84,772	0	0
2429	Tang Hall CP	110,592	6,633	103,959	54,782	49,177	723,170	57,854	25,000	57,854	0	46,105
2430	Clifton with Rawcliffe Primary	265,599	145,612	119,986	0	119,986	1,739,826	139,186	25,000	139,186	0	0
2431	Badger Hill	10,921	8,788	2,133	8,247	(6,114)	650,814	52,065	25,000	52,065	0	0
3002	St Barnabas	42,658	0	42,658	23,000	19,658	792,983	63,439	25,000	63,439	0	0
3003	St Paul's CE Primary	85,533	3,331	82,203	38,272	43,931	596,573	47,726	25,000	47,726	0	34,477

ANNEX 5 cont.

DfE No.	School Name	Total Balance @ 31/03/2015	Capital Balance @ 31/03/2015	Total Revenue Balance @ 31/03/2015	Total Committed Reserves Identified by Schools	Uncommitt - ed Balance	Resource Allocation 2014-15	Resource Allocation as 5% or 8%	Minimum Level	Maximum Permitted Balance	Total Claw Back Amount based on Uncommitted Balance	Amount of Committed Reserves Offsetting Clawback
	Column reference	A	B	C	D	E	F	G	H	I	J	K
				A - B		C - D		F x 5% or 8%		Greater of G or H	E - I	C - I - J
3151	Dunnington CE Primary	37,128	3,470	33,658	19,154	14,504	747,039	59,763	25,000	59,763	0	0
3152	Elvington CE Primary	70,733	(3,970)	74,703	33,000	41,703	531,113	42,489	25,000	42,489	0	32,214
3156	St.Oswald's CE (incl'g ERC)	(2,448)	1,253	(3,702)	8,440	(12,142)	1,283,625	102,690	25,000	102,690	0	0
3158	Lord Deramore's Primary	86,142	12,773	73,369	29,000	44,369	715,262	57,221	25,000	57,221	0	16,148
3159	Naburn	49,440	4,906	44,534	16,568	27,966	390,852	31,268	25,000	31,268	0	13,266
3222	St Mary's	28,570	0	28,570	0	28,570	435,749	34,860	25,000	34,860	0	0
3229	Archbishop of York CE Junior	56,113	14,114	41,999	0	41,999	797,542	63,803	25,000	63,803	0	0
3302	Heworth CE Primary	33,333	0	33,333	0	33,333	519,359	41,549	25,000	41,549	0	0
3305	St Lawrences' CE	119,600	1	119,599	56,000	63,599	840,833	67,267	25,000	67,267	0	52,332
3380	Wheldrake CE Primary	5,641	0	5,641	0	5,641	697,253	55,780	25,000	55,780	0	0
3401	St Aelred's RC	113,556	0	106,943	57,533	49,410	738,477	59,078	25,000	59,078	0	47,865
3402	St.George's RC Primary	95,195	0	95,195	32,704	62,491	817,466	65,397	25,000	65,397	0	29,798
3403	St Wilfrid's	43,705	0	43,705	0	43,705	907,432	72,595	25,000	72,595	0	0
3901	New Earswick	115,468	1	115,466	54,057	61,409	803,011	64,241	25,000	64,241	0	51,225
3904	Our Lady Queen of Martyrs'	134,160	0	134,160	32,000	102,160	1,456,298	116,504	25,000	116,504	0	17,656
Totals for Primary Schools		4,280,979	539,176	3,735,189	1,569,108	2,166,081	46,485,174	3,718,814	1,225,000	3,718,814	0	1,113,580
4003	Canon Lee	271,569	55,351	216,218	66,113	150,105	3,299,205	164,960	25,000	164,960	0	51,258
4063	Huntington	(161,286)	(349,390)	188,105	75,000	113,105	6,551,686	327,584	25,000	327,584	0	0
4153	Fulford (including ERC)	118,505	79,299	39,206	39,723	(517)	5,951,107	297,555	25,000	297,555	0	0
4229	Millthorpe	(140,456)	(273)	(140,183)	0	(140,183)	4,226,271	211,314	25,000	211,314	0	0
4508	Joseph Rowntree	(63)	122,614	(122,678)	48,815	(171,493)	5,801,326	290,066	25,000	290,066	0	0
4702	All Saints RC VA Secondary	(73,749)	0	(73,749)	0	(73,749)	5,580,718	279,036	25,000	279,036	0	0
4703	York High School (incl'g ERC)	248,676	103,608	145,068	145,068	0	4,309,166	215,458	25,000	215,458	0	0
Totals for Secondary Schools		263,195	11,208	251,986	374,719	(122,733)	35,719,479	1,785,974	175,000	1,785,974	0	51,258
1100	Danesgate Community	451,962	4,542	447,420	326,530	120,890	2,674,714	213,977	25,000	213,977	0	233,443
7032	Applefileds School	(33,576)	26,838	(60,414)	5,380	(65,794)	2,331,328	186,506	25,000	186,506	0	0
7033	Hob Moor Oaks	57,479	28,899	28,580	0	28,580	1,626,776	130,142	25,000	130,142	0	0
Totals for Special Schools		475,865	60,280	415,585	331,910	83,675	6,632,818	530,625	75,000	530,625	0	233,443
Totals for All Schools		5,020,039	610,664	4,402,761	2,275,737	2,127,024	88,837,471	6,035,413	1,475,000	6,035,413	0	1,398,280

Table 6.1 : Requests from schools to commit Revenue Reserves to purposes other than those specified in section 4.22 of the LMS Scheme

DfE No.	School Name	Resource Allocation 2013-14	Maximum Permitted Balance	Total Revenue Balance @ 31/03/2014	Uncommitted Balance	Total Committed Reserves Identified by Schools	Requests from schools		Claw Back if request approved	Claw Back if request not approved	Officer Recommendation
							Amount	Reason given by School			
2024	Burton Green (including ERC)	849,500	67,960	28,533	20,618	7,915	7,915	Traded Service charge for extra Service expected in Period 12 but not made.	0	0	Permit - LA oversight
2176	Osbalwick Primary	1,840,399	147,232	754,652	93,936	660,716	318,218	Over funding in 2013-14 to be reclaimed in 2015-16		264,922	Permit - although identified in 2014-15 DfE no longer allow in-year adjustments
							267,498	Additional Payroll Costs to be paid from amalgamation funding with agreement of senior L.A. Management		214,202	Permit - school expanded 1st Sept 2013 to accommodate pupils from Derwent Infants and Junior
							585,716		0	532,420	
3901	New Earswick	803,011	64,241	115,466	61,409	54,057	42,263	To cover Pay Protection for the Summer Term following a significant staffing restructure	0	39,431	Permit - one-off short term costs of restructure to be incurred before the end of the 2014-15 academic year
4003	Canon Lee	3,299,205	164,960	216,218	150,105	66,113	8,029	Over funding for Business Rates in 2014-15 to be reclaimed in 2015-16	0	0	Permit - DfE no longer allow in-year adjustments
.		0	0	0	0	0	0			0	
.		0	0	0	0	0	0		0	0	
.		0	0	0	0	0	0		0	0	
.		0	0	0	0	0	0		0	0	
.		0	0	0	0	0	0		0	0	
.		0	0	0	0	0	0		0	0	
TOTAL							643,923		0		

Table 6.2 : Revenue Reserves committed by schools to a purpose permitted in section 4.22 of the LMS Scheme that fall outside the scope of the Scheme

DfE No.	School Name	Resource Allocation 2013-14	Maximum Permitted Balance	Total Revenue Balance @ 31/03/2014	Uncommitted Balance	Total Committed Reserves Identified by Schools	Reserves committed to specific permitted purposes but falling outside the scope of the LMS		Claw Back if request approved	Claw Back if request not approved	Officer Recommendation
							Amount	Reason given by School			
.		0	0	0	0	0	0			0	
.		0	0	0	0	0	0			0	
.		0	0	0	0	0	0			0	
.		0	0	0	0	0	0		0	0	
.		0	0	0	0	0	0		0	0	

York Schools Forum

29 September 2015

Report of the Director Children's Services, Education & Skills and the Director of Customer & Business Support Services

SCHOOL START BUDGETS 2015/16

Summary

- 1 This report provides the forum with an analysis of LA maintained school start budgets for 2015/16. In particular those schools requesting deficit budget approval from the LA are highlighted, along with the LA's decision on each.

Background

- 2 Since the introduction of Consistent Financial Reporting (CFR) the information from schools regarding the split between Capital and Revenue balances has become readily available and reliable. For this reason this start budget report has been split to show both of these balances separately.
- 3 Revenue funding is income that a school obtains through the delegated budget, other grants and self generated income. This funding can be spent, for the purpose of the school, on any aspect of educating the pupils at the school including pupil focused extended school activities and to make a contribution to capital spending. Capital funding, however, may not be used to support revenue expenditure.
- 4 Capital funding is provided through the LA, foundation governors or other grant sources and its use is restricted to expenditure on capital works. Although capital funding can be spent in advance, currently schools do not need to apply for approval of a licensed capital deficit. Funding should already have been addressed as part of the project plan. This plan should show that any shortfall in capital funding is to be addressed either by a transfer from the revenue balance or the school will apply to the School Loan Scheme.
- 5 This report gives details for those schools that have an overall deficit and/or a cumulative revenue deficit so are applying for approval of a licensed deficit in 2015/16. It also summarises those schools that have in year revenue or capital deficit budgets for 2015/16 that are being funded from surpluses brought forward from 2014/15.
- 6 In order to have the deficit approved a school needs to demonstrate why they are in deficit, when they are intending returning to a balanced budget position and how they intend to manage the school in order to achieve this. It is normal for the school and LA Officers to work together to enable a practical recovery plan to be set. If a school is unable to manage its finances to return to a balanced position within 3 years, the DfE's advice is that the LA should seriously consider removing delegation from the school.

- 7 The LA also has the duty to ensure the LMS Scheme is being adhered to. In accordance with the LMS Scheme the Director of Children's Services, Education and Skills can approve deficits up to a maximum of 10% of the school's resource allocation. Higher percentage deficits can be agreed in exceptional circumstances but would also require the approval of the LA's Director of Finance (S151 Officer). Deficits can be agreed for any period up to a maximum of 3 years. Once the school has submitted a recovery plan, and it has been agreed, this plan can only be changed in exceptional circumstances.

School Start Budgets 2015/16

- 8 When schools submit their Start Budgets the reports are given a "credibility" check. This includes checking the report format, that the delegated budget agrees with the information given to the schools by the LA, that all expected items of expenditure and income have been included, that pupil numbers over the plan show a reasonably close match to the projections produced by MIS and that staff/pupil ratios lie within a reasonable range. The start budget report is required to include budget spending plans for at least three years. When the reports are submitted the following year balances are also checked. This is done to establish those schools that may have a budget problem in following years which they may not have addressed at this stage. Early action can then be recommended if necessary.
- 9 Schools will normally plan to spend no more than their resource allocation plus any brought forward surplus in each financial year. However, long term planning may lead a school to wish to set a deficit budget. It is at this stage that a school will apply to the LA for approval of a licensed deficit. This application must be accompanied by a five-year budget plan, even if the recovery period is less than five years.
- 10 Annex 1 lists the individual schools' start budgets for 2015/16 showing both the 2014/15 brought forward balances used, plus in year and cumulative balances for revenue, capital and in total. All of the figures given in this report are taken from the schools' start budgets.

Deficit in year revenue balances for 2015/16 but surplus cumulative carry forward balances

- 11 These schools are budgeting for a deficit revenue balance in year that will be funded from a surplus balance brought forward from 2014/15 but still leaving a cumulative surplus revenue balance at the end of 2015/16. In total there are 36 schools in this category, 33 primary, 2 secondary and 1 special schools. The total in year revenue deficit between them amounts to £1,987k. This compares to budgeted surplus revenue balances at the end of 2014/15 for the same schools of £1,847k.
- 12 This indicates that should the same schools budget for similar in-year revenue deficits again in 2016/17 they could not collectively fund these from forecast surplus closing balances in 2015/16.

Revenue Balances for 2016/17 and 2017/18

- 13 All schools are asked to submit a forward budget plan for at least another 2 years beyond the start budget year. Analysis of these plans is provided at Annex 2 to

establish those schools that may have a budget problem in the following 2 years but which they may not yet have addressed. Early action can then be recommended if necessary. The sooner action is taken the greater the effect will be, whereas delay could result in more severe action being required.

- 14 There are 11 Primary schools and 2 Secondary schools that are planning in year revenue deficits greater than their surplus brought forward balances so putting them in to a cumulative deficit position for the first time in 2016/17. This is in addition to the 4 schools with continuing licensed deficits from 2015/16.
- 15 The situation for 2017/18, according to the forward plans schools have submitted with their 2015/16 Start Budgets, is that 16 Primary schools, a Secondary school and 2 Special schools are planning in year revenue deficits greater than their surplus brought forward balances so putting them in to a cumulative deficit position for the first time. This is in addition to the 12 Primary schools and 3 Secondary schools that are expected to be continuing their deficits from 2016/17. This means that by the end of 2017/18 28 (out of 47) Primary schools, 5 (out of 7) Secondary schools and 2 (out of 3) Special schools are expected to be in a deficit position.

Comparison of budgeted to actual overall cumulative balances

- 16 A comparison of schools' overall cumulative balances in their start budgets with their actual final outturn balances over the last 10 years reveals that they consistently under forecast the latter.

Year	Start Budget	Final Outturn	Variance	% Variance
2005-06	£2,676k	£5,181k	£2,505k	93.6%
2006-07	£1,171k	*£4,877k	£3,706k	316.5%
2007-08	£3,008k	£6,593k	£3,585k	119.2%
2008-09	£2,748k	£5,521k	£2,773k	100.1%
2009-10	£1,657k	£6,732k	£5,075k	306.3%
2010-11	£2,665k	£7,360K	£4,695k	176.2%
2011-12	£2,589k	£7,081k	£4,492k	173.5%
2012-13	£3,209k	£5,574k	£2,365k	73.7%
2013-14	£2,917K	£4,425k	£1,508k	51.7%
2014-15	£2,382k	£4,683k	£2,301k	96.6%
10 year average	£2,502k	£5,803k	£3,301k	131.9%
Average of most recent 2 years	£2,650k	£4,554k	£1,904k	71.8%

* denotes Burnholme CC Sports Partnership balance of £151k excluded.

- 17 Using the average percentage variance based on the most recent 2 years calculated in paragraph 16 above, schools overall cumulative balances may be predicted from their 2015/16 Start Budgets.

Year	2015-16 Start Budget	Average % Variance	Variance	Predicted Final Outturn
2014-15	£2,722k	71.8%	£1,956k	£4,697k
2015-16	£467k	71.8%	£336k	£803k
2016-17	(£2,194k)	71.8%	£1,576k	(£618k)

Deficit Start Budgets Applications For 2015/16

- 18 Schools that have submitted a start budget showing an overall deficit at the end of 2015/16 and/or a cumulative deficit revenue balance at the end of 2015/16 are deemed to be applying to the LA for an approved licensed deficit budget. Analysis of these 6 schools shows that:
- 3 are new requests, of which 1 is from a school which ended 2014/15 with an unplanned deficit, plus
 - 3 from Schools who had an approved deficit in 2014/15 and are requesting to continue the arrangement for 2015/16, 2 with extended terms plus an increased amount.
- 19 The LA's decisions on these requests are shown individually under these headings, with a summary of the data given at Annex 3.

Requests for New Licensed Deficits

- 20 Hempland Primary:
- Consent to a licensed deficit budget of £33.5k in 2015/16, and
 - Require the School to submit an amended Start Budget and financial plan that demonstrates a return to a balanced budget within the normal 3 year Term.
- 21 Badger Hill Primary:
- Consent to a licensed deficit budget of £10.5k in 2015/16 to be repaid by 31st March 2017,
 - Require the School to submit monitoring reports every half Term that update progress against their budget plan: and
 - Approve the involvement of the School's nominated Business Support Officer in the budget monitoring process
- 22 Huntington Secondary:
- Consent to a licensed deficit budget of £67.5k in 2015/16 to be repaid by 31st March 2018,
 - Require the School to submit monitoring reports every half Term that update progress against their budget plan,
 - Recommend the involvement of an HR Advisor to support the process of staffing changes, and
 - Recommend the involvement of the School Business and Monitoring Officer in the budget monitoring process.
 - Recommend that the School consider capitalising revenue funding to secure a speedier return to a balanced capital budget

Requests for Continuing Licensed Deficits

- 23 Millthorpe School:
- Consent to a licensed deficit budget of £140.0k in 2015/16 rising to be repaid by 31st March 2018:
 - Require the School to submit monitoring reports every half Term that update progress against their budget plan: and

- Recommend the involvement of the School Business and Monitoring Officer in the budget monitoring process.

Requests for Continuing Licensed Deficits but with Extended Terms

24 Joseph Rowntree School:

- Consent to a continuation of the licensed deficit budget in 2015/16 of £55.0k,
- Require the School to submit an amended Financial Plan by 30th September 2015 that demonstrates a return to a balanced budget by 31st March 2017,
- Require the School to submit monthly monitoring reports that update progress against their budget plan,
- Require the close involvement of the School's nominated Business Support Officer in the budget monitoring process,
- Require the School to seek prior approval from the LA for all staffing appointments or changes to existing contracts, and
- Recommend the involvement of an HR Advisor to support the School should a redundancy process be necessary.

25 All Saints School:

- Consent to a licensed deficit budget of £71.0k in 2015/16 to be repaid by 31st March 2018,
- Require the School to submit monitoring reports every half Term that update progress against their budget plan: and
- Recommend the involvement of the School Business and Monitoring Officer in the budget monitoring process.

Recommendations

- 26 Members of the forum are asked to note the contents of this report.

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Background Papers

- 2014/15 & 2015/16 School Start Budgets
- 2014/15 School Outturn Statements
- Local Management of Schools Scheme

Annexes

Annex 1: 2015/16 Schools' Start Budget Balances

Annex 2: Schools' Forward Revenue Budget Plans per 2015/16 Start Budgets

Annex 3: Schools applying for consent to set a Deficit Budget In 2015/16

DfE No.	School	Balances b/fwd from 2014 - 15			2015-16 Outturn Balances per Start Budgets							
		per Start Budgets			Revenue		C/fwd as	Capital		Total		
		Revenue	Capital	Total	In Yr Bal	C/fwd	% of S251	In Yr Bal	C/fwd	In Yr Bal	C/fwd	
1000	St Paul's Nursery inclusive of ER	45,924	63,041	108,965	(29,894)	16,030	4.56%	(36,852)	26,189	(66,746)	42,219	
2000	Acomb Primary	(16,290)	(259)	(16,549)	26,251	9,961	1.19%	6,610	6,351	32,861	16,312	
2001	Hemphland Primary	41,177	51,084	92,261	(74,570)	(33,393)	(2.78%)	(17,376)	33,708	(91,946)	315	
2002	Carr Junior	73,935	(10,760)	63,175	(36,735)	37,200	4.10%	6,554	(4,206)	(30,181)	32,994	
2003	Carr Infant	94,827	672	95,499	(50,426)	44,401	4.21%	(672)	0	(51,098)	44,401	
2007	Dringhouses Primary	89,814	18,118	107,932	(35,848)	53,966	5.72%	(15,058)	3,060	(50,906)	57,026	
2008	Fishergate Primary	43,779	9,885	53,664	(901)	42,878	4.39%	(157)	9,728	(1,058)	52,606	
2011	Knavesmire Primary	97,532	20,166	117,698	13,681	111,213	8.30%	8,047	28,213	21,728	139,426	
2012	Park Grove Primary	75,145	5,890	81,035	3,085	78,230	8.07%	(5,890)	0	(2,805)	78,230	
2013	Copmanthorpe Primary	30,021	14,883	44,904	15,764	45,785	3.83%	(14,883)	0	881	45,785	
2014	Poppleton Road Primary	9,745	2,974	12,719	7,545	17,290	1.32%	(2,974)	0	4,571	17,290	
2015	Yearsley Grove Primary	60,417	1,848	62,265	(47,473)	12,944	1.05%	7,938	9,786	(39,535)	22,730	
2016	Scarcroft Primary	79,517	21,954	101,471	(16,625)	62,892	6.03%	3,776	25,730	(12,849)	88,622	
2017	Westfield Primary	169,165	0	169,165	(15,277)	153,888	7.59%	0	0	(15,277)	153,888	
2018	Clifton Green Primary	162,065	13,428	175,493	(117,851)	44,214	3.09%	(6,600)	6,828	(124,451)	51,042	
2024	Burton Green Primary	28,531	417	28,948	(6,464)	22,067	2.57%	(305)	112	(6,769)	22,179	
2027	Woodthorpe Primary (incl'g Brea	90,469	9,514	99,983	(33,254)	57,215	4.42%	(9,514)	0	(42,768)	57,215	
2028	Hob Moor Primary	61,682	14,181	75,863	(31,644)	30,038	2.21%	(14,181)	0	(45,825)	30,038	
2058	Ralph Butterfield Primary	16,802	14,162	30,964	(13,867)	2,935	0.31%	(13,967)	195	(27,834)	3,130	
2169	Skelton Primary	34,945	21,257	56,202	(3,303)	31,642	6.71%	(21,257)	0	(24,560)	31,642	
2176	Osballdwick Primary	754,650	(10,840)	743,810	(433,151)	321,499	32.99%	7,757	(3,083)	(425,394)	318,416	
2227	Stockton on the Forest Primary	32,550	36,126	68,676	1,216	33,766	7.96%	(34,122)	2,004	(32,906)	35,770	
2240	Wigginton Primary	28,073	17,018	45,091	18,710	46,783	5.09%	(17,018)	0	1,692	46,783	
2241	Headlands Primary	16,686	10,690	27,376	(12,667)	4,019	0.41%	(10,690)	0	(23,357)	4,019	
2349	Rufforth Primary	29,266	0	29,266	1,558	30,824	7.91%	0	0	1,558	30,824	
2386	Bishopthorpe Infant	(547)	0	(547)	6,206	5,659	0.88%	6,048	6,048	12,254	11,707	
2428	Lakeside Primary	77,373	4,087	81,460	(68,932)	8,441	0.79%	(4,087)	0	(73,019)	8,441	
2429	Tang Hall Primary	103,953	6,633	110,586	(62,188)	41,765	5.41%	0	6,633	(62,188)	48,398	
2430	Clifton with Rawcliffe	150,000	154,716	304,716	(7,402)	142,598	7.68%	(77,221)	77,495	(84,623)	220,093	
2431	Badger Hill	2,127	8,787	10,914	(16,884)	(14,757)	(2.29%)	(4,499)	4,288	(21,383)	(10,469)	
3002	St.Barnabas' CE Primary	42,658	0	42,658	(2,687)	39,971	4.93%	0	0	(2,687)	39,971	
3003	St.Paul's CE Primary	82,186	3,331	85,517	(44,821)	37,365	6.16%	3,390	6,721	(41,431)	44,086	
3151	Dunnington CE Primary	33,656	3,469	37,125	(21,198)	12,458	1.61%	(3,469)	0	(24,667)	12,458	
3152	Elvington CE Primary	67,433	3,300	70,733	(32,161)	35,272	6.70%	(3,300)	0	(35,461)	35,272	
3156	St.Oswald's CE Primary	(3,700)	1,254	(2,446)	64,366	60,666	4.39%	5,398	6,652	69,764	67,318	
3158	Lord Deramore's Primary	73,370	12,773	86,143	(60,134)	13,236	1.85%	(12,649)	124	(72,783)	13,360	
3159	Naburn CE Primary	44,531	4,908	49,439	(12,092)	32,439	8.50%	4,968	9,876	(7,124)	42,315	
3222	St.Mary's CE Primary	28,577	(1)	28,576	(27,714)	863	0.20%	0	(1)	(27,714)	862	
3229	Archbishop of York CE Junior	42,000	14,113	56,113	(2,950)	39,050	4.76%	(14,113)	0	(17,063)	39,050	
3302	Heworth CE Primary	33,336	0	33,336	(2,049)	31,287	6.32%	0	0	(2,049)	31,287	
3305	St.Lawrence's CE Primary	120,374	0	120,374	(95,477)	24,897	2.81%	0	0	(95,477)	24,897	
3380	Wheldrake CE Primary	5,636	0	5,636	374	6,010	0.85%	0	0	374	6,010	
3401	St.Aelred's RC Primary	113,561	0	113,561	(79,613)	33,948	4.78%	0	0	(79,613)	33,948	
3402	St.George's RC Primary	95,197	0	95,197	(36,258)	58,939	7.34%	0	0	(36,258)	58,939	
3403	St.Wilfrid's RC Primary	45,318	0	45,318	12,573	57,891	6.29%	0	0	12,573	57,891	
3901	New Earswick Primary	115,466	0	115,466	(32,316)	83,150	10.29%	0	0	(32,316)	83,150	
3904	Our Lady's Queen of Martyrs'	134,159	0	134,159	(57,682)	76,477	5.21%	0	0	(57,682)	76,477	
49 TOTALS FOR PRIMARIES		3,557,091	542,819	4,099,910	(1,451,179)	2,105,912	4.82%	(280,368)	262,451	(1,731,547)	2,368,363	
4003	Canon Lee	216,208	55,351	271,559	(188,788)	27,420	0.94%	4,649	60,000	(184,139)	87,420	
4063	Huntington	188,104	(349,390)	(161,286)	93,991	282,095	4.10%	0	(349,390)	93,991	(67,295)	
4153	Fulford inclusive of ERC	39,205	79,300	118,505	131,178	170,383	2.78%	(79,300)	0	51,878	170,383	
4229	Millthorpe	(140,229)	(274)	(140,503)	220	(140,009)	(3.28%)	274	0	494	(140,009)	
4508	Joseph Rowntree	(122,646)	122,613	(33)	67,581	(55,065)	(0.92%)	(8,629)	113,984	58,952	58,919	
4702	All Saints' RC	(73,749)	0	(73,749)	2,909	(70,840)	(1.25%)	0	0	2,909	(70,840)	
4703	York High School inclusive of ER	145,064	103,607	248,671	(143,217)	1,847	0.04%	(103,607)	0	(246,824)	1,847	
8 TOTALS FOR SECONDARIES		251,957	11,207	263,164	(36,126)	215,831	0.60%	(186,613)	(175,406)	(222,739)	40,425	
1100	Danesgate Community	291,935	4,542	296,477	(124,040)	167,895	6.35%	9,366	13,908	(114,674)	181,803	
7032	Applefields	(60,416)	26,839	(33,577)	69,514	9,098	0.36%	(16,747)	10,092	52,767	19,190	
7033	Hob Moor Oaks	28,569	28,899	57,468	84,090	112,659	5.71%	(28,899)	0	55,191	112,659	
3 TOTALS FOR SPECIAL SCHOOLS		260,088	60,280	320,368	29,564	289,652	4.05%	(36,280)	24,000	(6,716)	313,652	
GRAND TOTALS - ALL SCHOOLS		4,069,136	614,306	4,683,442	(1,457,741)	2,611,395	3.01%	(503,261)	111,045	(1,961,002)	2,722,440	

SCHOOLS' FORWARD REVENUE BUDGET PLANS PER 2015-16 START BUDGETS

DfE No.	School	2016-17		2017-18	
		In Yr Bal	C/fwd	In Yr Bal	C/fwd
1000	St Paul's Nursery inclusive of ERC	(29,625)	(13,595)	(34,698)	(48,293)
2000	Acomb Primary	34,463	44,424	9,339	53,763
2001	Hempland Primary	(20,331)	(53,724)	(34,981)	(88,705)
2002	Carr Junior	(32,261)	4,939	(7,664)	(2,725)
2003	Carr Infant	(3,432)	40,969	(38,047)	2,922
2007	Dringhouses Primary	(46,309)	7,657	(69,351)	(61,694)
2008	Fishergate Primary	(3,253)	39,625	(16,339)	23,286
2011	Knavesmire Primary	16,795	128,008	47,567	175,575
2012	Park Grove Primary	(38,635)	39,595	(60,462)	(20,867)
2013	Copmanthorpe Primary	(11,000)	34,785	(32,787)	1,998
2014	Poppleton Road Primary	11,683	28,973	(17,415)	11,558
2015	Yearsley Grove Primary	(30,307)	(17,363)	71	(17,292)
2016	Scarcroft Primary	(16,319)	46,573	(27,089)	19,484
2017	Westfield Primary	(73,331)	80,557	(24,974)	55,583
2018	Clifton Green Primary	1,203	45,417	16,417	61,834
2024	Burton Green Primary	(22,817)	(750)	(38,898)	(39,648)
2027	Woodthorpe Primary (incl'g Breakfast Club)	(15,790)	41,425	(42,553)	(1,128)
2028	Hob Moor Primary	(82,345)	(52,307)	(90,023)	(142,330)
2058	Ralph Butterfield Primary	(2,585)	350	(336)	14
2169	Skelton Primary	(15,124)	16,518	(26,036)	(9,518)
2176	Osballdwick Primary	(287,095)	34,404	(362,945)	(328,541)
2227	Stockton on the Forest Primary	(5,345)	28,421	(8,476)	19,945
2240	Wigginton Primary	(45,097)	1,686	(6,545)	(4,859)
2241	Headlands Primary	(19,834)	(15,815)	(20,371)	(36,186)
2349	Rufforth Primary	(12,369)	18,455	(25,255)	(6,800)
2386	Bishopthorpe Infant	(27,044)	(21,385)	(51,667)	(73,052)
2428	Lakeside Primary	(56,387)	(47,946)	(73,543)	(121,489)
2429	Tang Hall Primary	(25,989)	15,776	(2,231)	13,545
2430	Clifton with Rawcliffe	(47,165)	95,433	(59,371)	36,062
2431	Badger Hill	19,901	5,144	(13,384)	(8,240)
3002	St.Barnabas' CE Primary	(21,204)	18,767	7,408	26,175
3003	St.Paul's CE Primary	(41,546)	(4,181)	(44,969)	(49,150)
3151	Dunnington CE Primary	(30,238)	(17,780)	(50,431)	(68,211)
3152	Elvington CE Primary	(22,501)	12,771	(14,273)	(1,502)
3156	St.Oswald's CE Primary (including ERC)	(9,362)	51,304	(48,150)	3,154
3158	Lord Deramore's Primary	(24,665)	(11,429)	(28,603)	(40,032)
3159	Naburn CE Primary	(12,789)	19,650	(18,763)	887
3222	St.Mary's CE Primary	1,739	2,602	(17,350)	(14,748)
3229	Archbishop of York CE Junior	(54)	38,996	(7,893)	31,103
3302	Heworth CE Primary	(23,899)	7,388	(36,707)	(29,319)
3305	St.Lawrence's CE Primary	(63,460)	(38,563)	(79,820)	(118,383)
3380	Wheldrake CE Primary	12	6,022	(10,897)	(4,875)
3401	St.Aelred's RC Primary	(28,431)	5,517	(27,712)	(22,195)
3402	St.George's RC Primary	(19,723)	39,216	(43,722)	(4,506)
3403	St.Wilfrid's RC Primary	(32,393)	25,498	(47,323)	(21,825)
3901	New Earswick Primary	(40,096)	43,054	(40,651)	2,403
3904	Our Lady's Queen of Martyrs'	964	77,441	(41,340)	36,101
49	TOTALS FOR PRIMARIES	(1,253,390)	852,522	(1,663,243)	(810,721)
4003	Canon Lee	(278,935)	(251,515)	(160,829)	(412,344)
4063	Huntington	(24,104)	257,991	78,610	336,601
4153	Fulford inclusive of ERC	(65,764)	104,619	(150,661)	(46,042)
4229	Millthorpe	73,618	(66,391)	87,252	20,861
4508	Joseph Rowntree	(19,202)	(74,267)	2,737	(71,530)
4702	All Saints' RC	28,310	(42,530)	53,412	10,882
4703	York High School inclusive of ERC	(613,362)	(611,515)	(750,543)	(1,362,058)
8	TOTALS FOR SECONDARIES	(899,439)	(683,608)	(840,022)	(1,523,630)
1100	Danesgate Community	(133,262)	34,633	(168,470)	(133,837)
7032	Applefields	42,350	51,448	15,642	67,090
7033	Hob Moor Oaks	(110,321)	2,338	(164,758)	(162,420)
3	TOTALS FOR SPECIAL SCHOOLS	(201,233)	88,419	(317,586)	(229,167)
	GRAND TOTALS - ALL SCHOOLS	(2,354,062)	257,333	(2,820,851)	(2,563,518)

SCHOOLS APPLYING FOR CONSENT TO SET A DEFICIT BUDGET IN 2015-16

School			2014 - 15 Final Outturn Balance	2015 - 16 Section 251 Resource Allocation	Proposed Start Budget 2015-16						Rev. Bal c/fwd as a % of S251 Allocation	Total Bal. c/fwd as a % of S251 Allocation	RECOMMEND	
DfE No.	Name	Type			Revenue Balances		Capital Balances		Total Balances				Amount	% of S251
					In Year	Cumulative	In Year	Cumulative	In Year	Cumulative			Approved	Allocation
New Deficits														
2001	Hempland Primary	Prim	92,261	1,201,465	(74,570)	(33,393)	(17,376)	33,708	(91,946)	315	2.78%	0.03%	33,500	2.79%
2431	Badger Hill	Prim	10,914	644,368	(16,884)	(14,757)	(4,499)	4,288	(21,383)	(10,469)	2.29%	1.62%	10,500	1.63%
4063	Huntington	Sec	(161,286)	6,874,064	93,991	282,095	0	(349,390)	93,991	(67,295)	4.10%	0.98%	67,500	0.98%
													0	
													0	
													0	
													0	
													0	
													0	
			(58,111)	8,719,897	2,537	233,945	(21,875)	(311,394)	(19,338)	(77,449)	2.68%	0.89%	111,500	1.28%
Continuing Deficits														
4229	Millthorpe	Sec	(140,503)	4,265,516	220	(140,009)	274	0	494	(140,009)	3.28%	3.28%	140,000	3.28%
													0	
													0	
													0	
													0	
													0	
			(140,503)	4,265,516	220	(140,009)	274	0	494	(140,009)	3.28%	3.28%	140,000	3.28%
Continuing Deficits with Extended Terms														
4508	Joseph Rowntree	Sec	(33)	5,984,962	67,581	(55,065)	(8,629)	113,984	58,952	58,919	0.92%	0.98%	55,000	0.92%
4702	All Saints' RC	Sec	(73,749)	5,669,147	2,909	(70,840)	0	0	2,909	(70,840)	1.25%	1.25%	71,000	1.25%
													0	
													0	
													0	
			(73,782)	11,654,109	70,490	(125,905)	(8,629)	113,984	61,861	(11,921)	1.08%	0.10%	126,000	1.08%
			(272,396)	24,639,522	73,247	(31,969)	(30,230)	(197,410)	43,017	(229,379)	0.13%	0.93%	377,500	1.53%

ANALYSIS BY TYPE OF SCHOOL

Type of School		2014 - 15 Final Outturn Balance	2015 - 16 Section 251 Resource Allocation	Proposed Start Budget 2015-16						Rev. Bal c/fwd as a % of S251 Allocation	Total Bal. c/fwd as a % of S251 Allocation	APPLICATI	
				Revenue Balances		Capital Balances		Total Balances				Amount	% of S251
				In Year	Cumulative	In Year	Cumulative	In Year	Cumulative			Allocation	Allocation
Primary	2	103,175	1,845,833	(91,454)	(48,150)	(21,875)	37,996	(113,329)	(10,154)	2.61%	0.55%	44,000	2.38%
Secondary	4	(375,571)	22,793,689	164,701	16,181	(8,355)	(235,406)	156,346	(219,225)	0.07%	0.96%	333,500	1.46%
Special & ERC's	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0	0.00%
Total	6	(272,396)	24,639,522	73,247	(31,969)	(30,230)	(197,410)	43,017	(229,379)	0.13%	0.93%	377,500	1.53%
Grand totals for all schools & ERC's	57	4,286,194	86,867,992	(1,457,741)	2,611,395	(503,261)	111,045	(1,961,002)	2,722,440	3.01%	3.13%	Total of recommended defi	
Schools applying for deficit as a % of total			28.36%	(5.02)%	1.22%	6.01%	(177.77)%	(2.19)%	8.43%			8.81% of 2014 - 15 I	

ANNEX 3

ATION
Proposed Repayment Date

tbc Mar-2017 Mar-2018

Mar-2018

Mar-2019 Mar-2018

ON

cits = Final Outturn

York Schools Forum

29 September 2015

Report of the Director Children’s Services, Education & Skills and the Director of Customer & Business Support Services

SCHOOL BUDGET DE-DELEGATIONS FOR 2016/17

Summary

- 1 This report provides the forum with some of the further information that they previously requested, and asks the forum to make formal decisions in respect of each de-delegation for 2016/17.

Current 2015/16 De-Delegations

- 2 For 2015/16 the forum has agreed to de-delegate the following central budgets and services back to the LA.

Centrally Held Budgets		Centrally Funded Services	
	£000		£000
Schools General Contingency	76	FSM Eligibility Assessment Service	52
Teachers’ Panel	53	Traveller Education Service	171
		Behaviour Support Outreach Service (Primary Schools Only)	174

- 3 The following paragraphs provide more detail on the current position for each de-delegation.

Schools General Contingency

- 4 This small budget has been used in the past by the LA to support significant but unexpected expenditure in some schools on an exceptional basis. The current de-delegation is set at £4 per pupil. Examples from previous years include:

- Significant legal costs supporting employment tribunals.
- Funding of compromise agreements in certain circumstances.
- Backfill costs following the suspension of a headteacher.
- Uninsured continuing education costs following a school fire.

- 5 The LA recommends that this budget continues to be de-delegated at a rate of £4 per pupil for 2016/17.

Free School Meal Eligibility Assessment Services

- 6 The FSM eligibility service is provided as part of the overall School Services Team (with the team also covering a range of work from management of the admissions process to organising all of the city’s home to school transport arrangements which are not subject to de-delegation).

- 7 The LA recommends that schools continue with this de-delegation in 2016/17. Given the nature of the service this is not something that the LA believes could be broken down into smaller elements. Schools will need to either agree to de-delegation so that they can continue to access the service in the current way, or retain the funding themselves but accept that access to the service will then no longer be available. As the identification of one extra FSM pupil would generate c£3.5k in additional funding for a school, the 2016/17 de-delegation amounts (£24.96 per primary FSM pupil / £49.04 per secondary FSM pupil) are considered modest compared to the potential additional funding.

Traveller Education Service

- 8 This is another service that has been subject to significant discussion and debate in previous years. This resulted in the ceasing of the de-delegation for the EAL service but an agreement to support de-delegation for a traveller only service until the end of the 2015/16 financial year. The proposed de-delegation amounts for 2016/17 are:

Primary: £4.63 per pupil
£17.40 per FSM pupil
£11.45 per LPA pupil

Secondary: £6.44 per pupil
£30.29 per FSM pupil
£13.46 per LPA pupil

- 9 Annex 1 provides the forum with further information on the impact of the service during the 2014/15 academic year. Members of the forum are asked to consider whether they wish to continue with the de-delegation from April 2016.

Behaviour Support Outreach Service

- 10 The service is provided to primary schools through the Danesgate Community and is often referred to as the Danesgate Outreach Service. Under its current central de-delegated form it is provided to schools in addition to the Danesgate provision for individually named pupils. The proposed de-delegation amounts for 2016/17 are:

£3.24 per pupil
£54.11 per FSM pupil
£35.77 per LPA pupil

- 11 Annex 2 provides the forum with further information on the impact of the service during the 2014/15 academic year. Members of the forum are asked to consider whether they wish to continue with the de-delegation from April 2016.

Teachers Panel

- 12 The teachers' panel arrangement is the primary mechanism for the LA, on behalf of schools, to consult with teaching staff across the city. Each trade union is represented on the panel, with the bulk of the budget being spent on funding the salaries of panel members, or backfill arrangements in the individual home schools of the panel members.

- 13 This de-delegation was the subject of significant discussions during the 2014/15 budget setting process. As a result the forum agreed an approach to reducing the level of de-delegation by approximately 50% by the start of the 2015/16 academic year. To deliver this the teacher's panel have reviewed the time allocations for each trade union that are funded from the de-delegated budget. The table below sets out the agreed reductions in allocations from the 2013/14 academic year to the 2015/16 academic year.

Teachers Panel Backfill Funding 2013-16

	2013/14 Academic Year	2014/15 Academic Year	2015/16 Academic Year
ATL	0.40 fte	0.30 fte	0.20 fte
NASUWT	0.40 fte	0.30 fte	0.20 fte
NUT	0.40 fte	0.30 fte	0.20 fte
NAHT	6 Days pa	4 Days pa	3 Days pa
ASCL	6 Days pa	4 Days pa	3 Days pa
Unison	0.75 fte	0.50 fte	0.40 fte
GMB	0.09 fte	0.06 fte	0.04 fte
Panel Secretary	0.35 fte	0.25 fte	0.20 fte
Estimated Cost	£86,980	£63,170	£44,740

- 14 The figures above equate to a funding requirement for the 2015/16 financial year of £53,100, or the equivalent of £2.79 per pupil. If the forum agreed to continue with the de-delegation this would then reduce further to an estimated £46,980 for the 2016/17 financial year (£2.50 per pupil).
- 15 The forum has already requested further information from the panel on their work and its benefit to schools before making a decision. Unfortunately this information is not yet available, but is expected to be presented to the next forum meeting on 15 December. As the current de-delegation does not expire until September 2016 a decision in on this item in December will still be sufficient to enable service changes to be made on a reasonable timescale.

Recommendations

- 16 Members of the forum are asked to consider, by primary and secondary phase, whether they wish to continue with the following de-delegations for the 2016/17 financial year:
- Schools General Contingency
 - Free School Meal Eligibility Assessment Service
 - Traveller Education Service
 - Behaviour Support Outreach Service (Primary Schools Only)
- 17 The forum is recommended to defer a decision on the Teachers' Panel de-delegation for the 2016/17 academic year until further information has been presented at the next meeting on 15 December.

Contact Details Author:	Chief Officers Responsible for the Report:
Richard Hartle Finance Manager: Adults, Children and Education Tel: 01904 554225 email:	Jon Stonehouse Director of Children's Services, Education & Skills Tel: 01904 554200 Ian Floyd Director of Customer and Business Support Services Tel: 01904 551100

	Report Approved	√	Date	17 September 2015
For further information please contact the author of the report				

Annexes

Annex 1: Traveller Support Service Impact Assessment - Academic Year 2014/15

Annex 2: Behaviour Support Outreach Service Impact Assessment - Academic Year 2014/15

TRAVELLER SUPPORT SERVICE IMPACT ASSESSMENT - ACADEMIC YEAR 2014/15

Introduction

There are approx 150 Traveller children and young people known to our service, and we are actively working with around 50 at any given time. Some families will only need short term support, for example to access school after a period away travelling. For others, support is longer term and can involve a range of complex issues such as mental health problems, homelessness, neglect or debt. In these cases, intensive support may be needed for some time, often involving several family members and close working with a range of other services.

Our aim is to be an asset to schools, acting upon referrals quickly and keeping everyone fully informed, involving other agencies as necessary to resolve issues as soon as possible. We fully endorse the importance of making and maintaining relationships as an important part of this process.

This report summarises the work of our team in the school year 2014-15, and the impact of that work.

Early Years

Activity: Early Years worker runs weekly outreach sessions on James St, Clifton and Osbaldwick sites. This facilitates communication with families, as well as supporting pre-school children, developing school readiness, and ensuring school enrolment. Some sessions are delivered in partnership with St Lawrence's Children's Centre, and groups meet in the children's centre as well as on the sites. 16 families supported this year.

Impact: 100% enrolment in primary schools. Increased awareness among families of the importance of early years education. Understanding of school routines.

Primary

Activity: TEMSS TA support for pupils in St Lawrence's, Tang Hall, Osbaldwick, Fishergate, Burton Green, Lakeside and Danesgate. These schools have received termly reports on the progress of individual pupils. Intensive support for a number of families with a range of vulnerabilities. Encouraging good attendance including meetings with parents and LA adviser. Where necessary our Education Welfare Officer (EWO) liaises with parents/schools/School Services etc to make sure applications for school places at transition phases (into Reception and Yr 7) are completed and in on time. Over the year, 27 pupils supported out of overall cohort of 57.

Impact: improvements in attendance in a number of schools. All Y6 pupils have transferred to secondary school, much higher than national trends. Stronger links between schools and families. Some pupils at risk of exclusion or withdrawal from mainstream education have continued to engage.

Secondary

Activity: TEMSS TA support in Canon Lee, AHS, All Saint's and Danesgate. Focus on KS4 pupils and those at risk of exclusion, or choosing home education. These schools have received termly reports on the progress of individual pupils. Intensive support for a number of families with a range of vulnerabilities. EWO support to encourage good attendance including meetings with parents and LA adviser. Over the year, 25 pupils supported out of overall cohort of 42.

Impact: Improved engagement and completion of coursework, homework. Stronger links between schools and families. Improved attendance. Some pupils at risk of exclusion or withdrawal from mainstream education have continued to engage.

Post 16

Activity: intensive support for young people at risk of becoming NEET. Support for most vulnerable from Year 9 onwards, including weekly meetings for some. Continued support for young people aged 16 – 19 (up to 25 for those with SEN) to ensure they find education, employment and training opportunities.

Impact: All Year 11s had progression plan and received support with transition to post-16. One young person with SEN has already started in work with training. Actual enrolment numbers will be available in Sept / Oct. Several older young people supported to stay in college or find employment. Aspirations continue to be low, particularly amongst young women (2 have left college to take up work as cleaners, one left due to becoming a mum).

Reducing Elective Home Education (EHE)

Activity: this continues to be a concern, nationally as well as locally. This year we have had discussions with several families who have been considering home education as an option. 2 families have chosen home education and removed their children from school, both Y10 students. However, another 6 students are currently still on roll following discussions with parents, and 3 students have returned to school from home education. TEMSS has liaised closely with the LA assessor to ensure that home visits have taken place to all Traveller families with home educated children- 13 in total. All but one have been judged to be providing a suitable education for their children.

Impact: EHE levels in York are much lower than nationally. In some areas, nearly all Traveller children do not attend secondary school whereas in York nearly all do. There is still further work to be done to ensure retention through to the end of KS4.

Supporting Vulnerable Families

Activity: TEMSS has provided intensive support for a number of families with a range of complex vulnerabilities including self harm, neglect, attendance and behaviour problems at school. In some cases we have worked with families who have refused help from other sources, e.g. Family Focus team. TEMSS staff are lead practitioners on a number of CAF/FEHAs.

A healthy eating group has been established at St Lawrence's Children's Centre, with some of our most vulnerable families attending. This group has achieved excellent engagement. The sessions provide an opportunity to address a range of parenting issues and to address difficulties at school. The mums (and one dad!) attending have children in Osbaldwick Primary, Danesgate and Tang Hall Primary, as well as pre-school children.

As agreed with schools forum, we have continued to provide wider support to vulnerable families from other minority ethnic communities, although not EAL support in school. This year, 3 families in particular have required intensive support, involving children's services and a range of issues including immigration, non-attendance and neglect. This work has involved pupils from Huntington, Joseph Rowntree and Millthorpe.

Close partnership working with voluntary organisations to optimise outcomes for vulnerable families, e.g. Travellers Trust, Refugee Action York, and CAB.

Impact: supporting vulnerable families is a long-term undertaking. We have achieved an excellent level of engagement with a number of very vulnerable families. Parenting issues have been addressed. Attendance of children has improved. Issues of neglect have been addressed. In

many cases we have enabled families to get the support they need from other services e.g. Limetrees, Family Focus team, Refugee Action York etc. In some cases impact has included a better understanding of legal and cultural implications for those working with families, better access to services for families, more security and better engagement for young people.

Training

Activity: Diversity sessions focussing on Traveller culture delivered to all Y7 students at AHS. Multi-agency conference organised to promote better understanding between community and services, incl schools. Delivery of training sessions to school staff and other services in CYC and voluntary sector. Organised events in secondary schools to promote Gypsy Roma Traveller History Month. Cultural awareness sessions in some primary schools. Worked with families to increase their understanding of expectations of schools and other services.

Impact: better understanding in schools of community and culture; better understanding in community of expectations of schools.

Aims for next Academic Year

As well as continuing our core work described above, we have the following plans for the next academic year:

- Raise awareness with families and schools regarding use of dual registration when families are travelling. Use of this code means that Traveller absence is not included in overall attendance figures.
- The Persistent Absence threshold is increasing to 90% this academic year. The TEMSS EWO already liaises regularly with schools and will need to prioritise more families next year as the PA threshold rises.
- The next conference in Jan 2016 will provide a further opportunity for schools to access new training materials and resources to use with pupils in schools.
- We are looking forward to welcoming an Art Therapist on placement with the service for the whole of the next academic year. She will be able to provide an additional tier of support to some of our most vulnerable students.
- The service has recently been given responsibility for advising schools on the 'Prevent' agenda.
- We are also co-ordinating monitoring of all families choosing Elective Home Education.
- As the Syrian refugee crisis unfolds, it is likely that we will see an increase in the number of refugee families in the city. The TEMSS will have a role to play in terms of training and advice for schools across a number of related issues.

Current Service Level Agreement

Universal offer- all schools

- Training/staff development to raise understanding of Traveller culture
- Cultural diversity awareness sessions for groups of students

- City-wide identification of groups of vulnerable Traveller learners- monitoring of attendance, exclusions, achievement
- Regular communications/updates of any relevant changes to legislation/guidance e.g. Prevent

Targeted offer for schools prioritised according to a needs assessment of Traveller pupils on roll.

- Support in identification and implementation of whole-school strategies to improve attendance, behaviour, achievement
- Home/school liaison regarding attendance, behaviour, dual registration
- 1 to 1 or group support for most vulnerable Travellers- low achievement, poor attendance, long absences, family difficulties
- Specific time-limited projects to improve engagement/attendance e.g. curriculum related projects, homework clubs, parental engagement work
- Support for early years- school readiness, enrolment, 1 to 1 or group support in Nursery, Reception and Y1.
- KS2-3 and KS4 transition

Referral arrangements

At all times, the service can be contacted by phone or email. The relevant member of the team will respond within 5 working days to make an assessment of need. Following this, appropriate support will be allocated. Termly progress reports are given to schools receiving targeted support.

**BEHAVIOUR SUPPORT OUTREACH SERVICE IMPACT ASSESSMENT
ACADEMIC YEAR 2014/15**

De-delegated funds were agreed by Primary Schools for targeted Primary provision as described below.

1. Outreach Intervention Centres – KS1 Kestrel, Kestrel Class(lower KS2) and Kestrel House (upper KS2)				
What we offered	Coverage			Evidence of Impact
1. KS1 Kestrel ran for 5 days a week 9-1pm over 14/15. 2. Kestrel Class ran for 25 hours over the week (8.30-1.30pm not including travel time which is on top of these start and finish times). 3. Kestrel House ran for 25 hours over the week (9-2pm not including travel time which is on top of these start and finish times). 4. Danesgate transport and escorts. 5. Induction and reintegration at start and finish of the programme.	Year group	Male	Female	<ul style="list-style-type: none"> • Reviews held with parents and mainstream colleagues every half term (example attached). • IEP targets (for learning and behaviour) set and reviewed each half term. • SEB Competencies reviewed each term. • Evidence from reviews showed that 65% of cases R, W and Maths levels and in 95% of cases SEB Competency scores had risen. • Return to school successful in 91% of cases. In the 9% of cases where a return to school was more tricky we were able to identify complex needs during period of time at Kestrel and begin MSP/EHCP to support schools taking these pupils. • Sample of case studies showing impact attached.
	R	1	2	
	1	4		
	2	3	3	
	3	3	1	
	4	4	2	
	5	2		
	6	6	2	
	Total = 33 supported in Kestrel provision over 14/15	23	10	

2. Behaviour Support Workers in school							
What we offered	Coverage					Evidence of Impact	
	31 different primary schools were supported over 14/15 with number of pupil on BSW's caseloads reaching 74 pupils (average of 37 FTE on caseload over the year).						
1. There are 2 full time equivalent workers (TA4 grade) across the	West = 21		South Bank = 5		North = 19		<ul style="list-style-type: none"> • Observations of pupils which led to strategies for improving Behaviour for
	Copmanthorpe	4	Scarcroft	2	B Green	4	
	St Barnabas	2	StWilfred's	2	C Green	5	
	Hob Moor	3	A of YJ	1	CWR	5	
	Westfield	7			Lakeside	3	
	Poppleton Rd	4			Skelton	1	

<p>City. The behaviour support workers are all HLTAs and line managed by Tricia Head.</p> <p>2. BSWs go into schools to observe identified pupils, advise staff, create action plans and model methods and resources. They do home visits and engage hard to reach parents.</p> <p>3. BSWs go into schools to run intervention programmes as follows:</p> <ul style="list-style-type: none"> • Anger management programmes • Social skills programmes • Friendship programmes • Anti bullying programmes • SEAL • Circle of Friends whole class programmes <p>4. TA 2 or TA 3 time in school to support individual students.</p>	Woodthorpe	1			Popp Ousebank	1	<p>Learning.</p> <ul style="list-style-type: none"> • Training for these strategies with classroom teaches, teaching assistants and Midday Supervisors. Positive feedback from this training. • Preparing reports that support multi agency involvement or statutory assessment. • Attending multi agency meetings relating to individual pupils – SEN planning meetings, Child Care reviews, Initial and Review Child Protection Conferences, FEHA meetings. • Students managed to stay in schools and SEB competency profile improved.
	North East = 14		East = 9		South York = 6		
	R Wilkinson	2	Osbaldwick	3	Lord Derr's	1	
R Butterfield	2	Badger Hill	3	Dunnington	1		
New Earswick	3	St Law's.	1	St Oswalds	1		
Park Grove	2	St Aelred's	1	Wheldrake	3		
Wigginton	1	Headlands	1				
Haxby Road	1						
Huntington	3						
<p>Over 14/15 we provided 80 days of TA support in schools on top of caseload work shown in table above.</p>							

York Schools Forum

29 September 2015

Report of the Director Children's Services, Education & Skills

SCHOOL RETAINER PAYMENT

Summary

- 1 The council is currently undertaking a review of some of its pay practice and as part of this a pay allowance for school based employees has been identified as an issue to resolve. This report provides the forum with details in relation to a retainer payment made to some members of staff on an annual basis.

Background

- 2 The school retainer payment originates from 'The Green Book', so formed part of the employment contract. The common understanding of the intent behind the payment is that it was made to help retain lowly paid employees, who due to a weekly pay period did not receive any pay over the summer holiday and as such would often seek alternative employment during this time.
3. In 2000 the council implemented a new scheme for retainer payments giving employees a lump sum payment each September equivalent to 1.5 weeks pay (pro-rata to actual hours worked and conditional on them being employed immediately before and after the summer break).

Current position

4. The latest retainer payment was made to employees in October 2014 when approximately 378 people received a payment. This year's payment will also be made in October and numbers eligible are likely to be in the same region. Eligible employees are identified and paid by payroll using a manual process

Analysis

5. There are no retainer payments made to any other groups of staff within the council. The council must be conscious of operating fair and equitable pay practice and has a legal duty in respect of equal pay.
6. An equal pay risk can arise where a payment is made to a particular group of staff of predominately one gender and not to others who could be deemed to carry out work of equal value. This payment raises such a risk as group receiving the payment is predominately female (91%).

7. The validity of this payment is now questionable as the original conditions for which it was introduced no longer exist. This staff group are now paid monthly, so there is no gap in pay over the summer holiday, they also saw an increase in pay rates at the pay and grading review plus a further increase with the introduction of the Living Wage Allowance.
8. It is reasonable to conclude that the changes since the origination of the allowance supersedes the need for a separate payment to retain employees over the summer holiday and that this now poses an equal pay risk.
9. The key statistics from last year's payment are shown below:

No of males	32
No of females	346
No of schools	51
Maintained schools/Voluntary Aided	49
Academies	2
CYC departments	1(Transport)
Range of payments (by employee)	£6 to £353
Average payment (by employee)	£66
Total cost	£25,085
Range of cost (to schools/department)	£34 to £2,525
Average schools/department cost	£492

Recommendations

10. It is recommended that the school retainer payment is ended to remove any ongoing equal pay risk. However, as this is a contractual payment certain steps will need to be taken to do so.
11. It proposed that the annual payment is made for this year (2015) in October and employees given notice that the allowance will cease thereafter.
12. Consultation with the trade unions will take place and any issues relating to the contractual change will be dealt with through the council employee relations mechanism.
13. The forum is asked note the recommendations and inform the council of any questions they may have in relation to the ending of the allowance.

Contact Details Author:	Chief Officers Responsible for the Report:		
Judith Bennett Performance & Reward Manager: Customer and Business Support Services Tel: 01904 551716 email: Judith.bennett@york.gov.uk	Jon Stonehouse Director of Children's Services, Education & Skills Tel: 01904 554200		
	Report Approved	✓	Date 22 September 2015
For further information please contact the author of the report			

YORK SCHOOLS FORUM FORWARD PLAN			
Title & Description	Report Type	Author	Meeting Date
SEN Inclusion Review A report back on the work of the review group.	Information/ Consultation	Maxine Squire	29 September 2015
School Outturn Balances 2014/15 Presentation of school balances as at 31 March 2015 and consideration of any clawback of funding from individual schools proposed under the LMS scheme.	Information/ Decision	Paul Shepherd	29 September 2015
DSG & Schools Budget Monitoring Report 2015/16 Monitoring of income and expenditure including a consideration of the projected outturn position for 2015/16.	Consultation/ Decision	Richard Hartle	29 September 2015
De-Delegated Budgets for 2016/17 Final confirmation of the services and budgets to be de-delegated for 2016/17.	Decision	Richard Hartle	29 September 2015
DSG & Schools Budget 2016/17 First consideration of the 2016/17 budget position and consequent implications.	Consultation/ Decision	Richard Hartle	29 September 2015
DSG & Schools Budget 2016/17 Final consideration of the 2016/17 budget prior to the setting of individual school budgets.	Consultation/ Decision	Richard Hartle	14 December 2015