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SOUTHEND-ON-SEA BOROUGH COUNCIL

Southend-on-Sea Education Board

Tuesday 17th December 2019

I confirm that a meeting of the Schools Forum/Education Board will be held on **Tuesday 17th December 2019 at 8.15am**. The meeting will be held at the Tickfield Centre in the Seacole Room.

Robert Harris
Clerk to the Forum

AGENDA

Agenda	Item	Lead	Time
1.	Apologies for absence	Chair	5mins
2.	Minutes of the meeting held on 22nd October 2019 and Action Log – Minutes and action log attached	Chair	5mins
3.	Matters arising (not covered elsewhere on the agenda)	Chair	5mins
4.	Education Board Constitution, Membership and Vacancies Report for decision and noting attached	RH	10mins
	<u>Schools Forum Matters</u>		
5.	Dedicated School Grant (DSG) 2020/21 Budget planning and 201920 Forecast Outturn Report for decision attached	PG	45mins
6.	Early Years (DSG) Investment Report for decision attached	EH	15mins

	<u>Education Board Matters</u>		
7.	Review of Service Level Agreements (SLAs/Contracts) Progress report/paper for noting to follow	BM	10mins
8.	ISOS Partnership Research Inclusion Project Initial Findings Report/paper for noting to follow	BM	10mins
9.	Report back from Sub Groups (a) RSG held 03/12/19 – draft minutes attached (a) VLSG held 12/12/19– draft minutes/verbal update to follow (c) SPSG held 04/12/19– draft minutes/verbal update to follow	SG Chairs	10mins
10.	Any other business (to be notified to the Chair/Clerk prior to the start of the meeting)	ALL	10mins
11.	Date and time of future meetings 21 st January 2020 at 08.15am 17 th March 2020 at 08.15am	RH	5mins
12.	<u>Exclusion of the Public</u>		
13.	Dedicated Schools Grant Confidential Appendix 4 (item 6 above refers) (circulated separately)	PG	5mins
14.	Update on Place Planning Confidential primary school forecast data to follow/to be presented at the meeting	CB	10mins

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SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Education Board

Date: Tuesday, 22nd October, 2019

Place: Seacole Room - Tickfield

2

Present: Maurice Sweeting - Hinguar Primary School (Chair)
Dr Robin Bevan - Southend Boys (Vice-Chair),
Darren Woollard - Blenheim Primary (academy primary)
Lisa Clark - Hamstel Infant (academy primary)
Jerry Glazier - Trade Unions
Dr Paul Hayman - Westcliff High for Girls (academy secondary)
Jim Johnson - Edwards Hall Primary (maintained)
Anthony McGarel - South Essex College (14-19 sector)
Stuart Reynolds - Southchurch High (academy secondary)
Vicky Wright – Early Years
Jane Ladner – Southend High School for Girls (academy secondary)
Stephen Tollworthy – Shoebury High School (academy secondary)

In Attendance: Councillors A Jones
Brin Martin, Paul Grout, Elaine Hammans, Cathy Braun, Gary Bloom
and Robert Harris (Clerk)

Start/End Time: 8.15 - 11.00 am

1 Apologies for absence

Apologies for absence were received from J Russell (Governor – Chase High School), J Jones (Barons Court), J Mullan (St Christophers SEN Trust Southend), L Yelland (Essex Pre-School Learning Alliance) and M Jordan (Victory Park Academy).

2 Minutes of the meeting held on 4th June 2019

Resolved:

The minutes of the meeting held on 4th June 2019, as amended, were agreed as a correct record.

3 Matters arising (not covered elsewhere on the agenda)

Data-sharing (item 3 refers)

The Board was informed that there were only two outstanding Trusts currently in the process of signing-up to the data-sharing protocol/agreement. They have raised some queries regarding the reasons for the additional data (i.e on safeguarding grounds). The Director was confident that they will comply and would send confirmation that all schools have signed-up to the protocol/agreement to members by December 2019.

ACTION: Tom Dowler

CEO MATs Group Representation (item 5 refers)

The Board was informed that the CEO MATs Group have now provided their terms of reference and have nominated Bev Williams as the representative to attend the Board.

The Board noted that the CEO MAT Group representative would be able to vote on matters solely in respect of Education Board matters and will not have voting rights in respect to Schools Forum matters.

The Board referred to the recent changes to its membership and make-up and suggested that the voting rights should be clarified at the next meeting.

Resolved:

1. That the CEO MATs Group Terms of Reference be circulated to the Board members for information and Bev Williams be invited to the next Board meeting on 17th December 2019.

(ACTION: Robert Harris/Brin Martin)

2. That clarification on the voting rights of the Board members be provided to the next meeting on 17th December 2019.

(ACTION: Robert Harris)

4 Education Board Constitution, Membership and Vacancies

The Board considered a report from the Clerk covering the current membership and vacancies and the further revised and updated Constitution for the Board's consideration.

The Board noted that the Constitution needed some refinement and further additions and the final version would be presented to the Board on 17th December 2019 for final approval. The additions included but were not limited to:

- Election of Chair's and Vice-Chair's of Sub Groups – at the start of each academic year;
- Clarification regarding trade union representation;
- Inclusion of the Sub Groups membership, terms of reference, etc;

The Clerk advised that several vacancies and been filled since the last meeting but there were currently three vacancies to be filled (two in the maintained primary sector and one in the Academy Primary sector).

Resolved:

1. That the progress in filling the current vacancies on the Board and the membership attached at Appendix 1 to the report, be noted and that the vacancies in the relevant sectors be readvertised/promoted within all schools and school governing bodies in the relevant sectors.

(ACTION: Robert Harris)

2. That the Constitution, as set out in Appendix 2, be revised and updated further and be submitted to the Board on 17th December 2019 for endorsement/agreement.

(ACTION: Robert Harris)

3. That the SOSHA be invited to nominate a representative to the Resources Sub Group.

(ACTION: Dr Paul Hayman)

4. That Stuart Reynolds be appointed to the Resources Sub Group.

(ACTION: Paul Grout/Robin Bevan).

5 Dedicated School Grant 2019/20 Budget Update and Planning for 2020/21

The Board considered a report from the Senior Finance Officer providing an update on the latest Dedicated Schools Grant (DSG) budget 2019/20 following the applied annual July 2019 funding update changes made by the Department for Education (DfE).

The Board discussed the report and commented that the total amounts continue to remain below inflation when combined with the pupil premium nationally and the significant cost pressures on all schools in the borough (e.g. increases in the national pay for teachers). The Board also reiterated its concerns regarding the funding formula and that in real terms there has only been a 1% increase in funding over the last seven years.

Resolved:

1. With regard to individual school's budget (ISB) planning for 2020/21, to continue on the trajectory of adopting the principles of the National Funding Formulae (NFF), as referenced in 5.2 to 5.6 of the report, the following be agreed:

1.1 The minimum per pupil 2020/21 funding levels be set at £3,750 for primary schools and £5,000 for secondary schools (which is based on the nationally defined pupil led funding factors including lump sum);

1.2 Any school that attracts their core NFF funding factors (i.e. with no MFG or funding floor protections applied), to benefit from the NFF applied 4% increase to those core factors; and

1.3 Ensure all schools (except those who will receive a greater percentage funding increase per pupil from either recommendation 1.1 or 1.2 above) are modelled to receive the same and remaining maximum available percentage pupil led funding increase, which is up to 1.84% from the individual schools NFF 2019 to 2020 baseline (but also has to be a minimum of 0.5%). The ability to award the maximum 1.84% remains caveated, with any Education Board consideration and therefore decision applicable or available in relation to recommendation 2.4 below.

2. That the update to the DSG 2019/20 budget allocations for both early years and high needs funding following the DfE's July 2019 funding updates (as referenced in sections 7.2 and 8.1 of the report), be noted.

3. That, as per the annual local DSG funding cycle, the actual 2020/21 funded amounts per pupil for each school, based on the principles agreed in 1.1 and 1.3 above, will therefore be presented:

3.1 To the Education Board in December 2019, illustrated using the 2019/20 school block data set but with proposed funding increases shown per pupil and any resulting or possible considerations relating to 4 below, although caveated that those schools that will benefit from the 4% NFF core funding factor increase (as per recommendation 1.2 above), in terms of their overall per pupil amount, cannot actually be confirmed until January 2020.

3.2 For Education Board in January 2020 the final ISB funding allocations (also illustrated per pupil) will be presented based on the updated School 2020/21 block data set.

4. That, as referenced in sections 5.6 and 9.5 of the report, any recommendations for Education Board considerations, on the historic commitment element of the 2020/21 Central Block funds will be presented to the Board on 17th December 2019.

ACTION: Paul Grout/Resources Sub Group

6 Public Duties Update

The Board received a verbal update concerning the process for administering and managing the Public Duties fund in respect of the academy trusts. In order to administer the fund a 10% administration fee would be applied and it was clarified that the fee was £1.00 per pupil.

Resolved:

1. That a letter be distributed to all academy trusts to encourage them to subscribe to the Public Duties fund and feedback be provided to the Board on 17th December 2019 on those that have opted in and opted out of the fund.

ACTION: Brin Martin

2. That the Public Duties fund be raised at the next meeting of the CEO MATs Group.

ACTION: Dr Paul Hayman

7 Commissioning and Procurement of Service Level Agreements

The Board considered a short briefing paper providing an overview of the Service Level Agreements/Contracts/Arrangements held by the Council with various agencies, schools and providers and outlined the scope to review each and every contractual arrangement in line with best practice.

The Board discussed the paper and made the following comments:

- Need to ensure value for money;
- SLA's and contracts need be outcome focussed and based on tangible data/information;
- Understood that the contracts/SLA's are commercial sensitivity and that outcomes would be provided to the Board once a contract/SLA was awarded and in the public domain;
- Need clarification on where and who monitors and quality assures the SLAs/contracts; (i.e.
- Key to understand and evidence impact – is it making a real difference?
- All SLA's / contracts must be brought up to the same high standard;
- Capacity of the sub groups for operational oversight of the SLA's / contract.

Resolved:

1. That the approach set out in the briefing paper be noted and approved.
2. That the potential sensitivities regarding strengthening and normalising (standardising) the commissioning arrangements be noted.
3. That the operational financial implications, where appropriate, be reported through the Resources Sub Group. The monitoring relating to performance indicators would continue to be discussed through the Vulnerable Learners Sub Group, and reported through to the Resources Sub Group, where necessary alongside any Dedicated Schools Grant financial considerations.
ACTION: Brin Martin

8 Initial Scrutiny of Outcomes 2019

The Board received a report considered by the Council's Cabinet on 17th September 2019, presenting the early high level performance data from Southend schools following the summer 2019 examinations and tests.

The Board discussed the report and commented on the KS4 and KS5 results and stressed that a greater focus should be the journey of the child and how they can aspire to get the best educational outcomes they can achieve. It was also noted that recent inspections have had a focus on children's experiences at school.

The Board also discussed the deprivation gap and the significant challenges in breaking the cycle and narrow the gap.

Resolved:

1. That the Cabinet report setting out the overall performance of Southend schools at each key stage, in particular relative to the emerging national benchmarks, be noted.
2. That the School Performance Sub Group be asked to consider alternative ways to measure the journey of the child and outcomes.
ACTION: Darren Woollard

9 Initial consideration of Inclusion project

The Board received a paper providing an update on the ISOS partnership research project 'strengthening a culture of inclusion in Southend schools' commissioned by Southend Borough Council. The paper outlined the context and scope, next steps and the timeline for the project.

The Board discussed the paper and commented on the equitable distribution of vulnerable children across all schools in the borough and the provision of education for all pupils irrespective of the school.

Resolved:

That the progress on the 'strengthening a culture of inclusion in Southend schools' ISOS partnership research project, be noted and the report findings be presented to the Board on 17th December 2019.

ACTION: Brin Martin

10 Children's Services Inspection

The Board received power point presentation slides providing feedback from the Ofsted inspection of children's services.

Resolved:

That the feedback from the Ofsted inspection be noted.

11 Update on Place Planning

The Board considered the year seven forecasts against available secondary school places.

The Board discussed and noted that there were sufficient secondary school places to meet current demand as the projections indicated that the need for school places was going down. Therefore it was highly unlikely that an additional secondary school would be required within the next 10 year period. However, the oversubscription and availability of school places in the special school sector was a concern.

Resolved:

That the year seven forecasts for secondary school places, be noted and that the forecasts against available primary school places be presented to the Board on 17th December 2019 for consideration.

ACTION: Cathy Braun

12 Southend 2050 Roadmap

The Board received a short paper setting out the short to medium term Southend 2050 outcomes for the period 2019-2021.

Resolved:

That the update be noted.

13 Executive Director (Children and Public Health)

The Board received the updated senior management team structure for children's services/education.

Resolved:

That the senior management structure chart, be noted.

14 Report back from Sub Groups

The Board received the minutes of the Resources Sub Group (held 8th October), School Performance Sub Group (held 11th September) and the Vulnerable Learners Sub Group (held 17th October).

Resolved:

That the minutes of the Sub Groups, be noted.

15 Any other business

No other business was conducted at this meeting.

16 Date and time of future meetings

Tuesday 17th December 2019 at 08.15am

Tuesday 21st January 2020 at 08.15am

Tuesday 17th March 2020 at 08.15am

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Southend Education Board Action Log:

Reference	Action	Accountable	Due date	Comment
22/10/19	Email confirmation that all schools signed-up to data sharing protocol/agreement	Tom Dowler	31/12/19	
22/10/19	Circulate CEO MATs Group ToR and invite Bev Williams to Ed. Board on 17/12/10	Brin Martin/Robert Harris	30/11/19	
22/10/19	Revise and update the Ed Board Constitution, clarify voting rights of Ed. Board members and seek expressions of interest for vacancies	Rob Harris	17/12/19	In progress
22/10/19	SOSHA to nominate a representative for the Resources S.G.	Paul Hayman	To confirm	
22/10/19	Invite Stuart Reynolds to the Resources S.G.	Paul Grout/Robin Bevan	To confirm	
22/10/19	DSG Funding (actual 2020/21 funded amounts and recommendations on the historic commitment element of the 2020/21 Central Block funds – see recommendations 3.1 and 4 in the minutes)	Paul Grout/RSG	10/12/19	
22/10/19	Letter to all academy trusts encouraging subscription to Public Duties fund and report back on opted-in and opted-out	Brin Martin	17/12/19	
22/10/19	Review of SLA's/Contracts	Brin Martin	Ongoing	
22/10/19	School Performance S.G to look at alternative ways/approaches to measure 'journey of the child' and outcomes	Darren Woollard	Next mtg of SPSG	
22/10/19	Report back on findings on the ISOS Partnership Research inclusion project	Brin Martin	17/12/19	
22/10/19	Place Planning – primary school forecast data	Cathy Braun	17/12/19	

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Southend-on-Sea Education Board

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on
17th December 2019
AGENDA ITEM

Report prepared by:
Robert Harris, Ed. Board Clerk

Constitution, Membership and Attendance at Education Board

1. Purpose of Report

1.1 To provide the following information:

- Update on attendance March 2019 to October 2019 (Appendix 1);
- Update/Progress on filling the current governor vacancies and voting rights of members; (Appendix 2);
- Updated/Revised Education Board Constitution (as agreed by the Board on 22nd October 2019) (Appendix 3).

2. Recommendations

- 2.1 That the attendance at Board meetings for the period March 2019 to October 2019, as set out in Appendix 1, be noted and that the Clerk, on behalf of the Chair, writes to the PRU concerning their attendance.
- 2.2 That the current membership, vacancies and voting rights, set out at Appendix 2, be noted and that the vacancies in the relevant sectors be re-advertised/promoted within all schools / school governing bodies.
- 2.3 That the revised and updated Constitution, as set out in Appendix 3, be approved.

3. Background/Context

Constitution

- 3.1 The Board considered a revised Constitution at its meeting held on 4th June 2019 and a further iteration on 22nd October 2019. The Constitution attached at Appendix 3 has now been refreshed and updated and is for approval.
- 3.2 At the Board meeting held on 22nd October 2019 clarification was sought concerning the voting rights of members. In general the Board has a consultative role but does have specific decision making powers.

3.3 Section 1 of the Education & Skills Funding Agency (ESFA) ‘*Schools Forum Operational and Good Practice Guide*’ sets out in detail the various decision making powers. The E&SFA has also provided a helpful summary of the powers and responsibilities which sets out the overarching areas on which the schools forum makes decisions.

The regulations provide that the Board may determine its own voting procedures save that voting on:

- the funding formula is **limited** to schools members, academies members and PVI representatives;
- de-delegation is **limited** to the specific primary and secondary phase of maintained schools members; and
- retaining funding for statutory duties relating to maintained schools only is **limited** to maintained primary, secondary, special and PRU members

3.4 The regulations also state that the Council must also consult the Board on a range of issues. These are set out in the revised Constitution at paragraph 59 attached at Appendix 3.

3.5 The following sets out a concise summary of the voting rights of school members, academies and non-school members:

School Members	Academies members	Non-school members
<p>Only primary representatives can vote on primary school de-delegation</p> <p>Only secondary representatives can vote on secondary school de-delegation</p> <p>All school members can vote on the scheme for financing schools and vote on any other schools forum business, including the consultation on the funding formula</p> <p>Maintained school members can vote on items relating to general duties and retained duties.</p>	<p>No voting on de-delegation or the scheme for financing schools</p> <p>All academies members can vote on any other schools forum business, including the consultation on the funding formula</p> <p>Academy members can vote only on retained duties.</p>	<p>Schemes for financing schools only PVI representatives can vote on the consultation on the funding formula</p> <p>All non-school members can vote on any other schools forum business</p>

Membership/Vacancies

- 3.6 The current vacancies were advertised and promoted with all schools and their respective governing bodies and to date no expressions of interest have been received.
- 3.7 Therefore there continues to be two vacancies in the maintained primary sector and one vacancy in the academy primary sector. These vacancies will be re-advertised/promoted within the relevant sectors with the intention to fill them as soon as practicable (subject to Board agreement).

Attendance Record

- 3.8 The attendance record is attached at Appendix 1 for the period March 2019 to October 2019 and details attendance for the meetings held on 26th March, 4th June and 22nd October 2019.
- 3.9 Section 1.4 of the Constitution refers to a member failing to attend for more than two successive meetings and the PRU has not attended the last three meetings.
- 3.10 There are mitigating reasons why the PRU have not attended the last three meetings:-
- Firstly, the PRU representative was unable to attend the meeting in March due to an urgent school related matter;
 - Secondly, there may be a lack of understanding with the PRU that they would only be required to attend meetings where the funding formula is being discussed;
 - Thirdly, the PRU can only vote on the funding formula which has not been a matter for discussion at the last three meetings and therefore their attendance has not been detrimental to the Board's decision making;
- 3.11 Although the Board can decide to remove this member from the membership it is proposed that the PRU be given an opportunity to attend the next meeting in January 2020 and for the Clerk to write to them providing clarification on their membership.

4. Appendices

Appendix 1 – Attendance record

Appendix 2 – Membership, vacancies and voting rights

Appendix 3 – Final version Education Board Constitution

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Education Board**Attendance Record: 26/03/19 to 23/10/19**

Member	26/03/19	04/06/19	22/10/19
M. Sweeting	✓	✓	✓
R. Bevan	✓	✓	✓
J. Glazier	✓	✓	✓
J. Mullan	✓	✓	X
J. Johnson	✓	✓	✓
S. Reynolds	✓	✓	✓
L. Clark	✓	✓	✓
J. Ladner	N/A	N/A	✓
S Tollworthy	N/A	N/A	✓
P. Hayman	✓	✓	✓

L. Yelland	X	X	X
A. McGarel	✓	✓	✓
J. Jones	X	✓	X
D. Woollard	X	✓	✓
V. Wright	✓	✓	✓
M. Jordan	X	X	X
J. Russell	N/A	N/A	✓

**SCHOOLS FORUM MEMBERSHIP
UPDATED NOVEMBER 2019**

1. Full voting members

Maintained Primary Schools (4 places)

VACANCY - Primary Maintained Governor

Jim Johnson – Edwards Hall Primary

24 February 2020

VACANCY – Primary Maintained Governor

Julia Jones – Barons Court

Academy Secondary (6 places)

Robin Bevan - Southend Boys (Vice-Chair)

24 February 2020

Stephen Tollworthy – Shoeburyness High School

22nd October 2023

Jane Ladner – Southend HS for Girls (Governor)

22nd October 2023

Paul Hayman – Westcliff High for Girls

3 December 2020

Jessica Russell – Chase High School (Governor)

22nd October 2023

Stuart Reynolds - **Southchurch High School**

2 December 2019

Academy Primary (4 places)

Lisa Clark - Hamstel Infant

7 December 2020

Maurice Sweeting - Hinguar Primary Governor (Chair)

4 December 2020

Darren Woollard – Blenheim Primary School

4 December 2022

VACANCY – Academy Primary (Governor)

Alternative Provision Academy (1 place)

TO BE ADVISED - YMCA

Pupil Referral Unit (1 place)

Mark Jordan – Victory Park Academy (PLT)

4 December 2022

Academy Special (1 place)

Jackie Mullan - St Christophers (SEN Trust Southend)

7 December 2020

Early Years (2 places)

Vicky Wright – Professional Association for
Childcare & Early Years

24 October 2020

Lesley Yelland - Essex Pre-School Learning Alliance

7 December 2020

2. Members with restricted voting

14 – 19 sector (1 place)

Anthony McGarel - South Essex College

24 October 2020

Trade Unions (1 place)

Jerry Glazier

1 December 2018

3. Non-Voting / SBC Council Representation

Councillor Anne Jones – Executive Cllr for Children & Learning - SBC

Simon Leftley – Deputy Chief Executive (People) - SBC

Brin Martin – Director of Learning – SBC

Gary Bloom – Head of SEND - SBC

Paul Grout – Finance - SBC

Christine Hickey – Finance – SBC

Elaine Hammans – Early Years – SBC

Amanda Champ – Head of School Performance and Improvement – SBC

Cathy Braun – Head of Access and Inclusion - SBC

Education Board (formerly Schools Forum) Membership and Voting Rights

Name	Position	Vote			
		A	B	C	D
School Members					
Maintained Primary Schools (4 Places)					
Jim Johnson	Edwards Hall Primary	✓	✓	✓	✓
Julia Jones	Barons Court	✓	✓	✓	✓
VACANCY	Governor	✓	✓	✓	✓
VACANCY	Governor	✓	✓	✓	✓
Academy Secondary (6 Places)					
Robin Bevan (Vice Chair)	Southend Boys	✓		✓	
Stephen Tollworthy	Shoeburyness HS (Governor)	✓		✓	
Jane Ladner	Southend HS for Girls (Governor)	✓		✓	
Paul Hayman	Westcliff HS for Girls	✓		✓	
Jessica Russell	Chase HS (Governor)	✓		✓	
Stuart Reynolds	Southchurch HS	✓		✓	
Academy Primary					
Lisa Clark	Hamstel Infant	✓		✓	
Maurice Sweeting (Chair)	Hinguar Primary (Governor)	✓		✓	
Darren Woollard	Blenheim Primary	✓		✓	
VACANCY	Governor	✓		✓	
Alternative Provision Academy (1 place)					
TO BE ADVISED	YMCA			✓	
Pupil Referral Unit (1 place)					
Mark Jordan	Victory Park Academy (PLT)	✓		✓	

Academy Special (1 place)

Jackie Mullan	St Christophers (SEN Trust)	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>
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Early Years (2 places)

Vicky Wright	Professional Association for Childcare & Early Years	✓	<input type="checkbox"/>	✓	✓ <input type="checkbox"/>
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Lesley Yelland	Essex Pre-School Learning Alliance	✓		✓	✓
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14-19 Sector

Anthony McGarel	South Essex College	✓		✓	
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Non-school Representatives**Trade Unions (1 place)**

Jerry Glazier					✓
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Non Members/Officers (non-voting)

Councillor Anne Jones	Cabinet Member Children and Learning				
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Simon Leftley	Deputy Chief Executive (People)				
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Brin Martin	Director of Learning				
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Gary Bloom	Head of SEND				
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Paul Grout	Finance				
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Christine Hickey	Finance				
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Elaine Hammans	Early Years				
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Amanda Champ	School Performance and Improvement				
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Cathy Braun	Access and Inclusion				
Robert Harris	Clerk				
Sue Baldwin	DfE				

*VOTES

- A. Funding formula
- B. De-delegated functions for Maintained Primary Sector
- C. Other Schools Forum business
- D. Early Years Single Funding Formula

NB:

De-delegated functions for Maintained Secondary Sector not applicable to the Southend Education Board as all secondary schools are Academies

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Education Board

(formerly referred to as the Schools Forum)

Constitution – 18th December 2019

Robert Harris
12/17/2019

Contents:-

Introduction

Effective Date of the revised Constitution

The role of the Board

Membership of the Board

Representation of the Board

Non-Voting Attendees

Election Process for school members

Appointments to the Board

Conduct of Meetings

Consultations

The validity of Proceedings

Working Groups of the Education Board

Policies and Procedures of the Local Authority

Declarations of Interest

Access and Communication

The Clerk to the Board

Training of Board members

Annual review of activities

General Principles

Revisions to the Constitution

Introduction

What is the Schools' Forum (referred to in Southend as the Education Board) "The Board"?)

1. It is a statutory decision making and consultative body constituted in line with the School Standards and Framework Act 1998, and its associated regulations, and established by local authorities, comprised of stakeholders from the school community, including head teachers and governors or their nominated representatives. The Board assists the local authority to work in partnership with the school community when making decisions about school funding and finances.

The Legal Basis

2. Schools' Forums were established to give schools greater involvement in the distribution of funding within their local authority. Each local authority must consult the Board on the school funding formula, as well as other issues in connection with schools budgets.
3. The Southend Education Board is constituted by Southend-on-Sea Borough Council and this Constitution has been produced in accordance with the legal requirements contained within:
 - The School Standards and Framework Act 1998, as amended; and
 - The Schools Forum (England) Regulations 2012, as amended, which came into force on 1st October 2012.

Effective Date of the Revised Constitution

4. The Southend Education Board Constitution will take effect on 18th December 2019, subject to the document being approved by the Education Board.

The Role of the Board

5. The Board has both a decision making and a consultative role as specified in the legislation cited above and the guidance published by the Department for Education (DfE) on such matters, from time to time. Appendix 1 summarises the Board's current powers and responsibilities, which are subject to periodic amendment by Parliament or the DfE.

Membership of the Board

6. The membership of the Board will be constituted in accordance with the Schools Forum (England) Regulations 2012. Each member is appointed for 4 years. Members will automatically be deemed to have resigned from the Board if the capacity that they serve on the Board should end.

The total membership of the Board will be 21 (no maximum or minimum size) and shall be:

a) School Members with full voting rights:

Maintained Primary Schools (4 places)

4 primary school representatives consisting of 2 governors and 2 headteacher or school senior leaders/managers proposed by the Headteacher.

Academy Primary (4 places)

4 primary school representatives consisting of 2 governors and 2 headteachers or school senior leaders/managers proposed by the headteacher.

Academy Secondary (6 places)

6 secondary school representatives consisting of 3 governors and 3 headteachers or school senior leaders/managers proposed by the Headteacher.

Academy Special (1 place)

1 academy special school representative consisting of 1 headteacher or school senior leader/manager proposed by the Headteacher.

Pupil Referral Unit (1 place)

1 PRU representative consisting of 1 headteacher or school senior leader/manager proposed by the Headteacher.

b) Non-school members with full voting rights (2 places)

2 early years representatives;

c) Non-school members with restricted voting rights (2 places)

1 14-19 sector representative;

1 professional association representative.

d) Trade Unions (1 place)

1 Trade Union representative with restricted voting rights

Representation of the Board

7. Primary schools, secondary schools and Academies must be broadly proportionately represented on the Board in relation to pupil numbers.
8. Where the local authority maintains one or more special schools, at least one special schools member must be a representative of a special school.

9. Where the local authority maintains one or more nursery schools, at least one nursery school member must be a representative of a nursery school.
10. Where the local authority maintains one or more pupil referral unit, at least one pupil referral unit member must be a representative of a pupil referral unit.
11. Where the local authority maintain one or more secondary schools, at least one schools member must be a representative of a secondary school.
12. At least one member must be a representative of the governing bodies of maintained schools and at least one member must be a representative of the head teachers of such schools.
13. Academy members must be elected to the Board by the proprietors of the Academies in the local authority's area; there must be at least one Academy member representing mainstream academies, one Academy member representing special Academies and one Academy member representing alternative provision Academies, if any such academies exist in the local authority's area.
14. The local authority may determine that the number of members representing schools in a particular school category must be broadly proportionate to the total number of schools in that category when compared with the total number of schools maintained by the local authority.
15. Non school members must include:
 - Representation of the providers of 16-19 education in the area, where eligible institutions should be those in the Further Education sector and sixth form colleges, other institutions that specialise in SEN and Learning Disabilities and Difficulties provision and Independent Specialist Provision, where 20% or more of their students reside in the local authority's area;
 - Representation of early year's providers.

Non-voting attendees

16. A non-voting observer appointed by the Secretary of State for Education may attend and speak at all meetings of the Board; they may be someone from the Education and Skills Funding Agency (ESFA).
17. The following persons may speak at meetings of the Board, even though they are not members of the Board (non-voting):
 - The Deputy Chief Executive (People) or their representative;
 - The Chief Finance Officer or their representative;
 - Any elected Councillor of the local authority who has primary responsibility for Children's Services or education;

- Any person invited by the Board to attend in order to provide technical or financial advice to the Board;
- Any person presenting a paper or other item to the Board that is on the agenda for that meeting but that persons right to speak shall be limited to matters related to the item that the person is presenting.

Election Process for School Members

18. With the exception of Special School and Pupil Referral Unit representatives, schools members are appointed by virtue of their connection, whether as head teacher or governor, with a school in the borough of Southend-on-Sea.
19. All schools members are expected to consider the needs of the education service of the whole borough, including all types and phases of school, when discharging their duties.
20. To be eligible to stand for election the Headteacher must be a Headteacher in one of the local authority's schools and the governor must be a member of a governing body at one of the local authority's schools.

Governors

21. School governor members are to be democratically elected from eligible nominees via an election process, as outlined below, and administered by the local authority; the election process will be managed by the Head of Democratic Services in consultation with the Director of Learning.
22. All currently serving governors of maintained schools in Southend-on-Sea may vote in the election, which will be carried out by postal ballot.
23. If there are no valid nominations then the vacancy will be held until the next opportunity to carry out the election process.
24. All primary and secondary school governors will be eligible to vote for one nominee representing the relevant sector in which they are a school governor.
25. All special school governors will be eligible to vote for one special school governor, if any.
26. The successful candidate for primary school governors will be the nominee who receives the most votes from governors of primary schools in the borough, if the seat is contested.
27. The successful candidate for secondary school governors will be the nominee who receives the most votes from governors of secondary schools in the borough, if the seat is contested.
28. Nominees should complete and return a nomination form by the return date indicated.

29. The nomination must be supported by a proposer and seconder, both of whom must also be a currently serving Southend-on-Sea school governor.
30. The nomination must include a brief biographical submission from the nominee to support their application.
31. Unless the seat is contested, there will be no requirement to undertake a voting process.
32. The appointment will be effective from the commencement of the first meeting of the Board following the successful appointment, unless filling a vacant position in which case the commencement will take effect upon the formal announcement of the election process and the new member's term of office will be for a term of up to four years, unless ended earlier in line with the Constitution or the law.

Head teachers

33. The representation of primary school, secondary school, special school and pupil referral unit head teachers for the Board are appointed through the respective constituent groups/sectors.

Election process for Academy members

34. It is the responsibility of the proprietors of the Academies in the local authority's area to elect the Academy representatives to be the Board members.
35. The Academy representatives appointed to the Board will be effective from the date of the next available meeting, following the appointment.

Election process for non-school members

36. The representative in respect of the one non-school member for the Board will be appointed through their representative constituent group.
37. The appointment will be effective from the date of the next available meeting, following the appointment.

Appointments to the Board

38. All members shall be appointed for a period of up to 4 years, which may subsequently be renewed through re-nomination in a subsequent nomination process.
39. However, whenever a vacancy occurs during the four year period under the terms of the Regulations, it will be filled as soon as possible, by election or nomination according to the type of representative and the successful candidate will be eligible to serve for a term of up to four years.

40. Any Board member may nominate a substitute to attend a meeting if they are unable to do so provided the substitute is from the same section of membership and the same phase of education as the member substituted. Members wishing to nominate a substitute to attend a meeting on their behalf should do so by contacting the Clerk in advance of the meeting. These substitute arrangements also apply to those with observer status where applicable.
41. The Clerk will maintain a record of the Board Membership.
42. The Chair and Vice-Chair will be appointed for two years at the first meeting of the school year in even years. Nominations will be sought in advance of the meeting and in the event of there being more than one nomination for each position, a vote will be taken.
43. Any member of the Board may resign their office by giving written notice to the Clerk or they will cease to be a member of the Board:
 - If they cease to hold the position through which they became eligible for appointment to the Board; and
 - In the case of a non-school member, if they are replaced by the local authority, at the request of the body which they represented, by another person nominated by that body;
44. Membership of the Board may need to be reconstituted from time to time resulting from changes to legislation or statutory regulation as directed by the Secretary of State for Education.

Conduct of Meetings

45. The Board will normally meet five times each school year in September/October, December, January, March and June. The meeting dates for the ensuing school year will be decided at the last meeting of the preceding school year. Additional meetings can be arranged in consultation with the Chair.
46. Additional or urgent meetings may be called by the Chair or Vice Chair giving a minimum of 7 working days notice.
47. The Chair or Vice Chair to agree the proposed agenda no later than 10 days prior to the meeting date.
48. With the agreement of the Chair or Vice Chair the Board may also invite others to attend who may have particular knowledge or expertise.
49. Agendas and reports to be received by Board members at least 1 week prior to the meeting. Submission of late/urgent items may be considered – subject to the Chair or Vice Chair agreement.
50. The quorum is 40% of the elected membership of the Board (with voting rights excluding vacancies) to be in attendance in order to be quorate.

51. Only school members, Academy members and the PVI members shall be able to vote on matters concerning the funding formulae.
52. Decisions in respect of de-delegation of central budgets and returning funding to the local authority must be agreed via maintained schools in a phase, collectively through the Board.
53. Decisions and recommendations of the Board will be undertaken by majority voting, by show of hands, and declared by the Chair or Vice Chair, but:
 - If required, the Chair or Vice Chair will have a casting vote with no restriction on how this is used;
 - Substitute members will have the same voting rights specified for their constituent group; and
 - Non-school members, other than those who represent early years providers, must not vote on matters relating to the funding formulae to be used by the local authority in determining the amounts to be allocated to schools and early years providers.
54. The Democratic Services Team will provide the Clerk/Secretary and will be independent of the Department for People of Southend on Sea Borough Council.
55. The governor does not need to be a chair of governors.
56. If any member of the Board fails to attend more than two successive meetings the Secretary will advise the Board who could decide to remove that member from the membership.
57. An Education Board member who fails to attend any meetings for a period of twelve months commencing with the date of his last attendance without the consent of the Education Board, whether represented by a substitute or not, will be deemed to have resigned from the Board.
58. The professional association representative would be appointed by collective agreement of the Associations through the termly meeting with the Deputy Chief Executive (People) / Director of Learning.

Consultations

59. The local authority must consult the Board on:
 - The terms of any proposed contract, at least one month prior to the issue of invitations to tender, that is paid out of the schools budget for services to schools, where such a contract is to be let by the local authority to a value equal to or exceeding the local government threshold stipulated in the EU Procurement Directive;
 - The arrangements for the education of pupils with special educational needs;

- The arrangements for the use of the pupil referral unit and the education of children otherwise than at school;
- The arrangements for early years provision; and
- The administrative arrangements for the allocation of central government grants paid to schools via the local authority.

The local authority may consult the Board on such other matters concerning the funding of schools as it sees fit.

The Board must inform the governing bodies of schools maintained by the local authority of all consultations carried out under this paragraph.

The Board may commission and publish reports and research into school funding issues. The Board may also commission or liaise with working groups on issues related to the function of the Board.

The Validity of Proceedings

60. The proceedings of the Board shall not be invalidated by any:

- Vacancy;
- Defect in the election or appointment of any member; or
- Defect in the election of the Chair

Working Groups/Sub-Committees

61. The Board may appoint sub-committees, working groups and task and finish groups. There are 4 standing sub groups. The details for each standing sub group are set out in Appendix 3.

62. The Chairs of each standing sub group will be appointed for two years at the first meeting of the school year in even years. Each sub group will be responsible for appointing their respective Chairs.

Policies and Procedures of the local authority

63. In conducting its affairs, the Board must have regard to the policies, procedures and guidelines of the local authority.

Interests of members

64. Members of the Board must declare general interests arising from, for example, their being a teacher or governor of a school or one which their children attend. IN addition, they must declare any personal or specific service contracts or similar issues in which they have personal involvement. If the personal interest is pecuniary or could be viewed as prejudicial, the member should withdraw from the discussion and take no part in the decision.

Access and Communication

65. Meetings of the Board will be open to the press and public, but certain information and discussion may need to be restricted in line with relevant legislation, such as the Data Protection Act.
66. The duties of the Board may involve having access to and sharing information of a confidential nature which may be covered by the Data Protection Act. In such circumstances confidentiality must be maintained at all times.
67. Agendas, reports and minutes, along with the Board's membership and calendar of forthcoming meetings will be published on the Council's website.

The Clerk to the Board

68. The Clerk to the Board will be provided by the local authority's democratic services team.
69. The Clerk shall attend the meetings of the Board, in order to provide:
 - Advice on the rules and procedures governing the Board's activities; and
 - Administrative support and assistance, as required and requested.

Training of members

70. An induction will be arranged for all new Members of the Board. The costs of any such training will be met by the Board. Training for all members will be provided as and when required.

Annual review of activities

71. A report will be submitted on an annual basis to the Board to review activities over the previous 12 months to ensure that the Board is meeting its purpose.
72. The review will summarise the outcomes of reports over the preceding period, including how many officer recommendations were altered and the type of report.
73. The review will also consider the constitution including membership and terms of reference to assess whether any changes are required. If pupil numbers change significantly, which alters the broad balance between primary, secondary and academies, then representation would need to change.

Principles

74. The aims and objectives of the Board are, within the limits of regulations, to ensure that all funding for schools, early years, post-16 and any other stakeholders is distributed in a way that supports school improvement and secure the best outcomes for all children and young people.

75. That the allocation of funding enables stakeholders to meet their statutory requirements and to improve targeted outcomes through targeted funding and to review the impact in line with Appendix 2.
76. The Board is a partner with schools, other providers and the Local Authority in promoting good financial practice.

Revisions to the Constitution

77. Revisions to this Constitution will be agreed by the local authority in consultation with the Board.

Appendix 1: Schools forum powers and responsibilities

A summary of the powers and responsibilities of schools forums.

Function	Local authority	Schools forum	DfE role
Formula change (including redistributions)	Proposes and decides	Must be consulted [voting restrictions apply - see schools forum structure document] and informs the governing bodies of all consultations	Checks for compliance with regulations
Movement of up to 0.5% from the schools block to other blocks	Proposes	Decides	Adjudicates where schools forum does not agree local authority proposal
Contracts (where the local authority is entering a contract to be funded from the schools budget)	Proposes at least one month prior to invitation to tender, the terms of any proposed contract	Gives a view and informs the governing bodies of all consultations	None
Financial issues relating to: <ul style="list-style-type: none"> arrangements for pupils with special educational needs, in particular the places to be commissioned by the local authority and schools and the arrangements for paying top-up funding arrangements for use of pupil referral units and the education of children otherwise than at school, 	Consults annually	Gives a view and informs the governing bodies of all consultations	None

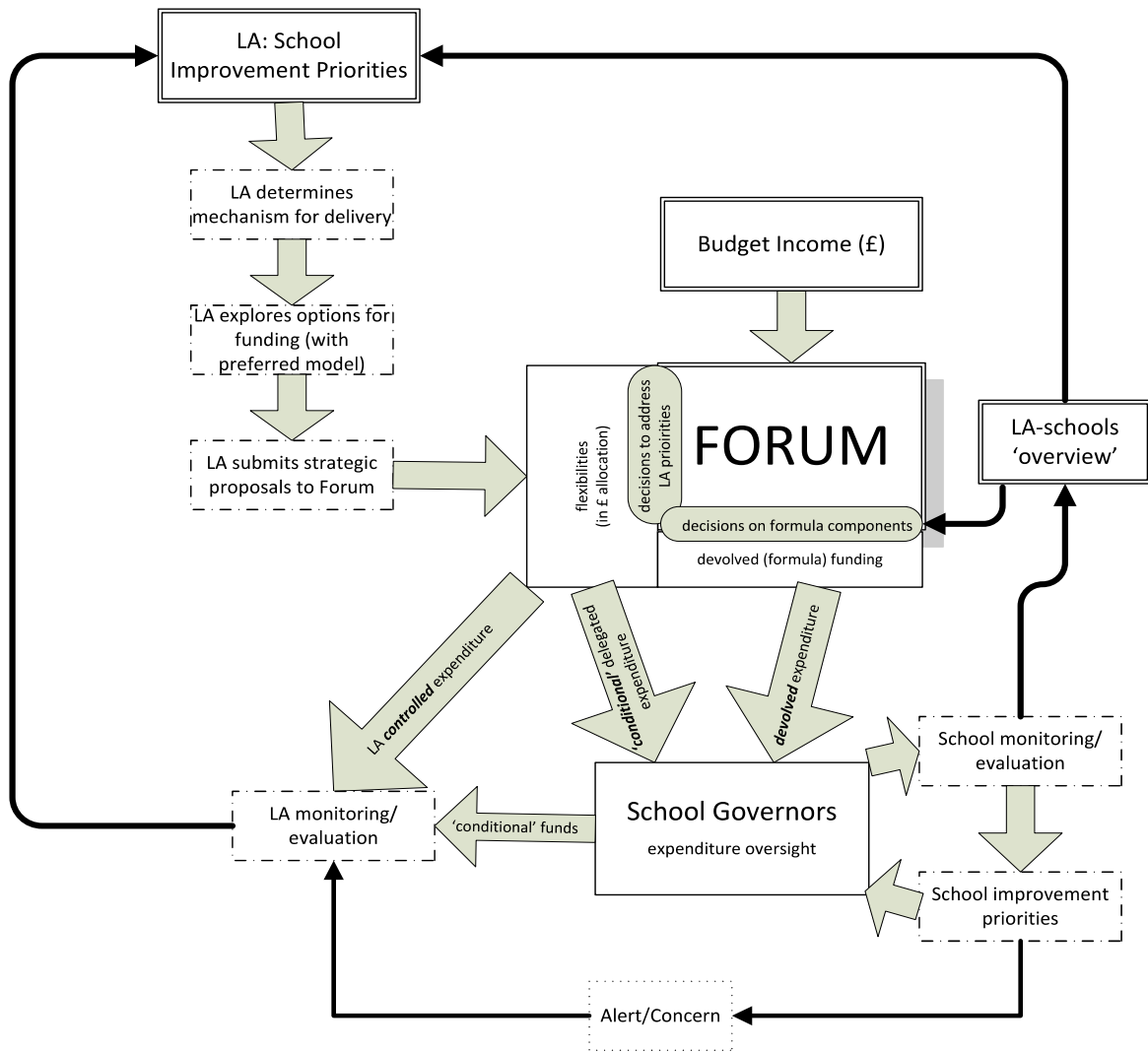
Function	Local authority	Schools forum	DfE role
<p>in particular the places to be commissioned by the local authority and schools and the arrangements for paying top-up funding</p> <ul style="list-style-type: none"> • arrangements for early years provision • administration arrangements for the allocation of central government grants 			
Minimum funding guarantee (MFG)	Proposes any exclusions from MFG for application to DfE	Gives a view	Approval to application for exclusions
Carry forward a deficit on central expenditure to the next year to be funded from the schools budget	Proposes	Decides	Adjudicates where schools forum does not agree local authority proposal
Any brought forward deficit on de-delegated services which is to be met by the overall schools budget.	Proposes	Decides	Adjudicates where schools forum does not agree local authority proposal
De-delegation for mainstream maintained schools for: <ul style="list-style-type: none"> • contingencies • administration of free school meals 	Proposes	Maintained primary and secondary school member representatives will decide for their phase. Middle schools are treated	Will adjudicate where schools forum does not agree local authority proposal

Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> • insurance • licences/subscriptions • staff costs – supply cover • support for minority ethnic • pupils/underachieving groups • behaviour support services • library and museum services • School improvement 		according to their deemed status	
<p>General Duties for maintained schools</p> <ul style="list-style-type: none"> • Contribution to responsibilities that local authorities hold for maintained schools (please see pre 16 schools funding operational guide for more information) 	Proposes	Would be decided by the relevant maintained school members (primary, secondary, special and PRU).	Adjudicates where schools forum does not agree local authority proposal
<p>Central spend on and the criteria for allocating funding from:</p> <ul style="list-style-type: none"> • funding for significant pre-16 pupil growth, including new schools set up to meet basic need, whether 	Proposes	Decides	Adjudicates where schools forum does not agree local authority proposal

Function	Local authority	Schools forum	DfE role
<p>maintained or academy</p> <ul style="list-style-type: none"> • funding for good or outstanding schools with falling rolls where growth in pupil numbers is expected within three years 			
<p>Central spend on:</p> <ul style="list-style-type: none"> • early years block provision funding to enable all schools to meet the infant class size requirement • back-pay for equal pay claims • remission of boarding fees at maintained schools and academies • places in independent schools for non-SEN pupils • admissions • servicing of schools forum • Contribution to responsibilities that local authorities hold for all schools 	Proposes	Decides	Adjudicates where schools forum does not agree local authority proposal
<p>Central spend on:</p> <ul style="list-style-type: none"> • capital expenditure funded from revenue – projects must have been planned and decided on 	Proposes up to the value committed in the previous financial year and where expenditure	Decides for each line	Adjudicates where schools forum does not agree local authority proposal

Function	Local authority	Schools forum	DfE role
<p>prior to April 2013 so no new projects can be charged</p> <ul style="list-style-type: none"> • contribution to combined budgets – this is where the schools forum agreed prior to April 2013 a contribution from the schools budget to services which would otherwise be funded from other sources • existing termination of employment costs (costs for specific individuals must have been approved prior to April 2013 so no new redundancy costs can be charged) • prudential borrowing costs – the commitment must have been approved prior to April 2013 	<p>has already been committed.</p> <p>See table four page 31 to 35 for Information on historic commitments. Read establishing local authority DSG baselines for more information.</p>		
<p>Central spend on:</p> <ul style="list-style-type: none"> • high needs block provision • central licences negotiated by the Secretary of State 	<p>Decides</p>	<p>None, but good practice to inform forum</p>	<p>None</p>
<p>Scheme of financial management changes</p>	<p>Proposes and consults the governing body and</p>	<p>Approves (schools members only)</p>	<p>Adjudicates where schools forum does not</p>

Function	Local authority	Schools forum	DfE role
	Head of every school		agree local authority proposal
Membership: length of office of members	Decides	None (but good practice would suggest that they gave a view)	None
Voting procedures	None	Determine voting procedures	None
Chair of schools forum	Facilitates	Elects (may not be an elected member of the Council or officer)	None



Standing Sub Groups

Membership and Terms of Reference

Specific remit for each sub group:

Resources Sub Group

3 nominations from the Education Board (Headteacher/governor) 4 other members nominated from the four associations 1 school business manager nominated from Board Officer representation

- To advise and recommend to Board on all matters relating to Dedicated School Grant finance and funding, including annual budget setting arrangements;
- Specifically to prepare individual school budget criteria To work with officers to support them in drawing up and recommending to Education Board and Council Cabinet annual budget models;
- To retain robust oversight of the blocks of funding, and to recommend where required mitigation actions;
- To advise on receipt and usage of any additional funding streams coming on line;
- To advise officers with regard to specific school budget issues;
- To scrutinise ahead of time any Dedicated School Grant budget papers going to Education board, all be it remotely, if required;
- To undertake specific task and finish activity, if related to Dedicated Schools Grant funding.

Vulnerable Learners Sub Group

Membership

Utilise the SEN Strategic Board Additional representation from PP, VSCLA

Terms of Reference

- To oversee the implementation and effectiveness of the over-arching three year strategy for SEND in Southend;
- In particular, the VLSG should offer a degree of challenge and assurance that area SEND provision is fit for purpose, reporting up to both the Education Board, and the SEND strategic Board (both ultimately to Success for All)
- To oversee preparations for the SEND area inspection;
- To examine ways in which the Council and its partners can ensure that all children (including those who are vulnerable) have access to high quality education provision and outcomes;

- To recommend ways in which the Council and its partners can celebrate diversity and ensure that we are inclusive and supportive to all children;
- To review how information is shared between early years providers, primary and secondary schools to achieve good quality transitions for vulnerable children and their families;
- To explore how vulnerable children can be identified earlier in the education system so that they have access to the support that they need and prevent problems escalating;
- To develop a constructive dialogue between council departments...
- In addition, to broaden this dialogue externally to the voluntary sector and partner organisation to streamline processes and join up services for children and their families;
- To review, evaluate and monitor the effective delivery of SEND related strategic documents, including the Children Looked After and Care Leaver's Strategy, SEND Reforms, Early Help, SEND Strategy, relevant sections of the CYPP and the Quality Improvement Plan (QIP), - ensuring that the links are made and that they make a difference to outcomes for children;
- To maintain a strategic overview of national and local developments, initiatives, plans and policies that impact on services for vulnerable children.

School Performance Sub Group

Membership

3 nominations from the Education Board (Headteacher/governor)
 5 other members nominated from the four associations*
 1 post 16
 1 Early years
 Regional Commissioner for Schools or nominee
 CEO from MATs Group
 Director of Learning
 Group Manager for school performance

Terms of Reference

- To advise Council/Cabinet and subsequently own a school performance strategy for Southend;
- To implement the strategy, alongside the Regional Commissioner, in order to improve education performance in all schools and setting
- To work with schools and settings to periodically collect and analyse performance data. (Subject to data sharing protocol and agreement on high level data dashboard KPIs)
- To advise Council/Cabinet on the appropriateness of future priorities, targets and measures used to determine progress;
- To commission appropriate support where required both generic core programmes and specific targeted interventions, where required phase specific;
- To commission as and when appropriate relevant research on targeted School Improvement initiatives;

- To be accountable to the Board for the effectiveness of commissioning work, budget and due process;
- To ensure effective impact and value for money for school improvement commissioned function.

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Southend-on-Sea Borough Council

Report of Executive Director of Finance and Resources
And Deputy Chief Executive - People

Agenda
Item No.

5

To
Education Board

On
17th December 2019

Report prepared by:
Paul Grout, Senior Finance Business Partner

Dedicated School Grant Budget Planning 2020/21 And Forecast Outturn 2019/20

1 Purpose of Report

To present the Education Board with the Dedicated Schools Grant (DSG):

- Final funding methodology for distribution of the 2020/21 Individual School Block (ISB) allocations
- Final indicative DSG budget allocation for 2020/21
- Updated forecast outturn for 2019/20

2 Recommendations

Education Board (EB) are asked to agree:

- 2.1 That the indicative and the remaining 2020/21 per pupil uplift applied to all individual school block allocations, who have either not benefited from and therefore already funded above the minimum funding rates per pupil for 2020/21 or a 4% uplift to applied to the applicable core NFF pupil led factors, are set on Option 1 of Appendix 1, which incorporates the proposed, required and asked school block to central block funding transfer. (As referenced in 4.4 – 4.8).
- 2.2 And, on the basis Option 1 is agreed, it is recognised this is a proposed short term measure for 2020/21, which has been driven by the Department for Educations (DfE) recent announcement on the 11th October 2019 that the Central Block funding for historic commitments will be reduced by 20% for 2020/21. Option 1 will therefore allow the local authority (with working groups, as required) time to sensibly plan and consult (including with the Education Board), mitigating actions to address the continued and expected further funding losses from 2021/22 onwards.

- 2.3 Therefore, on the basis Option 1 (recommendation 2.1) is approved, the Education Board agree the total funded amount for Central Block services as referenced in 9.3 (option 1).
- 2.4 In the event, recommendation 2.1 / Option 1 is not agreed (which will then also automatically default to indicative Individual School Block allocations being set on Option 2). The Education Board are asked to agree the total funded amount for Central Block Services as referenced in 9.4 (option 2), and recognise the required Local Authority action as referenced in 4.5.
- 2.5 [Maintained School voting rights only] the de-delegation of funding to be centrally retained from the Schools block for the following services: (As referenced in 5.2)
- Staff Costs (Public duties)
- 2.6 That the growth fund to support schools continues to be held centrally within the Schools block and distributed to provide the extra required planned places within the authority.
- 2.7 And, as referenced in 6.3, if affordable to the long term growth model, a back dated increase can now applied to the growth rates proposed from Sept-19, which will be presented in the next January 2020 EB DSG report alongside the rates for Sept-20. This will also then, become an additional annual step of the model.
- 2.8 Agree, the 2020/21 early year funding rates, as shown in Appendix 3. (And referenced in 7.4)
- 2.9 And therefore on the basis of the decisions undertaken through both this and the previous October 2019 DSG paper, that this DSG paper and the following January 2020 DSG EB paper (which is for EB noting only), will be recommended to Council for final approval in February 2020.

And Education Board (EB) are asked to note:

- 2.10 With regard to individual school's budget (ISB) planning for 2020/21, as agreed, at the last October 2019 EB meeting:
- 2.10.1 The minimum per pupil 2020/21 funding levels have been set in line with the National Funding Formulae at £3,750 for primary schools and £5,000 for secondary schools (which is based on the nationally defined pupil led funding factors including lump sum).
- 2.10.2 And within the funding formulae itself, the core Pupil led National Funding Formulae (NFF) factors have been set and applied with the NFF 2020/21 4% uplift applied to those core factors from 2019/20.
- 2.11 That the final DSG Individual school budgets (ISB) for mainstream schools and the DSG 2020/21 budget, will be illustrated and simply for noting at the Education Board in January 2020, based on the agreed decisions made in both this December 2019 and the October 2019 DSG EB report.

3 Background

- 3.1 This reports sets out the 2020/21 Draft DSG budget and the final 2020/21 proposed funding methodology for award of funding to Individual School Budgets.
- 3.2 This reports follows on from the extensive “DSG 2019/20 budget update and budget planning for 2020/21” presented and agreed at the last October 2019 EB, which ultimately set the agreed trajectory for Individual School block allocations, subject to a remaining and required recommendation for a Schools Block to Central Block funding transfer, now proposed in this paper.
- 3.3 And, in continuation of the presentation of the last EB DSG report, to inform short term financial planning the 2020/21 Budget planning and the latest 2019/20 forecast outturn are presented alongside within each DSG funding block, and as displayed in ‘Appendix 2 – DSG Budget and Outturn 2019/20 to 2020/21’.

4 Schools Block – Individual School Block (ISB) allocations

2019/20 Budget to Forecast Outturn – on line to budget

2020/21 Individual Schools Budgets

Indicative DSG funding allocation £120.958M (Final tbc in January 2020)

- 4.1 As per the recommendations approved in the last DSG EB report, Appendix 1 – displays the indicative 2020/21 per pupil funding amounts for each school incorporating:
- 4.1.1 Minimum per pupil funding levels of £3,750 for primary schools and £5,000 for secondary schools (including lump sum).
 - 4.1.2 A 4% increase applied to the applicable core pupil led NFF funding factors (which is based on the current 2019/20 baselines).
 - 4.1.3 And 2 options, option 1 displaying the % per pupil led uplift (indicative 1.66%) to all remaining schools incorporating the required and asked funding transfer to the central block, and option 2 displaying the % per pupil led uplift (indicative 1.84%) to all remaining schools without the required ask of a central block funding transfer.
- 4.2 And as referenced, in the last DSG EB paper, with the exception of those schools who will benefit from the 2020/21 minimum per pupil funding levels, all other school per pupil funding rates are indicative and therefore subject to minor changes once the DfE have processed and released the October 2019 school census data. Following that, the final illustrations will be shown in the next January DSG EB paper and will therefore be for noting only (which will also include any applicable and separate funding adjustments for 2020/21 Business rate charges and updated Numbers on Roll of each school as recorded through to the DfE in the October 2019 school census).

- 4.3 And lastly, as referenced in the last DSG EB paper and verbally updated at the last Education Board, the Department for Education have approved subject to the agreement of the school forum, an allowable block funding transfer (within the tolerance of 0.5% for the totality of Schools Block) from the schools block, to cover the 20% loss of funding to the central block. And to remind the Education Board, for Southend this is an equivalent £181,000 loss of funding (a national loss of £43.6M), compared to £905,000 of current central block funded services delivered, some of which, as shown in Appendix 4, are either part funded by the DSG or a 100% funded, all in accordance with decisions, previously undertaken through the Education Board/School Forum.
- 4.4 Now, given, the DfE only announced the actual amount of loss of funding for 2020/21 on the 11th October 2019 (which has imposed a very short and unrealistic time frame to consider the future of these services), and with due consideration to Appendix 4, illustrating both the activities and outcomes those services provide, the Education Board are asked to approve the proposed funding transfer for 2020/21 and therefore resulting illustrative school block allocations show under “option 1”, of Appendix 1.
- 4.5 If the Education Board approve this funding transfer for 2020/21, this will then at least ensure the listed services are protected and confirmed at their current funded levels for 2020/21 (1st April 2020 to 31st March 2021). In the event, the Education Board do not approve option 1, then the Appendix 4 listed services will be put at risk in terms of their current funded levels, and as the local authority is the lead commissioner of these services an appropriate action plan will need to urgently be put in place to seek to ensure the 2020/21 DSG £181,000 funding loss is recovered.
- 4.6 And yes, it must remain minded, the continuation of proposed school block transfer from 2021/22 is not a long term sustainable funding option, given it is now very likely (although not announced), that the DfE will continue to reduce this allocation by a further 20% for the remaining 4 years (21/22 through to 24/25), and by which time the full £905,000 will have gone, which in turn is also a greater sum than the current allowable 0.5% school block transfer.
- 4.7 And, it must also remain minded, that the ability to transfer funding from the school blocks to other blocks, is also subject to the annual decision of the DfE, and given the intention that a hard NFF implementation remains, this will no doubt remove the ability to apply local block funding transfers in future years.
- 4.8 Therefore, on the basis Education Board approve Option 1 (and protect these service’s for 2020/21), this will therefore buy some sensible time to allow the Local Authority to plan accordingly and update the Education Board during 2020/21, as to how the continued funding loss of historic Central Block services will be managed (with any required options) from 2021/22 onwards.

5 School block – Centrally retained de-delegated public duties (Voting rights Maintained only)

2019/20 Budget to Forecast Outturn – circa (£9,000) underspend

- 5.1 This position reflects the 11 academy schools that have now bought in at this stage, including an estimate of expected claims by the end of the year. Appendix 1 has also been updated to reflect an isolated DSG reserve balance for de-delegation, and therefore any final under or over spend on this fund will be carried forward into the following financial year.

2020/21 Indicative DSG funding allocation £5,538 (Final tbc in January 2020)

- 5.2 In continuation of the decision undertaken last year, and now the only proposed item for de-delegation Maintained Schools are asked to approve the continued de-delegation of public duties at £1.00 per pupil (same rate at 2019/20), which will also be applied to their Numbers on Roll as at the October 2019 Census.
- 5.3 The fund enables Maintained schools within the Borough to reclaim the cost of staff who undertake Public Duties (usually jury service or sitting as a magistrate), and to undertake trade union duties in work time, in accordance with the facilities agreement for schools.
- 5.4 And Academy Schools can continue to be able to buy in to this fund and therefore be eligible to claim from this fund, with the same charge rates applied as 5.2.

6 Schools Block – Centrally retained Growth Fund

2019/20 and 2020/21 Budget Planning

- 6.1 As referenced and agreed, in the March 2019 EB “DSG Growth Fund application 2019/20 and future years” paper:
- 6.1.1 The application of applied Growth fund is now managed on a long term basis, allowing any one year, to either, overspend or underspend, provided that the total application of the growth fund is affordable over the life of that planned growth.
- 6.1.2 And, In accordance with the previous agreement and conditions, the growth fund rates from Sept-20 will be presented in the next January 2020 DSG paper, for noting, which follow’s the DfE’s actual announcement of the size of the Growth fund for 2020/21.
- 6.2 Now given, as stated, it remains a statutory duty of the Local Authority and therefore School Admission team to determine and approve any required new intake class, and as previously stated, the confirmed required number of new intake classes, can change up until the end of the previous summer term as final admissions are confirmed. We have seen in the 2019/20 forecast a higher underspend, than previously expected, because there was 1 less new primary class and 1 new less secondary class than originally planned, which obviously in turn impacts the modelling.

- 6.3 Therefore, it now seems a sensible solution, that when the updated model is undertaken for the next January DSG EB report. If affordable to the planned long term model (which will be illustrated as an updated Growth Model appendix to the January DSG EB report), that a back dated increase to the growth rates can be also applied from the Sept-19 consistently to all schools with new and confirmed intake classes, but also maintaining, the previously agreed 1:1.186 Primary to Secondary per pupil funding ratio.
- 6.4 This would then also become another step to the annual updated model, which would help to ensure all funding received for growth, is distributed to support growth.

7 Early Years Block

2019/20 Budget to Forecast Outturn – held on line to budget

- 7.1 We must continue to remain minded, the Early Years Block 2019/20 DSG allocations remain provisional until the DfE have processed the January 2020 Early Years census, and will therefore announce revised and final funding allocations for the 2019/20 in July 2020.
- 7.2 Although, a final spend to provisional budget position cannot be confirmed until a full financial year, and therefore the 3 respective funding periods within have been processed. At this point in time, all funding claims compared to provisional budget allocation are either within or close to budget allocation.

2020/21 Budget Planning

Indicative allocation of £10.175M (tbc in January 2020, revised in July 2020, and further updated by the DfE in July 2021)

- 7.3 The DfE announced on 31st October 2019 that all local authorities will receive an additional 8p per hour (compared to their current 2019/20 funded rates), to help fund child care places for 2020/21.
- 7.4 Now given, the extensive work that has been performed by the local authority in the last few years in relation to Early Years funding, and decisions undertaken by the Education Board. It is pleasing to recommend that the Education Board passport through the full 8p per hour increase to **all core** provider rates for 2020/21 (as illustrated in Appendix 3).
- 7.5 This will, then in turn, continue to leave a small centrally retained early years fund and hold additional deprivation funding at their current levels. The Education Board, therefore also continues to ensure a high passport through rate of 98%, which is above the DfE minimum requirement of 95%.

8 High Needs Block

2019/20 Budget to Forecast Outturn – a projected (£152,000) under/over spend against allocated services lines expenditure.

- 8.1 Appendix 2 – displays the full 2019/20 forecast outturn for High Needs on a line by line basis. And as shown, the High Needs Block for 2019/20 is now anticipated to fully recover, including the full restoration of the depleted High Need DSG reserve balance of (£348,000) as at the 1st April 2019.
- 8.2 It must therefore be noted and continually commended, as planned, that given the national and recognised pressures on High Needs Funding, that through the joint work of Southend's Local Authority, Education Board, Applicable Special Schools and Schools (where savings have been made and agreed over the last 3 years). Southend's own DSG High needs funding position is now restored to a sustainable financial position at this current time, with consideration also applied to the 2020/21 funding allocation.
- 8.3 However, it must, also continue to remain minded that the financial pressures with the distribution of high needs funding are forever continually increasing, so future planning must remain both affordable and considerate.

2020/21 Budget Planning - Indicative allocation of £22.540M (explanation covered in the last October 2019 DSG report, and resulting service expenditure allocations will be set as planned in the pre-agreed June 2020 High Need detailed allocation paper)

9 Central Block

2019/20 Budget to Forecast Outturn – held on line to budget

2020/21 Budget Planning

Indicative allocation of £1.565M (Final tbc in January 2019)

- 9.1 As explained, in depth in the last DSG EB report, The 2020/21 indicative budget allocation (funding into the DSG) is circa £180,000 less than the 2019/20 allocation, as the DfE have now started to unwind the historic commitment element of the central block funding, at rate of 20% for 2020/21.
- 9.2 Approval is required by the Education Board each year to confirm the amounts and service lines.
- 9.3 Now given, the Education Board (EB) have been asked to approve a school block funding transfer **option 1**, to cover the circa £180,000 loss of funding. If the EB approve this transfer, it is asked that the EB also approve option 1 below in the table, and that these services, as listed, can continue to be funded from the Central Block (which is line with the previous years agreement), with a total amount of **£1,746,170**.

- 9.4 In the event, the EB do not approve option 1, which will then automatically default to **option 2**, the EB are therefore asked to approve, that the central block services listed under option 2, are funded as listed, with a total indicative amount of **£1,565,192** (and a 20% DSG funding reduction will be applied to all services listed within Appendix 4).

	Amount (Option 1)	Amount (Option 2)
From Central Schools Services Block		
Combined Budgets	£904,888	£723,910
CLA/MPA Licences	£127,017	£127,017
Schools Admissions	£267,980	£267,980
Servicing of Schools Forum	£18,700	£18,700
ESG Retained Duties	£427,585	£427,585
	£1,746,170	£1,565,192

10 DSG Funding

2019/20 Budget to Forecast Outturn – £130,000 additional income, relating to the previously explained Early years DSG funding adjustment for 2018/19

2020/21 Budget Planning

- 10.1 The current indicative DSG funding allocation for 2020/21, has been set at £156.235M. However, we continue to note that the total school block funding allocation will also be updated once the October 2019 census has been processed by the DfE, with the results released late December 2019, and therefore will be displayed in the next January 2020 DSG EB paper.

11 Latest forecast DSG reserve balances

- 11.1 The table below updates the current expected DSG reserve balances by year end.

Block	Schools – ISB	Schools - growth	Early Years	High Needs	Central	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Reserves surplus / (deficit)						
1 April 2019 B'fwd	0	(69)	594	(348)	39	216
18/19 Early years funding adj.	0	0	130	0	0	130
2019/20 forecast Variance	0	246	0	499	0	754
Transferred in year	0	0	0	0	0	0
31 March 2020	0	177	724	151	39	1,100

12 Conclusion

- 12.1 The DSG financial papers continue to offer both a DSG 2019/20 forecast outturn and 2020/21 budget planning view combined, and therefore sensibly informing a short term DSG financial plan.
- 12.2 It is also with praise to the work and decisions of the Local Authority, Education Board, Resource Sub Group, task and finish groups, special schools, schools, early years providers working constructively and collectively that have restored the DSG balances to a current and sustainable financial footing, which in turn benefits and maximizes available future funding to support all children and therefore educational development.
- 12.3 It is however, unfortunate, with the announcement of reductions in Central Block funding, the DfE are forcing difficult decisions to be placed on Local Authorities and respective Education Boards / School Forums to be made.

13 Appendices

Appendix 1 - Indicative Individual School budget allocations 201920

Appendix 2 - DSG Budget and Outturn 201920 to 202021

Appendix 3 - Proposed Early Years funding rates 2020/21

Part 2:

Appendix 4 - Central Block historic commitments

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Appendix 1 - 2020/21 indicative individual school funding

Recommend, if printed, to print in A3 Landscape

				A		B				C		((A * B) + C) / A		((A * B) + C)						
				Indicative - final allocations will be based on the 20/21 NOR and pupil demographics using the October 2019 school census																
URN	Primary / Secondary	Maintained / Academy	School Name	19/20 NOR*	19/20 MFG pupil led rate *	1) With central block funding transfer		2) Without central block funding transfer		20/21 NFF Lump Sum	option 1	option 2	option 1	option 2	Difference of option 1 from option 2					
						option 1	option 1	option 2	option 2											
						£	£	£	£											
						20/21 uplift % from the 19/20 per pupil led rate	20/21 pupil led rate per pupil	20/21 uplift % from the 19/20 per pupil led rate	20/21 pupil led rate per pupil			20/21 Total pupil amount based on 19/20 NOR	20/21 Total pupil amount based on 19/20 NOR							
114718	Primary	Maintained	Chalkwell Hall Junior School	480	3,380	3.88%	3,511	3.88%	3,511	114,804	3,750	3,750	1,800,000	1,800,000	0					
114719	Primary	Maintained	Chalkwell Hall Infant School	356	3,354	2.19%	3,428	2.19%	3,428	114,804	3,750	3,750	1,335,000	1,335,000	0					
114720	Primary	Maintained	Earls Hall Primary School	631	3,430	4.04%	3,568	4.04%	3,568	114,804	3,750	3,750	2,366,250	2,366,250	0					
114774	Primary	Maintained	Leigh North Street Primary School	616	3,325	7.18%	3,564	7.18%	3,564	114,804	3,750	3,750	2,310,000	2,310,000	0					
114780	Primary	Maintained	West Leigh Infant School	360	3,269	4.96%	3,431	4.96%	3,431	114,804	3,750	3,750	1,350,000	1,350,000	0					
114787	Primary	Maintained	Barons Court Primary School and Nursery	245	3,614	1.66%	3,674	1.84%	3,681	114,804	4,143	4,149	1,015,006	1,016,626	(1,620)					
114789	Primary	Maintained	Heycroft Primary School	397	3,280	5.52%	3,461	5.52%	3,461	114,804	3,750	3,750	1,488,750	1,488,750	0					
114841	Primary	Maintained	Fairways Primary School	428	3,392	2.65%	3,482	2.65%	3,482	114,804	3,750	3,750	1,605,000	1,605,000	0					
115145	Primary	Maintained	St Mary's, Prittwell, CofE Primary School	639	3,773	1.74%	3,838	1.93%	3,845	114,804	4,018	4,025	2,567,306	2,571,931	(4,625)					
134860	Primary	Maintained	Eastwood Primary School & Nursery	394	4,240	1.66%	4,310	1.84%	4,318	114,804	4,601	4,609	1,812,936	1,815,993	(3,057)					
134861	Primary	Maintained	Edwards Hall Primary School	394	3,361	2.89%	3,459	2.89%	3,459	114,804	3,750	3,750	1,477,500	1,477,500	0					
115313	Primary	Maintained	Milton Hall Primary School and Nursery	598	4,351	1.66%	4,423	1.84%	4,431	114,804	4,615	4,623	2,760,018	2,764,779	(4,762)					
140672	Primary	Academy	Prince Avenue Academy and Nursery	410	3,876	1.66%	3,940	1.84%	3,947	114,804	4,220	4,227	1,730,101	1,733,009	(2,908)					
142683	Primary	Academy	Porters Grange Primary School and Nursery	359	4,426	1.66%	4,499	1.84%	4,507	114,804	4,819	4,827	1,729,973	1,732,880	(2,908)					
144987	Primary	Academy	Our Lady of Lourdes Catholic Primary School	416	3,312	4.88%	3,474	4.88%	3,474	114,804	3,750	3,750	1,560,000	1,560,000	0					
145910	Primary	Academy	Westborough Academy	485	3,815	3.27%	3,940	3.27%	3,940	114,804	4,177	4,177	2,025,722	2,025,722	0					
143335	Primary	Academy	Hamstel Junior School	564	3,843	1.66%	3,907	1.84%	3,914	114,804	4,110	4,117	2,318,267	2,322,234	(3,967)					
143340	Primary	Academy	Hamstel Infant School and Nursery	446	3,819	1.66%	3,882	1.84%	3,889	114,804	4,140	4,147	1,846,299	1,849,416	(3,117)					
143333	Primary	Academy	Hinguar Community Primary School	212	3,645	1.66%	3,705	1.84%	3,712	114,804	4,246	4,253	900,255	901,669	(1,414)					
143338	Primary	Academy	Greenways Primary School	943	3,741	1.66%	3,803	1.84%	3,810	114,804	3,925	3,931	3,700,825	3,707,280	(6,455)					
142753	Primary	Academy	West Leigh Junior School	524	3,292	7.24%	3,531	7.24%	3,531	114,804	3,750	3,750	1,965,000	1,965,000	0					
144877	Primary	Academy	Bournes Green Junior School	264	3,336	1.66%	3,391	1.84%	3,397	114,804	3,826	3,832	1,010,078	1,011,690	(1,612)					
140536	Primary	Academy	Darlinghurst School	639	3,570	3.98%	3,713	3.98%	3,713	114,804	3,892	3,892	2,487,103	2,487,103	0					
143339	Primary	Academy	Bournes Green Infant School	180	3,467	1.66%	3,524	1.84%	3,531	114,804	4,162	4,168	749,154	750,296	(1,142)					
144694	Primary	Academy	Temple Sutton Primary School	735	3,877	2.35%	3,969	2.35%	3,969	114,804	4,125	4,125	3,031,739	3,031,739	0					
143337	Primary	Academy	Blenheim Primary School	598	3,556	1.66%	3,615	1.84%	3,622	114,804	3,807	3,814	2,276,687	2,280,578	(3,892)					
145678	Primary	Academy	Sacred Heart Catholic Primary School and Nursery	324	3,886	1.66%	3,950	1.84%	3,958	114,804	4,305	4,312	1,394,741	1,397,045	(2,304)					
146015	Primary	Academy	St Helen's Catholic Primary School	325	3,762	3.27%	3,885	3.27%	3,885	114,804	4,238	4,238	1,377,331	1,377,331	0					
146016	Primary	Academy	St George's Catholic Primary School	211	3,541	1.66%	3,599	1.84%	3,606	114,804	4,143	4,150	874,231	875,598	(1,367)					
143966	Primary	Academy	Bournemouth Park Academy	565	4,212	1.66%	4,282	1.84%	4,289	114,804	4,485	4,493	2,533,966	2,538,321	(4,355)					
144878	Primary	Academy	Richmond Avenue Primary and Nursery School	408	3,846	1.66%	3,910	1.84%	3,917	114,804	4,191	4,198	1,710,088	1,712,960	(2,872)					
143334	Primary	Academy	Friars Primary School and Nursery	407	3,983	1.66%	4,049	1.84%	4,056	114,804	4,331	4,338	1,762,780	1,765,747	(2,967)					
143336	Primary	Academy	Thorpedene Primary School	524	4,177	1.66%	4,246	1.84%	4,253	114,804	4,465	4,473	2,339,592	2,343,597	(4,005)					
141741	Secondary	Academy	Chase High School	855	5,770	1.66%	5,865	1.84%	5,876	114,804	5,999	6,010	5,129,467	5,138,494	(9,027)					
142077	Secondary	Academy	Cecil Jones Academy	787	5,955	1.66%	6,054	1.84%	6,064	114,804	6,199	6,210	4,878,979	4,887,555	(8,576)					
143144	Secondary	Academy	Southchurch High School	555	6,417	1.66%	6,524	1.84%	6,536	114,804	6,731	6,742	3,735,489	3,742,007	(6,518)					
137733	Secondary	Academy	Shoeburyness High School	1,461	5,389	1.66%	5,479	1.84%	5,489	114,804	5,557	5,567	8,119,134	8,133,543	(14,409)					
136272	Secondary	Academy	Westcliff High School for Boys Academy	869	4,687	3.86%	4,868	3.86%	4,868	114,804	5,000	5,000	4,345,000	4,345,000	0					
137284	Secondary	Academy	The Eastwood Academy	995	4,969	1.66%	5,051	1.84%	5,060	114,804	5,167	5,176	5,140,703	5,149,751	(9,047)					
136490	Secondary	Academy	Westcliff High School for Girls	905	4,693	3.84%	4,873	3.84%	4,873	114,804	5,000	5,000	4,525,000	4,525,000	0					
136444	Secondary	Academy	Southend High School for Girls	866	4,687	3.85%	4,867	3.85%	4,867	114,804	5,000	5,000	4,330,000	4,330,000	0					
138174	Secondary	Academy	Belfairs Academy	1,210	4,851	1.66%	4,932	1.84%	4,940	114,804	5,026	5,035	6,081,951	6,092,693	(10,742)					
136443	Secondary	Academy	Southend High School for Boys	887	4,690	3.84%	4,871	3.84%	4,871	114,804	5,000	5,000	4,435,000	4,435,000	-					
137310	Secondary	Academy	St Thomas More High School	787	4,991	1.66%	5,073	1.84%	5,083	114,804	5,219	5,228	4,107,582	4,114,770	(7,188)					
137312	Secondary	Academy	St Bernard's High School	724	4,931	1.66%	5,013	1.84%	5,022	114,804	5,171	5,180	3,744,015	3,750,548	(6,533)					
												25,978						119,784,015	119,915,401	(131,386)
															option 2 indicative residual DSG funding to support the growth fund:	(49,592)				
															Central block historic commitment 20/21 DSG funding reduction from 19/20:	(180,978)				

* NOR Numbers on roll

* 19/20 MFG pupil led rate - as defined by the DfE under NFF, has been baselined to the (19/20 individual schools pupil led funding allocation less the 20/21 NFF lump sum rate) / 1920 NOR

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Southend-on-Sea Borough Council

Report of Deputy Chief Executive - People
and Director of Education and Early Years

To
Education Board

On

17th December 2019

Report prepared by:
Elaine Hammans, Head of Early Years

6

**Southend 2050 - Opportunity and Prosperity:
Our children are school and life ready, and the workforce is highly skilled.**

1. Purpose of Report

1.1 To propose to the Education Board the use of the one off funding resources available through the Early Years DSG reserve.

2. Recommendations

Education Board are asked to agree:

2.1 Using the one off funding resource of £224k over a period of two years.

2.2 Use of the funds to support Early Years delivery in:

- Maintaining and expanding development officers' role for two years to include outreach activities to reach parents/ carers of eligible children who are not accessing their entitlement.
- To ensure marketing and communication are fully developed using all platforms developed with the Communication Team.
- To maintain dedicated Early Years resource for two years within the Operational, Performance and Intelligence team. (OPI)
- To develop specific training on inclusive practice, looking at behaviour through a different lens; in line with Southend 2050 outcomes, involving active participation in design and roll out of the programme.

3. Background/Context

3.1 The DSG early years balance is now in a very favourable and healthy financial position. As shown in the October 2019 DSG paper to the board on 22nd October, where it was highlighted that a formal proposal should come to the board in December 2019 to agree the use of the current one off DSG early reserve fund of £224k.

Funding request:

3.2 Early years identified the lack of resource to support outreach to parents/carers to inform them of their entitlement. The priority is to fully maximise the targeted two year old funding for our most deprived children, and ensure that all children are accessing universal three and four year old entitlement. Parents/carers are able to work through maximising extended entitlement and tax free childcare.

Since April 2019, early years working with PACEY secured a part time outreach officer for a one year fixed period fully funded by the DfE to promote take up children’s entitlement.

This has been extremely successful and early years are keen to extend and maintain this role for the next two years. We know that there is far more to be done to engage eligible parents/carers across Southend.

3.3 Early years was successful in a support bid in 2017/18 to develop one off marketing materials/resources. We aim to further develop this by designing and developing resources with parents/carers and the childcare workforce to become self -sustaining through the use of the self –update provider portal, which in turn will be linked with SHIP directly, and the Southend Learning Network.

3.4 Early years through bids have ensured that all providers including schools with nursery classes have access to the provider portal. This portal provides the opportunity to system manage the early years DSG, sufficiency information and to measure take up from estimate to actual take up. It provides headcount information including the DfE January Census return. The system is also able to identify children entitled to deprivation and EYPP promptly from estimate. Before the system providers were not aware of children entitled to the additional funding until very late in the term. This will support better outcomes for our more vulnerable children. It has become clear that even though we have the system we need dedicated resource from the OPI over the next two years to fully identify, develop and analyse reports which in turn will inform the Education Board of the use of the early years DSG. This enables full use of the system in order that it becomes a self- sustaining management information report system.

3.5 Southend 2050 is aimed at ensuring that our youngest children are school and life ready. Research shows that within early year’s development it is hard to determine when shown behaviour is attributed to ASD or to the child’s social and emotional development and or environment. Providers are often dealing with the consequence of behaviour without looking at the wider possibilities of why such a young child is showing challenging behaviour. Early years would aim to work with providers, professionals and experts to look at behaviour through a different lens, listening to the voice of the child. This funding would provide opportunity to design and develop a programme of training focusing on excellent inclusive practice.

3.6 Proposed estimated use of the available one off funds over two years

Outreach officer FTE	£75,500
Marketing and Communication	£10,000
OPI resource for development	£94,000
Training development and programme	£44,500
Total	£224,000

4. Summary of benefits of the proposal

4.1 Poverty Agenda

The proposal to deliver this one off use of funding will enable the Education Board to:

- Maximise the available budget for Early Years DSG
- Ensure children and families are fully aware of the all entitlements. Targeting those children and families living in the most deprived households

5. Implications of the report

5.1 This funding will further enable maximum use of the Early Years DSG. It will also provide an opportunity for the workforce to upskill, and children better prepared for their transition into school leading to better outcomes.

6. Financial implications

6.1 Agreeing the use of this one off resource, will leave the current early years DSG reserve with a remaining balance of £500k. (£724,000 - £224,000) while also ensuring Early Years DSG remains in a healthy financial position. The remaining balance will allow for the absorption of any one off adverse funding effects for future early years funding caused by funding being received based on the January census alone and early years funding being paid out on the 3 separate funding periods.

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Southend Education Board, Resources Sub Group (RSG)

3rd December 2019, 4.30-5.45, Southend High School for Boys

DRAFT Minutes of the meeting

9

Membership of the sub group for Resources	(nominations received) representation
3 nominations from the Education Board (Headteacher/governor)	Robin Bevan (secondary) CHAIR Maurice Sweeting (SECAT, governor) Stuart Reynolds (secondary, head teacher)
4 other members nominated from the four associations	Nick Booth (primary) Vacancy (secondary) Jackie Mullan (special) Anthony McGarel (governor)
1 school business manager nominated from Board	Simon Oxenham (SHSB)
Council Officer representation as required for the papers	Paul Grout (Senior Finance Business Partner) Gary Bloom (Head of SEND) Elaine Hammans (Head of Early Years) Christine Hickey (School Finance Service Manager) cc. Brin Martin (Director of Learning)

Time	Agenda item	Decision? Action
4.30	Membership Apologies And council officer representation as required for papers Officers present: Paul Grout Gary Bloom	Nick Booth and Simon Oxenham gave apologies for the meeting.
	Membership Vacancies	Welcome to Stuart Reynolds at his first meeting of the RSG, following his new appointment. 1 vacancies: Vacancy (secondary). Action: Paul Grout to obtain an update from Paul Hayman with regard to a secondary head replacement representation.
4.40	Minutes of the last meeting 08.10.19	No amendments. Minutes agreed.

<p>4.45</p>	<p>DSG 2020/21 budget planning and 2019/20 forecast outturn</p> <p>DRAFT Paper and Appendices supplied</p>	<p>Paper reviewed and discussed by the group with helpful debate from all members.</p> <p>It was agreed that most of the recommendations were wholly in line with the Board's previous decisions and did not need to be revisited in detail.</p> <p>Action: To make clearer in the recommendations, that option 1, is a proposed short term 2020/21 measure, driven by the DfE's announcement on the 11th October 2019 that the central block funding for historic commitments will be reduced by 20% in 2020/21.</p> <p>Option 1, therefore allows time for the Local Authority (with working groups) to sensibly plan and consult with the Education Board, mitigating actions to address the continued and expected further funding losses from 2021/22 onwards.</p> <p>The group also considered whether or not to present any other alternatives, beyond options 1 and 2. The group agreed that a further option would not be substantially different to those proposed. The group agreed to recommend Option 1, as the preferred way forward to the Board.</p>
<p>5.30</p>	<p>AOB</p>	<p>None</p>
<p>5.45</p>	<p>Date of next meeting:</p> <p>Future RSG meeting dates – Southend High School for boys 4:30 pm to 6.00 pm (& planned papers ahead of Education Board):</p> <p>7th January 2020 (if needed, tbc)</p> <p>1. DSG 2020/21 Final Budget including ISB allocations (PG)</p> <p>3rd March 2020 (if needed, tbc)</p> <p>No DSG finance papers currently planned or applicable</p> <p>tbc June 2020</p>	

	<ol style="list-style-type: none">1. DSG Final Outturn 2019/20 (PG)2. DSG High Need detailed budget allocations 2020/21 (PG/GB) <p>Meeting close</p>	
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