

Schools Forum Agenda

Thursday, 19 March 2015

4.30 pm – 6.30 pm, Committee Room 4 - Civic Suite
Lewisham Town Hall
London SE6 4RU

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Item	Pages
1. Minutes of Last Meeting	1 - 4
2. Matters Arising	
3. Annual Internal Audit Report	5 - 10
This report provides details of the auditors finding during the year.	
4. Annual Health and Safety Report	11 - 25
This report provides details of the auditors finding during the year.	
5. Occupational Health	
The Council has recently tendered and interviewed for a new Occupational Health Provider and is in the process of making a final selection. The existing contract ends in October 2015, and schools views will be important in considering the bids. A verbal update will be given at the meeting on the latest position.	
6. Financial Update and Budget Monitoring Report	26 - 37
To consider the current budget monitoring position, an update on the DSG budget for 2015/16 and the capital funding announcement.	
7. Scheme of Delegation	38 - 39
The annual update of the scheme.	
8. Academies Funding	40 - 46
To look at the financial impact of academies showing the impact on both	

a Local Authority and schools. The report will also give benchmark comparisons between academies and schools.

9. Any Other Business

47 - 52

Information Items

1. Benchmarking Data – This provides financial comparisons with our statistical neighbours. The data comes from the S251 budget return.
2. Calendar of Work – This is a programme of work for the coming year.

Dates of Future Meetings

- 4 June 2015
- 1 October 2015
- 10 December 2015
- 4 February 2016
- 17 March 2016

All meetings 4.30 to 6.30

LEWISHAM SCHOOLS FORUM

Minutes of the meeting held on Thursday 5th February 2015

Membership (Quorum = 40% i.e. 9) ✓ = present ✗ = absent a = apologies

		Attendance				
		20/3	19/06	25/09	11/12	05/02
Primary School Headteachers						
VACANT	Primary School					
Steve Davies	Coopers Lane	✓	✗	✓	✗	✗
Liz Booth	Dalmain	✓	✓	✗	✓	✗
Paul Moriarty	Good Shepherd	✗	✗	✗	✗	✗
Lisa Pearson	Torridon Infants	✗	✗	✗	✗	✗
Michael Roach	John Ball	a	✓	✓	✗	✓
Nursery School Headteacher						
Nikki Oldhams	Chelwood	a	✓	✓	✓	a
Secondary School Headteachers						
Anne Potter	Addey & Stanhope	✓	a	✓	✓	✓
Bob Ellis	Conisborough College	a	a	✓	✓	a
David Sheppard	Leathersellers Federation	✓	✓	✓	✓	✓
Carolyn Unsted (Chair)	Sydenham	✓	✓	✓	✓	✓
Special School Headteacher						
Lynne Haines	Greenvale	✓	✓	✓	✓	✓
Pupil Referral Unit Headteacher						
Liz Jones	Abbey Manor	a	a	a	✓	✓
Primary & Special School Governors						
Keith D'Wan	Athelney	✓	✓	a	✓	✓
Dame Erica Pienaar (Vice-Chair)	John Ball	a	✓	✓	a	✓
Mark Simons	Coopers Lane	✗	✗	✗	✗	✗
Secondary & Secondary Special School Governors						
Pat Barber	Bonus Pastor				a	✓
James Pollard	Addey & Stanhope	✓	✗	✗	✓	✗
VACANT	Special School					
Academies						
Declan Jones	Haberdashers' Aske's	a	✓	a	a	a
14-19 Consortium Rep						
Theresa Williams	LeSoCo	✗	✗	✗	✗	✗
Early Years Rep						
Cathryn Kinsey	Clyde Nursery	✗	✗	✗	✓	✓
Diocesan Authorities						
Rev Richard Peers	Southwark Diocesan Board of Education	✗	✗	✗	✗	✗
Stephen Bryan	Education Commission	a	✗	a	a	✗

Also Present	
Alan Docksey	Head of Resources & Performance
Dave Richards	CYP Group Finance Manager
Hayden Judd	Principal Accountant
Dipesh Gajmer	CYP Finance
Kim Knappett	Teachers Union (ATL)

Janita Aubun	Clerk
Lamees Adnan	
Simon Nundy	

Apologies for Absence

Apologies were received from Nikki Oldhams, Bob Ellis, Declan Jones & Frankie Sulke.

1. Minutes of Meeting held on 11th December 2014

Original minute number 3 on the contingency for falling rolls in secondary schools, agreed to be as stated on 25 September 2014.

11 December minutes agreed and signed by the Chair.

2. Matters Arising

No other matters arising.

3. Election of Chair & Vice-Chair for the Coming Year

Nominations have been received.

- Re-elected Schools Forum Chair is Carolyn Unsted.
- Re-elected Schools Forum Vice-Chair is Erica Pienaar

4. Budget Monitoring

High Needs SEN

Increased forecast expenditure this year in the High Needs block as more pupils are being placed in Special Schools and more with matrix funding.

On 18 December 2014 the DFE gave notification of an additional £700k allocation to the high needs block for 2014/15.

This is due to an adjustment on recoupable academies.

Forum agreed the funding can be used to offset the extra cost on the matrix.

School Budget Monitoring

Deadline for the return of December 2014 budget monitoring is 31 January 2015, therefore figures will be presented at March Forum.

Forum informed that Alan Docksey has written to the Headteachers for those schools who did not make a return for September.

Forum noted that for those schools who have not submitted, additional support may be required.

Mutual Funds

The Growth Fund is projected to be overspent by £126k as at end 2014/15.
The Maternity Fund is projected to be underspent by £137k.; if this is the case at year end any surplus balance will be returned to schools.

Contingency

Options 1 to 5 were discussed:

Option 1 – no payment request from schools for 2015/16

Option 2 – redistribute current contingency balance

Option 3 – reduce size of the contingency

Option 4 – continue to de-delegate funds from schools

Option 5 – have no contingency

Officers informed Forum that if a LA held no contingency for schools it is likely that they would need to have insurance cover or an agreement with schools on deficit budgets.

Chair mentioned the importance of maintaining a good relationship between the LA and academies in case of any extreme circumstance e.g. fire damage at HAHC Temple Grove.

Forum agreed :

- Not to ask for a contribution from schools to the contingency for 2015/16
- To set the future contingency provisionally at £650k – but this will be reviewed in the 2016/17 budget cycle against experience.

Bid to the Falling Rolls Contingency

The Schools Forum agreed:

- a variation to the approved scheme;
- that the bid received have £99k allocated as recommended in the report.
- that a running total of the contingency be noted at each meeting of the Forum.

5. Budget Update

The DSG 2015/16 was broadly in line with what was discussed at Forum on 11 December and therefore there was no need to amend the previous recommendations agreed by the forum.

The funding per school (primaries & secondaries) was tabled at the meeting showing the variations against 2014/15 allocations. Officers were asked by Forum to produce a calculation for the next meeting which shows the forecast impact of inflation for the next year.

Forum agreed the original decision:

- To set 2015/16 ISB funding rates at the same level as last year (2014/15)

Schools are to be given their 2015/16 draft funding notifications early next week.

6. SEND Consultation

The DFE's call for evidence requests the LA to show how SEN funds can be distributed more fairly in its view. The call for evidence ends 27 February 2015.

Forum was informed that Lewisham is one of the highest spenders per pupil on high needs.

Chair requested that members let Dave Richards/Alan Docksey know if they have any comments to include in the response or to submit their own consultation response by the above deadline.

7. Any Other Business

Chair thanked Officers for their support in providing the Forum papers and minutes.

Meeting closed 6.36pm

Date of next meeting 19 March 2015

SCHOOLS FORUM ACTION SUMMARY

ITEM	ACTION TO BE TAKEN	OFFICER(S) RESPONSIBLE FOR ACTION	OUTCOME/CURRENT POSITION
5. Budget Update	Forecast impact of inflation calculation 2015/16	Dave Richards	To be presented at 19.3.15 Forum

1. Purpose of this report

- 1.1. The purpose of this report is to provide an overview to the School Forum of the work conducted by internal audit during 2013/14 in relation to schools.

2. Recommendations

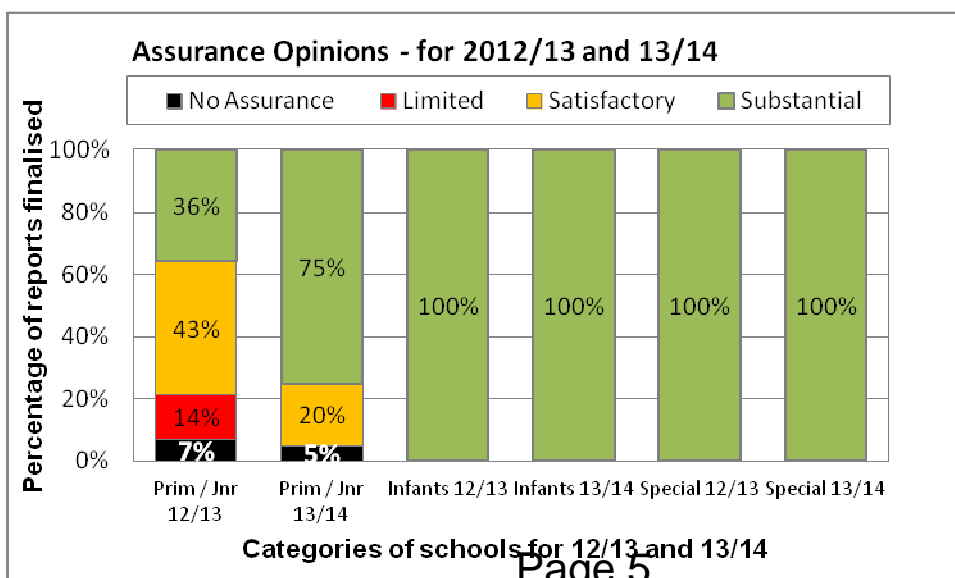
- 2.1. That the School Forum members note the contents of this report.

3. Background

- 3.1. Internal audit currently audit all schools on a three-year rolling basis. The previous internal audit contractors, Baker Tilly, conducted the majority of the statutory internal audits in 2013/14. The contract with them ended in June 2014.
- 3.2. Internal audit use the same audit-testing schedule at each school. The schedule covers nine high risk non-teaching areas which include: Governance, Assets, Banking, Income HR, Payroll, Procurement (purchasing) and Data Security (DPA).
- 3.3. Internal audit assess the controls in these risk areas and provide an opinion on the effectiveness of them to Governors, School Senior Management and Senior Management at Lewisham Council. The overall assurance opinion categories are: Substantial, Satisfactory, Limited and No Assurance.
- 3.4. Where appropriate internal audit make recommendations to help management improve these controls and therefore minimise the risks from occurring or reduce the impact. Recommendations are ranked using three levels; High, Medium and Low.

4. Audits assurance opinions for 2013/14 compared to 2012/13

- 4.1. In 2013/14, 23 schools audits were undertaken. The percentage of Limited and No Assurance reports remains low among primary schools (including Junior Schools), with the majority of opinions being Substantial. Infant and Special Schools continue to have positive assurance opinions, however, it should be noted that there was only one infant and one special school conducted in both 12/13 and 13/14.
- 4.2. No Secondary schools or nurseries were audited during 2013/14. As such, do not appear on this graph for ease of comparing like for like.



4.3. Please see appendix 1 for a list of the schools' audited in 2013/14 with their assurance opinions.

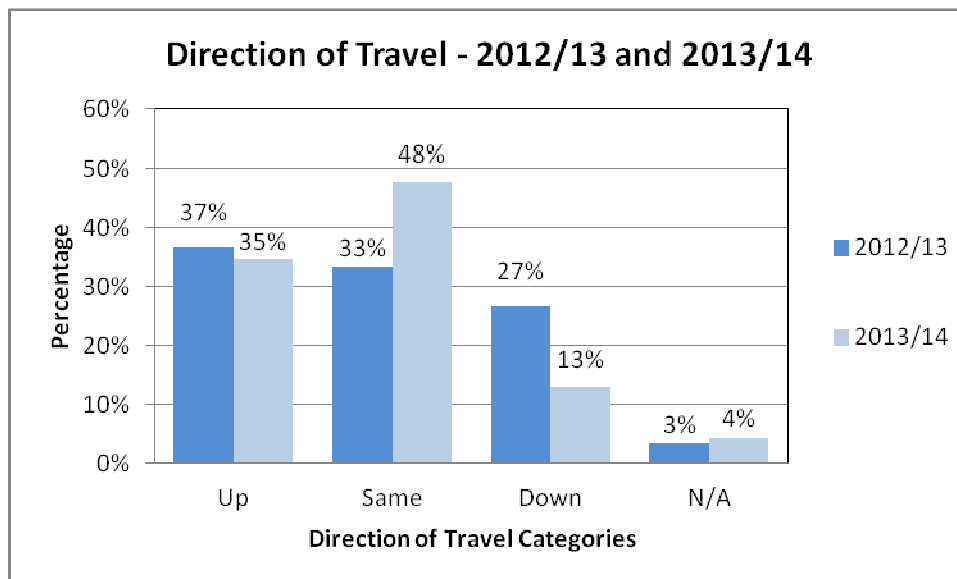
5. Direction of travel – assurance opinions for 2013/14 compared to 2012/13

5.1. In addition to providing an audit assurance opinion, internal audit compares the direction of travel for each school audit. It compares the current assurance opinion to that given at the last audit, normally three years earlier.

5.2. The percentage of schools that improved on their last audit assurance opinion has remained reasonably steady at around 35%. Schools with the same assurance as their previous audit have increased by 15%. As the majority of assurance opinions were either Substantial or Satisfactory during 2013/14, this is a good indication that controls in the schools remain at least at a satisfactory level and provide a strong baseline.

5.3. The percentage of schools with a lower assurance opinion in 2013/14 is over 50% lower than 2012/13, which is an improving trend.

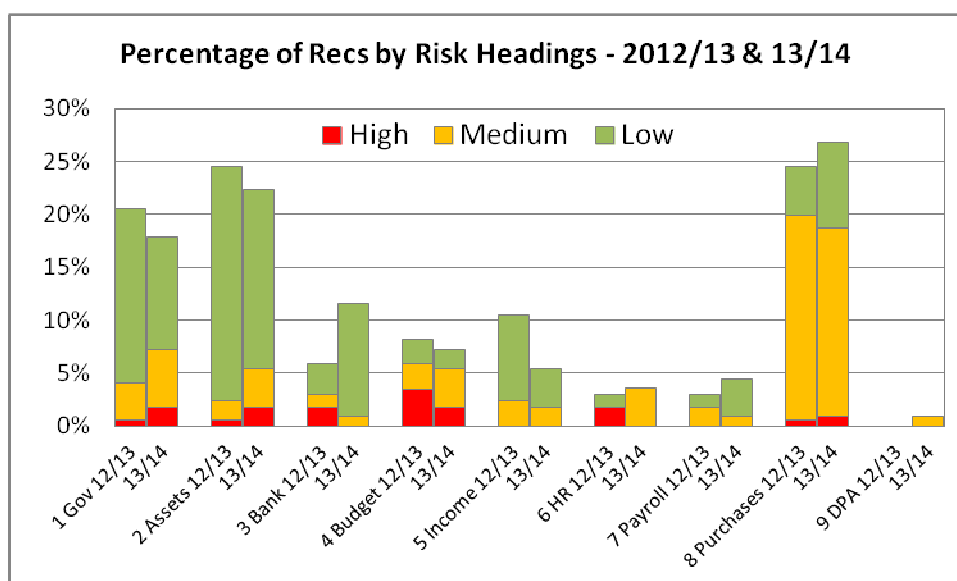
5.4. Overall, the direction of travel made for the 2013/14 audits were positive and heading in the right direction.



5.5. 'N/A' are those schools which have not had an audit before. This situation arises due to them becoming a new school, or merging with another to create a new school in their own right.

6. Recommendations made per risk heading for 2013/14 compared to 2012/13

6.1. As discussed in the introduction, internal audit look at the controls in nine (non-teaching) risk areas. The areas where the most recommendations are made remain the same. They are: Governance, Assets and Procurement (purchases). In addition, 2013/14 saw its first Data Security recommendation.



6.2. The percentage of recommendations made per risk heading remains constant, with no major changes in High recommendations made. The majority of recommendations were made in Governance, Asset management and Procurement. The main recommendations made in each of these areas are as follows:

6.3. Governance

- Review of the scheme of delegation / finance policy to ensure it is fit for purpose and contains all relevant areas, including:
 - Procurement levels.
 - Ensuring that the policy lists the roles and responsibilities of all staff with financial responsibilities, including premises officers where they are involved in asset management or procuring services or goods for the school.
 - Clear separations of duties are listed in the policy that can be easily followed.
- Governors and all staff with financial responsibility are to complete the annual Register of Interests forms.

6.4. Asset Management

- Asset Registers to be in place and have all the relevant and expected fields.
- All relevant assets to be listed in the register, with all relevant information provided.
- Annual stock take of assets to be undertaken by others not involved in the maintaining of the register.
- Disposal policy to be in place and complied with. Including ensuring that electronic equipment that held personal data is securely wiped-off before disposal.

6.5. Procurement

- To comply with the Council's, EU regulations and the school's own procurement levels set by Governors.
- To raise Purchase Orders (PO) ensuring they are completed in full and authorised prior to purchasing the goods / receiving the invoice.
- Ensure that POs are entered on to the school's Finance Management System.
- Only pay VAT on invoices that comply with the VAT regulations.
- Where stated in local procedures, Governors to approve relevant spend / quotes and tenders.

- When requiring quotes for goods and services, the specification should be consistent for each supplier.

7. Current issues and advice

- 7.1. While this report covers schools audited in 2013/14, it is worth mentioning the additional findings found during the 2014/15 school audits.
- 7.2. Procurement limits – since April 2014 the schools procurement levels for quotes and tenders significantly increased. See table below.

Quotes/Tender Requirement	Old Thresholds	New Thresholds
No Quotes Required	£0 – £2,999	£0 – £10,000
3 Quotes Required	£3,000 - £5,000	£10,001 - £25,000
4 Quotes Required	£5,001 – £10,000	£25,001 – £50,000
Tender	£10,000 – £100,000	£50,001 – £100,000
Tender With LA Approval	over £100,000	over £100,000

- 7.3. School Management and Governors should note that although the school cannot set thresholds over these limits, lower limits could be set. Governors may wish to set lower limits to ensure that they are confident that the school is achieving value for money. This will also help with the SFVS (Schools Financial Value Standard) to evidence that the school is achieving value for money. If lower limits are set then they should be detailed in the schools own finance policy and staff informed to ensure these are adhered to.
- 7.4. Governance and Budget monitoring – some weaknesses that might expose the Council and schools to the risk of challenge and reputational harm in respect of committing expenditure have been identified. To mitigate these risks, governors should consider having the register of interests for governors and senior staff with expenditure responsibilities available when financial matters are discussed. This will prompt any necessary declarations of interest.
- 7.5. In addition when monitoring the budget, combined with the suggested action on procurement limits above, schools may want a report that aggregates spending levels by supplier so that spend with repeat suppliers is monitored. This will assist governors to satisfying themselves that the due procurement process is followed (e.g. tenders are sought rather than quotations for significant works) and the risk of challenge to how services are procured is mitigated.
- 7.6. Payments to individuals – where an individual supplier (rather than a company) submits an invoice for payment for goods / service provided, the school must get approval from payroll to pay them through the bank account. Payroll will confirm with HMRC if they are self-employed or not and confirm with the school if they are eligible to be paid through the bank account or if they have to be paid through payroll.
- 7.7. If the school does not get approval to pay them through the bank account and they are found not to be self-employed, the school could be liable to pay their tax, in addition to the invoice already paid. For further information about this process, please contact the council's payroll department.

- 7.8. Loyalty Store Cards – when purchasing goods on behalf of the school with the expectation that these expenses will be reimbursed, then personal store loyalty cards (for example, Nectar card, Clubcard) should not be used for personal gain.

8. Conclusion

- 8.1. Overall, the assurance opinions remain positive for the majority of schools. However, the same types of recommendations continue to be made, particularly in respect of governance, assets and procurement. This indicates that although the schools agree to implement these recommendations, they either do not implement them in full or continue to have lapses.

9. Contact Details

- 9.1. Head of Corporate Services (Head of Internal Audit) – David Austin – 020 8314 9114
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- 9.2. Internal Audit Contract Manager – Julie Hetherington – 020 8314 3539
julie.hetherington@lewisham.gov.uk

Appendix 1 – Status of Schools for 2013/14 with their assurance opinions and Direction of Travel

School	Assurance Opinion	Direction of Travel
Brindishe Green Primary School	Substantial	→
Dalmain Primary School	Substantial	→
Deptford Park Primary School	Satisfactory	→
Good Shepherd Primary School	Substantial	→
Holy Cross RC Primary School	Substantial	→
Horniman Primary School	Substantial	→
John Stainer Primary School	Substantial	→
Lee Manor Primary School	Substantial	↑
Lucas Vale Primary School	Satisfactory	↘
Marvels Lane Primary School	Substantial	→
Myatt Garden Primary School	Substantial	↑
Rangefield Primary School	Substantial	↑
Rathfern Primary School	Substantial	↑
Rushey Green Primary School	Substantial	↑
Sandhurst Primary School	Satisfactory	↘
St Augustine's Primary School	Satisfactory	↑
St Marys Primary School	Substantial	↑
Stillness Junior School	Substantial	→
Torridon Junior	Substantial	↑
Turnham Primary School	No Assurance	↘
Special School	Assurance Opinion	Direction of Travel
Drumbeat School 2013-14	Substantial	N/A
Infant School	Assurance Opinion	Direction of Travel
Stillness Infant School	Substantial	→
Torridon Infants 13-14	Substantial	→

LEWISHAM COUNCIL

**ANNUAL HEALTH & SAFETY
SCHOOLS AUDIT REPORT
2013/14 ACADEMIC YEAR**



March 2015

**CORPORATE HEALTH & SAFETY TEAM
TOWN HALL CHAMBERS, CATFORD**

1. INTRODUCTION

- 1.1. The Corporate Health and Safety Team (CH&ST) has now completed the Schools Health and Safety (H&S) audit programme for the 2013/14, academic year (September – July). The purpose of the H&S audits is to monitor the H&S arrangements in Community Schools within the Council to assess their suitability and compliance with all H&S legislation, approved codes of practices and guidance.
- 1.2. Two types of audits are administered in schools; full and self-assessment audits. Full audits are carried out by the Schools H&S Adviser and the self-assessment audits are carried out annually by the Head Teacher/Nominee and Chair of Governors, who are asked to assess their own management of H&S using a structured questionnaire. All schools are automatically sent the self-assessment questionnaire for completion. For this academic year the total plan for 11 full audits and 3 follow up audits was delivered. Self-assessment questionnaires were sent to all schools. A similar process for self-assessment auditing is followed for the five Secondary Schools who hold radioactive materials.

2. SCOPE OF THIS REPORT

- 2.1. This report provides a summary of the H&S audit work, key findings and recommendations from the schools H&S audit programme to raise compliance with all necessary legal requirements and good practices.
- 2.2. **Appendices A and B** provide a more detailed breakdown by School to assist them with focusing on and enhancing their existing arrangements for managing H&S.

3. AUDIT PLAN AND APPROACH

- 3.1. The H&S Audit Plan is prepared based on an assessment of all the identified community schools. The assessment considers the six key H&S risk groupings set out in the Council's Statement of Intent. These are: Workplace / Site Related, Job Specific, Chemical & Hazardous Substances, Work Activity & Equipment, Occupational Health & Welfare and Health, and Safety Management.
- 3.2. The objective of the audits is to examine the Schools H&S management arrangements against the Council's British Standard (BS) 18001 H&S management system. The emphasis is placed on the provision of evidence at the audit. All H&S documents are inspected to ensure they are suitable and meet the required standard. The audit also includes a site inspection to identify any obvious hazards and offer advice on appropriate corrective actions.
- 3.3. The audits, where possible, are undertaken with the Head Teacher and or their nominated deputy with a representative from the Facilities Team or Facilities Management (FM) Provider and are concluded with a feedback meeting and the issuing of the audit report and an action plan. The action plan is then returned to the Schools H&S Adviser within a specified timescale for them to track the implementation of recommendations. For 2013/14;
 - A total of 11 full audits were completed and reports, including recommendations and action plans, were sent to relevant persons for action.
 - Two of the three schools revisited to undertake mini audits showed significant improvement. However, there was no change for one school and the assurance

opinion remained the same as the school is still in the process of constructing their H&S policy and procedures.

- A total of 84 self-assessment questionnaires were sent out and 45 (53%) were completed and returned to the Schools H&S Adviser.
- The five secondary schools who have declared that they hold radioactive materials were approached to complete a radiation self-audit and only two of these completed and returned their radiation self-assessments.

4. SUMMARY FINDINGS

Full H&S audits

- 4.1. Based on the findings of each full audit, an opinion, using a four point scale of Excellent, Good, Weak and Poor, on the adequacy of H&S controls in place and compliance with them. These assurances are defined in **Appendix A**. Overall, 76% of the full H&S audits received a positive (Excellent 36% & Good 40%) opinion compared to 74% in the previous year.
- 4.2. A full list of the audits and their opinions by school are provided in **Appendix B**. **Table 1** below shows the summary position by School for 2013/14.

Name of School	Excellent	Good	Weak	Poor
Brent Knoll (Sp)			X	
Brindishe Greene (P)	X			
Childeric (P)	X			
Stillness Junior (P)		X		
Stillness Infant (P)	X			
Beecroft Primary (P)	X			
Coopers Lane (P)		X		
Holbeach (P)			X	
Downderry (P)		X		
Elfrida (P)*				X
Forest Hill Secondary (S)		X		
Edmund Waller (P) Revisit			X	
Deptford Green (S) Revisit		X		
Ashmead (P) Revisit		X		
Total	4	6	3	1
P = Primary School / S = Secondary School / Sp = Special Needs Schools				

* A follow up meeting with the Executive Head Teacher for Elfrida school confirmed that specific H&S documents related to the recommendations from the audit were in place.

- 4.3. On receipt of the H&S audit report the Head Teacher is asked to return a completed action plan to demonstrate that they have understood the recommendations and identified the actions to be completed by whom and by when.

Table 2 below shows the position of H&S action plans completed and returned for 2013/14.

Full H&S Audits	2013/14		
	Audits	Action plan	% returned
Schools	14	2	14%

Self-assessment H&S audits

- 4.4. The self-assessment audits do not record a formal assurance opinion but aim rather to serve as a refresher/reminder for Head Teachers and Governing Bodies of their H&S obligations which they need to be discussing with staff, contractors and partners.

Table 3 below shows the position of completed self-assessment H&S audits received for 2013/14 compared to previous year.

Self H&S Audits	Number of Schools	2013/14		2012/13	
		Returns	% returned	Returns	% returned
Schools	84	45	53%	62	74%

Radiation sources audits

- 4.5. All secondary schools who have declared that they hold radioactive materials were sent the radiation self-audit questionnaires.
- 4.6. **Table 4** below shows the number of self audit radiation questionnaires returned from schools who hold radioactive materials.

Radiation Self Audits	2013/14		
	Number of Schools	Returns	% returned
Schools	5	2	40%

Findings

- 4.7. The summary findings from the Schools 2013/14 H&S audit programme are:
- 36% of full H&S audit reports were issued with a positive (excellent) assurance opinion.
 - 40% of full H&S audit reports were issued with a positive (good) assurance opinion.

- Only 20% of those in receipt of a full audit report completed an action plan to assist with monitoring the implementation of H&S recommendations and to help demonstrate continuous improvement. This falls to 14% if revisits included.
- 53% of schools returned their self-assessments and the findings are generally positive. However, these have to be viewed in the context of “self-assessment” which may present an optimism bias.
- 40% of schools with radiation sources on site returned their radiation self-audits

5. FULL AUDIT AND SELF- ASSESSMENT DETAILED FINDINGS – CROSS SCHOOLS

- 5.1. This section draws out the common themes identified by the CH&ST through the H&S audit work undertaken. To identify whether the general points being made apply to the H&S assessment of a particular school the reader would need to refer to the specific H&S audit for that school.

Workplace/site Related

- 5.2. This area relates to property and statutory maintenance of the schools estate. For example, asbestos, fire, electricity, gas glazing, legionella, swimming pools, educational visits, and Physical Education (PE).

Full Audits

- 5.3. Specific areas of good practice were noted in the management of statutory maintenance, particularly when the school had direct responsibility for their own premises team. The training sessions covering areas of statutory maintenance including asbestos and legionella were very well attended by premises staff. Most schools had trained Educational Visits Coordinators on site which was reflected in the quality of the educational visits risk assessments in place.
- 5.4. Most schools had trained PE Coordinators on site with good arrangements in place for managing the PE activities and equipment.
- 5.5. Common areas identified requiring corrective action were in respect of health and safety signage either not in place or not completed correctly (e.g. fire action notices, cleaning cupboards and boiler houses).

Self-Assessments

- 5.6. The majority of schools who responded to the self-assessment indicated having clear procedures and risk assessments in place to manage site related risks. Fire drills are undertaken regularly and records are retained. Schools have mostly reported undertaking regular site inspections and records retained.

Job Specific

- 5.7. This area relates to operational activities such as the use of computers, lone working, manual / moving handling and violence and aggression, working at height, moving and handling people and noise.

Full Audits

- 5.8. Most schools were well informed of their operational H&S risks and have set up good local H&S arrangements to reduce risks by developing site specific policies, procedures and completing risk assessments for various operational activities.
- 5.9. Training for some job specific operational activities has been very well attended (e.g. working at height, manual handling).
- 5.10. Training for DSE (Display Screen Equipment) Assessors was not delivered due to low attendance numbers.
- 5.11. Audits identified that some schools did not have policies or procedures in place to manage the H&S risks for lone working, violence and aggression, use of computers, manual/moving handling and other specific local operational risks.
- 5.12. The inclusion of pupils with complex behavioural and medical needs into mainstream schools have introduced new risks to both employees and other pupils. Some schools identified the risks of violence and aggression from pupils had increased and a training need identified but many staff had still not received training.

Self-Assessment

- 5.13. The majority of schools reported that Display Screen Equipment (DSE) assessments have been completed. Most schools reported that there are trained assessors on site in manual handling and working at height. Risk assessments and local written procedures in place (lone working, violence and aggression. working at height) to manage operational risks.

Chemical & Hazardous Substances

- 5.14. This relates to batteries, chemical substances, flammable liquids, radiation and waste management.

Full Audits

- 5.15. Some schools manage their own cleaning standards and others have contracted out cleaning. Most schools have good training records for Control Of Substances Hazardous to Health (COSHH). The schools who manage their own cleaning have written procedures and Control Of Substances Hazardous to Health (COSHH) assessments in place to manage the risks associated with the use and storage of chemicals and hazardous substances. Some schools that have contracted out cleaning to contractors, have good documentation from the contractor in regards to training records and copies of there chemical data sheets. Good management of radiation sources and radiation protection supervisor RPO in place in the only secondary school audited.
- 5.16. Specific areas identified as requiring corrective actions were the review of the existing COSHH assessments, procedures and the keeping of COSHH assessments/safety data sheets with the cleaning products.. Some of the schools who have contracted cleaning did not have the necessary documentation and training records of the contractors on site including COSHH information for all chemicals held on site. Chemicals not procured or authorised by the school were discovered in classrooms during some of the school audits. Schools that held petrol or diesel on site did not have H&S procedures or policies in place to manage any associated risks.

Self-Assessment

- 5.17. The majority of schools who responded reported having clear procedures and risk assessments in place to manage the risks of chemicals on site. Most schools reported having trained COSHH assessors on site.

Work Activity & Equipment

- 5.18. This area relates to imported risks to the Council through the purchase of goods and services, managing contractors, use of vehicles / driving, and work equipment.

Full Audits

- 5.19. Schools that had lifts on site were well managed with all statutory requirements including regular inspections undertaken. Most schools are aware of the Councils procurement process for purchase of goods and services. A few schools have robust arrangements in place to manage and monitor the activities of contractors on site. Some schools that have their own vehicles (mini buses) on site appear to manage them well. They have arrangements in place to monitor licenses, insurance, training etc.. of the drivers and the maintenance and regulatory checks of the vehicles.
- 5.20. However, there are schools who allow staff to drive as part of their work activities and do not undertake any formal checks of licenses and insurance. Some schools allow vehicles to move around their site during designated times without risk assessments undertaken to manage any associated risks. Some schools are not clear on their H&S roles and responsibilities when managing contractors, particularly in schools with facilities Management (FM) Providers. There appears to be a general lack of knowledge in how the school should manage and monitor the operational activities of the contractors. Some schools are not clear on how imported risks such as sporting providers or lettings must be managed and any H&S risks communicated. This also includes any activities undertaken by Parents & Teachers Associations. This would indicate the need for training in managing and monitoring contractors.

Self-Assessment

- 5.21. Most schools have risk assessments for work equipment used. The majority of schools who responded indicated that they have policies and procedures in place for managing contractors.

Occupational Health & Welfare

- 5.22. This relates to work-related stress, first aid, alcohol and drugs, administration of medication, communicable and infectious diseases.

Full Audits

- 5.23. The management of work related stress was good in most schools. Some schools bought in external Wellbeing providers while some managed it at a local level (e.g., mentoring, well being days / activities). Nearly all schools have more than sufficient numbers of trained first aiders on site. Some schools have good procedures in place for managing the administration of medications, with strict protocols in place for handling certain medications.

- 5.24. However, some schools who manage work related stress informally have no documents to evident compliance, for example; open door policy, discussing issues at team meetings etc.. First aid provision is generally very well managed but some schools are not aware of the requirement for early years first aid provision. Most schools appear not to recognise the use of alcohol and drugs as areas of concern and there are no systems in place of managing such risks. Although schools generally manage medications adequately there were a couple of occasions where out of date pupils medications were identified in the school.

Self-Assessment

- 5.25. Most schools indicated that they have procedures and risk assessments in place for first aid, administration of medications and communicable diseases. Some schools reported having policy and procedures in place to manage work related stress. Some schools reported the need to undertake a stress audit..

Safety Management

- 5.26. This relates to H&S objectives, consultation and communication, training, incident reporting, risk assessment, local procedures and roles and responsibilities.

Full Audit

- 5.27. Schools who performed well had good written local procedures, records of H&S training, operational risk assessments of good quality and a good system for reporting and investigating work-related incidents. The roles and responsibilities of key persons in the school such as Head Teachers, Senior Leadership Team, Governing Body, Premises Officer, first aiders and fire marshals were clearly defined in their arrangements for managing H&S. Health and safety training is undertaken regularly by most schools and good training records are held. The majority of schools identified their H&S objectives in a statement of intent. Procedures and policies on consultation and communication on H&S issues including trade union involvement was good in most schools.
- 5.28. However, some schools did not have good written policies, local procedures or risk assessments in place. Some schools recorded accidents and incidents locally but did not report them using the online reporting system preventing wider trends / lessons being shared. The statement of intent were not signed and dated by the Chair of Governors in some cases. Also the H&S roles and responsibilities between the school and FM Providers/contractors were not always clearly defined. No evidence was available in some schools on how H&S issues were raised, consulted on and communicated.

Self-Assessment

- 5.29. Schools who responded reported having specific H&S objectives such as the review of risk assessments and reducing accidents and incidents. They have defined roles and responsibilities within the team (e.g. first aiders, fire marshals etc..) and many reported having trained risk and DSE assessors. Health and safety training has been well attended.
- 5.30. Appendix B provides a summary of recommendations as well as the return date of the action plans for Schools audited in 2013/14.

6. RECOMMENDATIONS

- 6.1. There were some good practices noted from the schools full audits. However, some common areas where improvements are needed were noted. They are:

1. Management of Medications

Most schools have policies and procedures in place to manage the risks associated with administering medications. However during the audit, many schools were found not to be managing medications locally on site. Some were not adequately labelled, stored correctly and some medications were found to be out of date. Staff must be delegated with the responsibility for ensuring medications are labelled correctly and stored in secure areas. A robust regime should be implemented to ensure out of date medications are returned to parents for disposal.

2. Local Policies / Procedures / Risk assessments

Schools must develop local policies, procedures and risk assessments for all the operational risks and activities on their site, including off-site visits. All H&S policies, procedures and risk assessments once developed must be communicated to all relevant persons. In the schools H&S policy document any staff / contractors delegated with H&S responsibilities must be clearly defined and requisite training undertaken (e.g. risk assessors, fire marshalls, first aiders, educational visit coordinators and radiation protection supervisors).

The Council's health and safety policy, risk control and management procedures (available on the external server) are available for use as a framework to develop local school health and safety procedures.

3. Vehicles & Driving For Work

Most of the schools with their own mini buses have procedures and policies in place to manage all the associated operational risks. However some schools permit their staff to drive to pupils homes to undertake pre-assessment interviews for new pupils. If staff use their own vehicle to undertake their duties, checks should be made to ensure they have a valid driving licenses and adequate insurance. A suitable risk assessment should be undertaken prior to any visits and information should be sought from any external agencies (e.g. a health visitor, nursery where child previously attended).

4. Management of Contractors

There are often issues with managing FM providers/contractors in schools. Therefore, schools who are working in partnership with other service providers must ensure that a clear H&S standard is set and agreed between the two parties. The standard set must define roles and responsibilities and Key Performance Indicators (KPI) identified. The KPIs should be used to assess and monitor the H&S competency of the contractor. The monitoring must take place at a regular meetings and for substantial projects an annual audit of the contractors H&S management system carried out. Records of all monitoring and H&S discussions must be kept. A similar standard should be set for sub-contractors who are used by the contractors/FM Providers and the school must request evidence of compliance from the contractors/FM Providers. Schools should request information from the contractor before any works commence, including; risk assessments, safe systems of work,

relevant training records, insurance certificates and any other relevant H&S documentation.

5. Storage of Hazardous & Combustible Materials

Some schools were found during the audit process to use the boiler house and cupboards as areas to store excessive amounts of combustible / hazardous materials. This creates a significant fire risk to the school and must be avoided at all times. A strict inspection regime should be implemented to ensure hazardous or combustible materials are not stored in these areas and suitable storage is provided.

7. CONCLUSIONS

- 7.1. In conclusion, 76% of schools received a positive H&S assurance opinion, demonstrating that they have set up and maintain good H&S standards. These schools have engaged with and trained their staff on various H&S matters, completed risk assessments for their operational activities, and developed policies and procedures for managing local risks.
- 7.2. For some schools, particularly those with FM providers, there is a need to improve the working relationships with contractors to ensure H&S roles are clearly defined and that H&S documents for activities managed by contractors are made available to schools.
- 7.3. With the introduction of pupils with emotional/ behavioural and medical needs into mainstream settings schools must ensure that they have policies and procedures in place to manage the associated risks. Good communication / information from other childhood settings and organisations must be considered when accepting the children, to ensure all the risks are identified and adequately controlled.
- 7.4. Even though only a minority of schools audited returned completed action plans for the H&S recommendations made, Schools must continue to review their own H&S arrangements and implement these recommendations.

Appendix A – Definition of Full H&S Audit assurance opinions and list of audits by Directorate

Level of Assurance	Adequacy of H&S arrangements in place	Compliance with H&S arrangements
Excellent	Robust framework of controls matched to risk ensures H&S objectives are likely to be achieved.	H&S controls are applied continuously with minor lapses.
Good	Sufficient framework or key controls for H&S objectives to be achieved but could be stronger.	H&S controls are applied with some lapses.
Weak	Risk of H&S objectives not being achieved due to the absence of key internal controls.	Significant breakdown in the management & application of H&S controls.
Poor	System of control not in place. Absence of basic H&S controls resulting in inability to meet objectives.	Absence of compliance with fundamental H&S controls.

School	Adequacy of H&S arrangements	Compliance with H&S arrangements	Overall Opinion
Full Audits			
Brent Knoll (Sp)	WEAK	WEAK	WEAK
Brindishe Greene (P)	EXCELLENT	EXCELLENT	EXCELLENT
Childeric (P)	EXCELLENT	EXCELLENT	EXCELLENT
Stillness Junior (P)	GOOD	WEAK	GOOD
Stillness Infant (P)	GOOD	EXCELLENT	EXCELLENT
Beecroft Primary (P)	GOOD	EXCELLENT	EXCELLENT
Coopers Lane (P)	GOOD	WEAK	GOOD
Holbeach (P)	WEAK	GOOD	WEAK

School	Adequacy of H&S arrangements	Compliance with H&S arrangements	Overall Opinion
Downderry (P)	EXCELLENT	GOOD	GOOD
Elfrida (P)	WEAK	WEAK	WEAK
Forest Hill Secondary (S)	GOOD	GOOD	GOOD
Revisits			
Edmund Waller (P)	**		WEAK
Deptford Green (S)	POOR (Previous)	POOR (Previous)	GOOD
Ashmead (P)	**		GOOD

** Both these school were audited using the previous different audit method so opinions are not comparable

Appendix B – CYP Schools H&S audit results 2012/13

School	Report Date	Action Plan Due Date	Summary of Recommendations
Beecroft Primary (P)	April 2014	July 2014	<ul style="list-style-type: none"> • The development of operational risk assessments. • H&S refresher training for premises and school staff. • Review and update educational visits risk assessments.
Brent Knoll (Sp)	November 2013	April 2014	<ul style="list-style-type: none"> • The development of risk assessments for all operational activities. • Review of first aid provision to ensure the requirements for paediatric first aid is included. • A strict inspection regime is in place to ensure risks are controlled particularly in the science rooms. • Removal of all combustible and electrical equipment from the PE store.
Brindishe Greene (P)	January 2014	April 2014	<ul style="list-style-type: none"> • Review the H&S policy document to include all operational risks including flammable and driving for work. • Review of all areas that contain hazardous chemicals and ensure appropriate warning signage is in place.
Childeric (P)	December 2013	April 2014	<ul style="list-style-type: none"> • The development of H&S policy document to include all operational risks. • The completion of risk assessments for all operational activities. • Review all fire action notices to ensure details of assembly points are in place.
Coopers Lane (P)	August 2014	October 2014	<ul style="list-style-type: none"> • Review the H&S policy document to include all operational risks. Development of local H&S procedures and risk assessments. DSE self assessments to be undertaken by all computer users. Administration of medication procedure to be developed and regime implemented to ensure all medications held on site are in date and adequately labelled.
Downderry (P)	August 2014	November 2014	<ul style="list-style-type: none"> • Review of the H&S policy document to include all operational risks. Outstanding procedures and risk assessments for operational activities / areas must be developed. A procedure for management of the swimming pool must be developed and must include normal and emergency operating arrangements. A swimming pool risk

School	Report Date	Action Plan Due Date	Summary of Recommendations
			assessment must be undertaken.
Forest Hill Secondary (S)	July 2014	October 2014	<ul style="list-style-type: none"> Review the H&S policy document to ensure it includes arrangements for all the operational H&S risks on site. To ensure the FM provider have a system or process in place for managing and monitoring the activities of sub-contractors. To ensure sufficient numbers of staff are trained in the use of the fire evacuation equipment. Review the current First Aid provision to ensure there are sufficient numbers of trained staff.
Holbeach (P)	April 2014	July 2014	<ul style="list-style-type: none"> Review the H&S policy document to include all operational risks. Development of local H&S procedures and risk assessments. To review medications procedure to ensure strict arrangements are in place to manage medications on site including to disposal of out of date medicines.
Stillness Infant (P)	April 2014	October 2014	<ul style="list-style-type: none"> Outstanding risk assessments for all operational site activities must be developed. Procedure developed for the use of flammable liquids held on site. All recommendations noted on the water hygiene must be addressed and an action plan developed. Review of the current educational visits risk assessments to include emergency arrangements .
Stillness Junior (P)	April 2014	July 2014	<ul style="list-style-type: none"> The development of H&S policy document to include all operational risks. The completion of risk assessments for all operational activities. The boiler house must be cleared of all combustible materials and trip hazards removed from staircase. All recommendations noted on the water hygiene must be addressed and an action plan developed. Review all fire action notices to ensure details of assembly points are in place. Review of all areas that contain hazardous chemicals/ substances to ensure appropriate warning signage is in place.
Edmund Waller Revisit	February 2012	July 2012	<ul style="list-style-type: none"> The H&S policy document must be developed to include arrangements to manage all operational risks. H&S roles and responsibilities must be clearly defined.

School	Report Date	Action Plan Due Date	Summary of Recommendations
			<ul style="list-style-type: none"> • The completion of risk assessments and some operational procedures must be undertaken. • Ensure that all staff that have been delegated with H&S responsibilities are suitably trained.
Deptford Green Revisit	June 2013	December 2013	<ul style="list-style-type: none"> • To develop H&S policy to include defined roles and responsibilities with FM provider. • To review all risk assessments to ensure all hazards have been identified and suitable control measures implemented.
Ashmead Revisit	February 2013	December 2013	<ul style="list-style-type: none"> • The policy document must be reviewed to include arrangements for all operational risks. • Risk assessments for all operational activities / site must be undertaken.

Financial Update and Budget Monitoring report

1. Purpose of the Report

This report looks at the budget monitoring position of the Dedicated Schools Grant, it considers the financial position of the mutual funds held by the Forum, it looks at the latest position on the DSG and capital funding, together with the cost pressures falling on schools.

2 Recommendation

The Forum agree

- i. To agree a new standardised budget monitoring template for termly returns to the Local Authority
- ii. To note the cost of milk will be charged to schools when no grant funds are available

3 High Needs SEN

The High Needs SEN budget consists of the funding that is given to Special, Primary and Secondary schools for children with support at "matrix" 6 and above, to resource bases, to FE providers and to independent schools. In 2014/15 it is projected the overspend will be £1.9m which is the same level as reported in February. The number of pupils in each type of placement are shown below

Type of placement	Numbers
Matrix and Resource Bases	657
Special Schools	530
Independent schools	413
Total	1600

4. School Budget Monitoring Returns

- 4.1 The December budget monitoring returns were due by the end of January. At the time of writing this report there are still 4 outstanding. The Chair of Governors at each of the Schools has been written to following unsuccessful reminders to the Heads and Bursars. There will be a verbal update at the meeting.

- 4.2 The process is if a school has not made a return the school bursar receives an e-mail and this is later followed up with an e-mail to the Headteacher. General reminders are included in the schools newsletter before and after the deadline. Within the process, if no return is received a letter will be sent from the Head of Resources and Performance, Children and Young People to both the Headteacher and Chair of Governors.
- 4.3 As reported at a previous meeting the accuracy of forecasts has been questioned with many schools who over estimate their expenditure but there are examples of where the opposite is true.
- 4.4 At the Forum meeting in December 2014 it was detailed that at the time of setting their budgets, schools were anticipating the end of year balance would be £5m. The September budget monitoring returns were indicating the end of year balance in all schools would be £10m. The December returns are now showing a carry forward forecast of £11.6m. This compares with a forecast of £12.1m at December 2013. Indications from the returns in previous years would suggest there is an element of under forecasting of the year end balances. If we assume that this under forecasting is consistent year on year the schools carry forward at the end of 2014/15 would be £15m which is slightly lower than 2013/14.
- 4.5 The budget monitoring returns received from schools vary in terms of both format and quality. Some returns do not provide an end of year forecast but compare expenditure with a profiled budget while many have little supporting narrative. The capacity to examine all returns promptly is limited. When issues are identified there can be a delay before schools are challenged. If the template included additional data this process could be speeded up.
- 4.6 To overcome these issues it is proposed that a standard budget monitoring template is introduced. This will have validation checks built into the template to make basic checks on the data, for example a check will be made on whether the average cost per month of the salaries forecast be in line with the average monthly cost of salaries paid to date, a comment will be needed to be provided if not. There will be a level tolerance before a comment needs to be provided.
- 4.7 These inbuilt warning messages should aid discussions within the school between the school bursar, Headteacher and Governors on the progress of the budget and the financial forecasts. The template will also ask for more commentary which will not only aid the discussions internally within the school but will demonstrate the budget is being controlled adequately. Before the next monitoring statement is due consideration will be given to how the financial data in the template can be populated from the schools local accounting systems.

- 4.8 For 2016/17 the budget planner would also move to this basis.
- 4.9 There remains two schools which have submitted deficit licence applications, Deptford Green and All Saints. These are being reviewed for approval when the May budget returns are notified.

5. Level of the Dedicated Schools Grant

- 5.1 The Education Funding Agency has notified us of a deduction they plan to make to the DSG for our resident pupils that were at Alternative Provision in October 2014 at a free school which opened in 2012 or 2013. In the first and second year that these free schools were opened all the costs were met from a central DFE budget
- 5.2 The deductions to be made will be based on an assessment of the number of pupils from the Local Authority, including those of its schools and academies that have commissioned places directly, being placed in each AP free school's provision.
- 5.3 Currently we have seven such pupils (The City Gateway (Hybrid Academy)- 1, Harris Aspire Academy - 6 pupils). The deduction will be 7/12 of £10k or £41k in total.
- 5.4 As schools commission places out of borough it could be assumed there would be a lower requirement to commission in-borough places at Abbey Manor College. In practice this is unlikely to happen as the secondary rolls start to increase over the next few years and extra places potentially are required.
- 5.5 Schools will need to ensure when they are placing pupils that they are only paying for the top-up funding and not the base funding which is met from this deduction.
- 5.6 A full report will be brought to the Forum in June on Alternative Provision which will detail the funding flows between establishments and consider some wider issues.

6. School Milk

- 6.1 Under the Nursery Milk Scheme, all children under five in a childcare or early years settings for two or more hours a day, are eligible to receive a free daily drink of milk (1/3 pint). This includes some 4 year olds in reception classes at primary schools. The Nursery Milk Scheme reimburses childcare providers for the full cost of purchasing milk they provide - free of charge, to children in their care.
- 6.2 From 1 January 2015, schools across England are legally required to ensure milk is made available during the school day to all pupils (5-18

years) who want it. Schools can make milk available at either mid-morning or afternoon break or at lunchtime. Those infant school pupils who are receiving free school meals as part of universal free meals will receive it as part of their lunch by agreement with Chartwells. Older pupils who are registered for Free School Meals will receive the milk free at whatever time the school makes it available. For pupils aged 5-16 who do not have a free entitlement, schools will be expected to pay for the costs of the milk and charge parents.

- 6.3 The administrative cost in the past has not been significant but with both public health and the government promoting school milk it is likely to grow and it is proposed the cost will be charged to individual schools to pay.

7. Cost pressures on schools - Schools Budget position 2015/16 and beyond

At the last meeting of the Schools Forum, members asked for a summary of the inflation and cost pressures facing schools. There are a number of significant cost pressures falling on schools over the next two years. These are mostly staff related. Schools will not only need to meet the cost of the pay awards but will face the financial consequences to changes to employers contributions, national insurance and pension costs.

At the time of writing this report it is expected that Ministers will provide details of a pay review for public sector workers. It is thought that this would allow schools to have the flexibility to offer individual teachers in the main pay bracket a raise of up to 2% next year, subject to performance.

Commentators are saying that as there is not coalition agreement on the School Teachers' Review Body (STRB) recommendation, this and any announcement may be delayed until after the election. The figures below assume that the cost of future public pay awards are at 1%. If any details are announced before the meeting the information below will be updated and tabled.

7.1 Pay Award Teachers

Government assumptions on pay awards for 2015/16 have been set to average no more than 1% across the public sector. There is of course the part year effect of the pay award from last year leaving a cost pressure of a full 1% in 2015/16.

7.2 Pay Award – Admin and support staff

The admin pay award runs from 1 January 2015 to the end of March 2016. The costed award was 2.2%

7.3 Superannuation

The rate for Teachers superannuation will rise from 14.1% on the 1 September 2015 to 16.4%. Making an overall average for 2015/16 of 15.5%. Admin and support staff pension costs will rise by 0.5% both in April 2015 and April 2016.

7.4 National Insurance employers contribution

While the payments thresholds have been raised for April 2015 by far the largest change is in April 2016.

The change involves merging the state second pension with the basic state pension. This will abolish the current practice whereby employees get a National Insurance (NI) rebate of 3.4% for contracting out of the second state pension to enter final-salary schemes, which mostly impact on workers in the public sector such as teachers and workers who are in the Local Government pension scheme - who have to opt out to enter these schemes.

7.5 Employers will now have to pay higher NI, amounting to that 3.4% of their employees' relevant earnings. This is for the funding band where an employer is paid between £677 to £3,532 per month

2015-16 Rates		2016-17 Rates*	
Pay band per month	%	Pay band per month	%
£0-£676	0%	£0-£676	0%
£676-£3,532	10.40%	£676-£3,532	13.80%
£3,532 +	13.80%	£3,532 +	13.80%

*Assume no change to the threshold rates

8. Energy Bill

The cost of energy is falling at present and while the pattern will vary from school to school depending on the type of contracts that are in place we estimate the average fall is 5%.

9. Other Prices

Schools Service Level agreement are generally increasing by 5% but other prices are below 1%. The cost pressure allows for an average increase of 1%.

10. Overall Impact

The overall increases are shown below

Cost pressures within schools

Budget Heading	% of budget	School Funding £m	Increase	2015/16		2016/17	
				Total	Budget Impact	Total	Budget Impact
Teaching Staff	50%	111	Pay	1.0%	0.5%	1.0%	0.5%
			Pension	1.3%	0.7%	1.0%	0.5%
			Nat. Insurance	0.0%	0.0%	1.5%	0.8%
Other Staff	25%	56	Pay	2.2%	0.6%	1.0%	0.3%
			Pension	0.5%	0.1%	0.5%	0.1%
			Nat. Insurance	0.0%	0.0%	1.5%	0.4%
Energy	1%	2	Prices	-5.0%	-0.1%	0.0%	0.0%
Other supplies	24%	53	Prices	1.0%	0.2%	1.0%	0.2%
Total ISB		222		2.0%		2.8%	

This table excludes local issues such as the reduction in the matrix funding

10.1 Most of the publicity nationally has been around the real terms funding of schools budgets over the life of the next parliament and that it will reduce by 7% if the funding level per pupil stays cash frozen. This has come from an analysis by the Institute of Fiscal studies. This relates to the 5 year life of the parliament. If assuming after the two years quoted above the inflationary pressures are around 1% and no further changes are made to pension and national insurance contributions, the figures broadly seem in line.

10.2 Looking at overall budgets in real terms if these circumstances pertain, then schools would see the following typical reductions where pupil numbers do not change:

School Type	Primary School		Secondary School	
	210 Pupils £	400 Pupils £	850 pupils £	1200 pupils £
Typical Budget	1,130,000	2,180,000	6,130,000	9,360,000
7% Reduction	79,100	152,600	429,100	655,200

- 10.3 Overall there would be a £17m reduction in funding in real terms for state funded schools within Lewisham.
- 10.4 School funding is not quite as straightforward as a number of other circumstances interact with costs particularly with the growth in pupil numbers. This will start to offset the difficulties in the secondary sector as the primary growth works its way through the school system.
- 10.5 The above details the cost pressures it is anticipated schools will face over the next few years. There are other budgetary pressures on the Dedicated Schools Grant that will need to be financed.

Particularly the national rates revaluation will take place in 2017 and there is expected to be a large increase in the rates bills which will fall on the DSG rather than the contingency. All the cost pressures from the medium term financial plan is shown below

	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000
Business Rates		600		
New Secondary Places		150	250	400
High Need pupil growth	1200	1200	1200	1200
Extending the age of SEN children to 25	200			
Total	1400	1950	1450	1600

11. Post 16 funding

Schools have been notified of their post 16 funding. The funding is detailed below:

Impact Of EFA 6th Form Funding Notification On LA Funding Prediction

	2015/16	2016/17*
Addey and Stanhope School	7,336	11,004
Forest Hill School	10,869	16,303
Prendergast Hilly Fields College	44,958	16,038
Sedgehill School	- 169,066	- 259,860
Sydenham School	37,066	55,599
	- 68,837	- 160,916

12. Mutual Funds

The Schools Forum has a number of mutual funds it manages on behalf of schools. At the end of the year any balances are returned to schools or rolled forward to the next year. The current position of the funds is described below:

Fund	Budget	Spent or committed to date	Balance
	£000	£000	£000
Growth Fund	1,739	1,920	(181)
Contingency	1,253	780	473
Maternity Fund	831	694	137

12.1 Growth Fund

All Growth Fund allocations have now been actioned. The expenditure of £1.87m is £126k in excess of the budget as a result of the creation of more new places than was anticipated.

The 2014/15 Growth Fund budget is £1,739k and is made up as follows

- £672 bulge classes (equivalent of 12 bulge classes),
- £762k expanding schools (some new, some continuing. Covers 13 schools) and
- £305k continuing funding for resources (funding is paid each year as new places move through the school).

12.2 Contingency

As expected we have received the back dated business rates bill for Rushey Green. The cost is £500k and will need to come from the contingency. The level of the adjustment is so high as the back dating is to 2010.

12.3 Non-Sickness Supply Fund

At the end of last year the non-sickness supply budget was under spent by £89k.

The Autumn Term claims have now been actioned. The Summer and Autumn Term claims breakdown is as shown in the table below:

Phase	Claim Type	Number	Amount	Average
			£	£
Primary	Jury	4	1,982	495
	Maternity	36	249,243	6,923
	Paternity	5	6,371	1,274
	Suspension	4	18,629	4,657
		49	276,225	5,637
Secondary*	Jury Service	3	2,706	902
	Maternity	16	132,025	8,252
	Paternity	1	1,640	1,640
		20	136,371	6,819
Special	Maternity	3	13,036	4,346
	Suspension	2	10,008	5,004
		5	23,045	4,609
		74	435,639	5,887

* includes all-through schools

The pattern of expenditure on maternity in previous years has not been followed to date in the current year. It looks as if the fund will underspend at the year end. If this is the case the funding will be returned to schools. The amount will be confirmed once the accounts are closed and actioned in 2015/16 financial year.

13. Capital Funding

- 13.1 The basis of the calculation of Devolved Formula Capital has remained unchanged. Every school will receive a fixed lump sum and a variable amount based on pupil numbers. The lump sum and per pupil rates will stay the same for the next 3 years. The pupil numbers used are based on the January school census.
- 13.2 For Devolved Formula Capital, each institution gets a fixed lump sum of £4,000 and a variable amount based on their pupil numbers multiplied by the appropriate rate per pupil .

	Per Pupil
Nursery / Primary	£11.25
Secondary	£16.88
Post-16	£22.50
Special	£33.75

13.3 The DFE have introduced a new School Condition Allocations to replace the school maintenance allocation. It has three components:

- Core condition funding based on pupil numbers;
- High condition needs funding for those with disproportionately high needs; and
- Floor protections to provide some stability in the transition to the new system.

13.4 School Condition Allocations take into account the information from the Property Data Survey Programme (PDS) about the condition of schools. For the majority of schools the survey data shows that existing condition needs correlate well with pupil numbers, which are also a proxy for the size of the estate. Thus there is core funding built into the formula. The PDS shows that some LA's have particularly high existing condition needs relative to their size. In recognition of this a further allocation has been made. In addition to their core condition allocation. This is based on the extent to which the condition needs identified in the PDS exceed a threshold. There is also a floor protection in 2015-16 to ensure that no relevant body gets less than 80% of the funding it received in the 2014-15 maintenance allocations.

13.5 Lewisham's PDS dashboard is provided in Appendix a.

13.6 The funding allocations for this and last year are shown below

	Devolved Formula Capital		Maintenance		Total
	Local Authority	Voluntary Aided	Local Authority	Voluntary Aided	
	£'000	£'000	£'000	£'000	£'000
2014/15	590	210	3,090	1,082	4,972
	Devolved Formula Capital		School Condition Allowance		Total
	£'000	£'000	£'000	£'000	£'000
	2015/16	596	215	3,344	989

13.7 Basic Need

Basic need funding is allocated on the basis of a comparison of forecast pupil numbers with school capacity, with shortfalls in capacity attracting funding. The allocations for financial year 2017-18 are based upon the projected need for new places by September 2018.

13.8 The allocation for Lewisham is as follows

Total Basic Need allocations (announced February 2015)	Amount payable 2015-18			
	2015-16 Top Up	2016-17 Top Up	2017-18	Additional payment towards new primary schools / whole primary school expansions (to be paid in 2017-18)
10,572,584	0	0	9,435,400	1,137,184

13.9 Additional allocations for 2015-17

The 2015-17 basic need funding included £300 million held back for those Local Authorities with unexpected increases in forecast pupils. This has been allocated, alongside the funding for 2017-18. Lewisham does not meet the criteria and will not receive any of this funding.

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Condition Dashboard

This dashboard contains data from educational establishments surveyed as part of the Property Data Survey Programme (PDSP) and is designed to show the breakdown of the responsible body's School Condition Allocation and how their condition need compares to others.

Responsible Body (RB) information

Responsible Body Type:

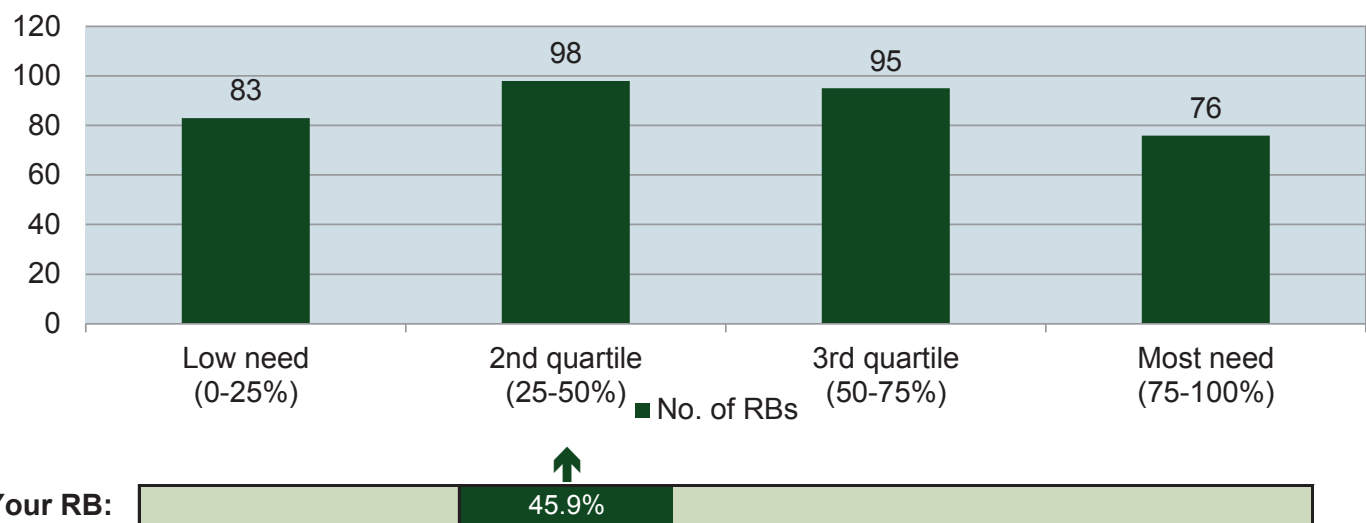
Responsible Body:

The table below shows summary information for the schools surveyed in the Property Data Survey which informed our assessment of building condition.

	Educational Establishments	Blocks	Floor Area (m ²)	Site Area (m ²)
Nursery/Primary	39	152	119,549	214,194
Secondary	0	0	0	0
Other	1	1	3,917	5,847
Total	40	153	123,466	220,041

Total PDS condition need per pupil (using grades C & D only)

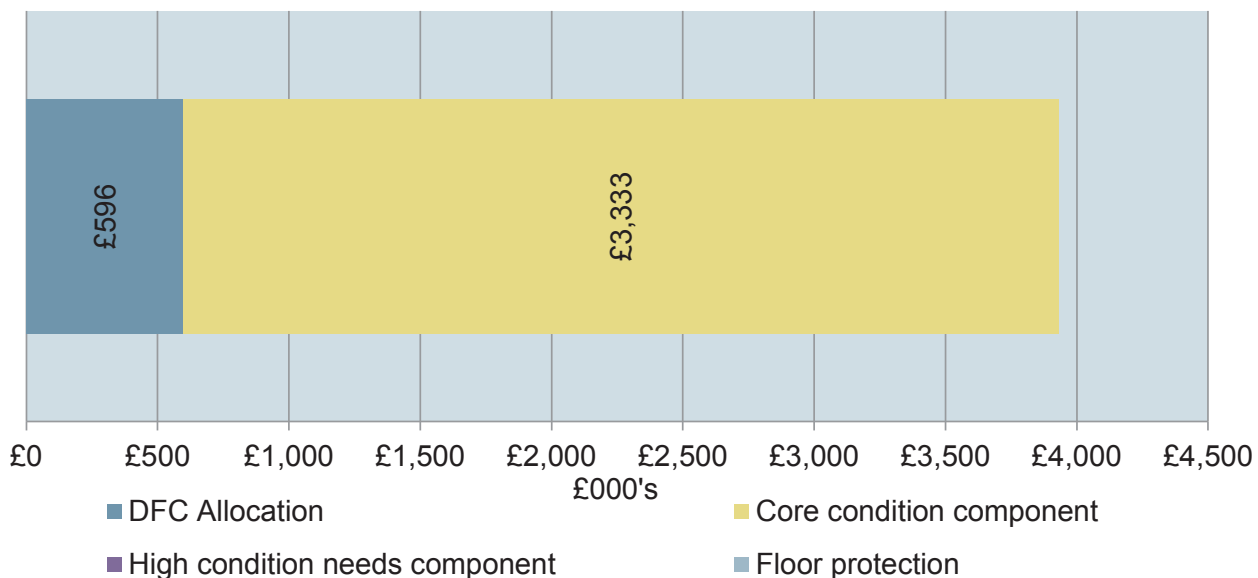
This shows how far your building condition need per pupil is from the average and also compares with all other responsible bodies (RBs)



Your RB is in the second quartile (45.9%). This means the condition of your buildings is better than 54.1% of RBs.

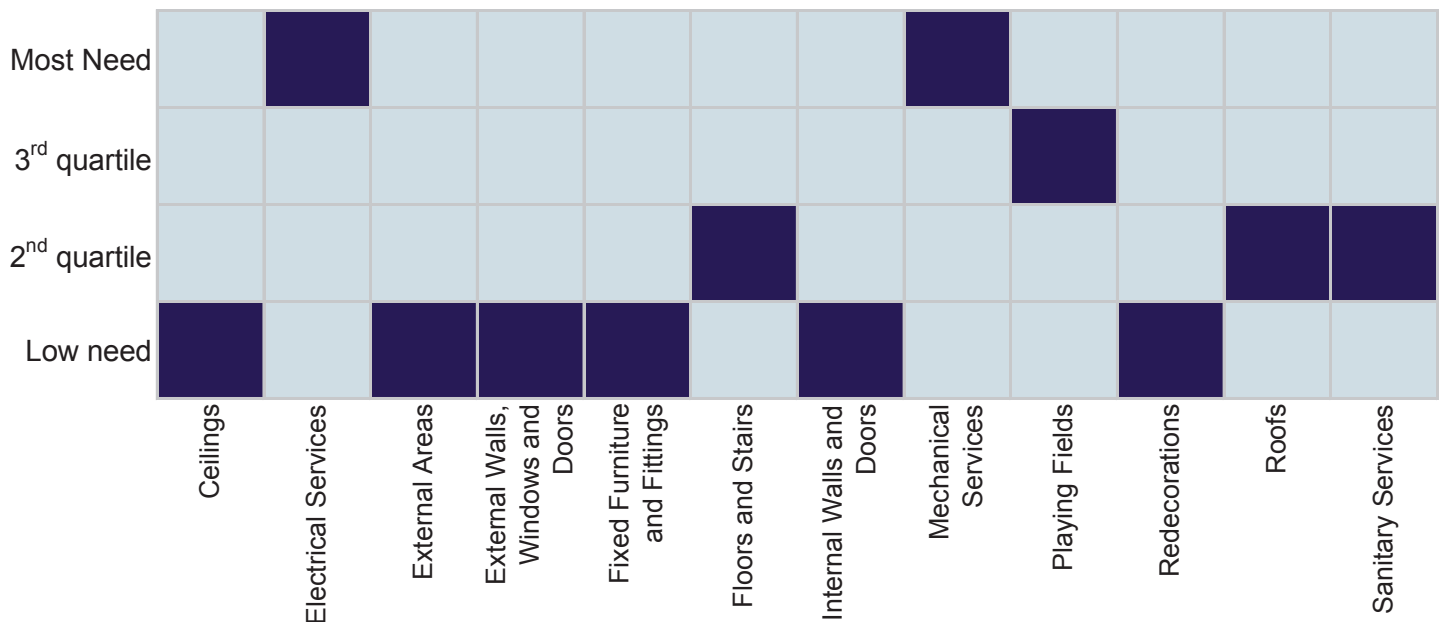
Schools Condition Allocation

This shows how the School Condition Allocation for 2015-16 is calculated, split into core condition funding and high condition needs funding, and floor protection where applicable; as well as Devolved Formula Capital.



PDS building element condition priority need per pupil (using grades C & D only)

This shows the relative condition need of each building element within your RB and may be useful to inform asset management strategies and target investment.



Agenda Item 7

Schools Forum
19 March 2015
Item 7

Proposals for changes to the Scheme of Delegation and Finance Manual

1. Purpose of the Report

To seek the Schools Forum agreement to changes to the scheme of delegation.

2. Recommendation

The Forum agree to the proposed changes to the scheme of delegation on

- i. Annual review by Governors of a Register of interests.
- ii. That schools are recommended to provide Governors with a report showing combined payments of over £10k within any financial year.
- iii. The current tender limit is confirmed.
- iv. Schools be notified that they can set lower limits if they wish.

3. Background

3.1 The Forum undertakes an annual review on the Scheme of Delegation and Finance Manual before the start of the financial year. The review incorporates any changes that are needed through changes to legislation and to consider any updates thought appropriate by the Internal Auditors.

4. Scheme of Delegation

4.1 Register of Interests

4.1.1 As requested in the annual internal audit report (see Item 3 of this meeting) it is proposed that a requirement is included in the Scheme of Delegation that all governors and staff with financial responsibility complete the annual Register of Interests forms. It is proposed there is a requirement that a Register of Interests is provided to the Governing Body to review the register once a year and to sign to say they've reviewed them each year.

4.1.2 The agenda and reports for the governing body meeting where the register is being reviewed will be required to include sufficient details so that governors have time to check if there are any interests that maybe of concern of anyone at the school, not just Governors.

4.2 Procurement

There have been incidents where a lot of small payments have been made to the same supplier in a school which in total have amounted to large sums. It is recommended that Governors see annually a report that reviews total spend by supplier. This would include all the items during the year that is made to one supplier where the total paid exceed £10k.

4.3 Tender Limits

4.3.1 The internal auditors have asked the Forum to consider the tender limits, these were significantly increased from 1 April 2014 such that tenders are only now required for works over £50k (up from £10k).

4.3.2 Other Local Authorities within London have been contacted to understand their procurement levels. Of those that have replied two have levels the same as ours of £50k all the rest have higher limits.

4.3.3 It is suggested Schools can be reminded that they can set lower limits than those stated by the council. They then have to adhere to them.

4.3.4 There is a new requirement that all contracts are included in a national database called Contract Finder. The governments intention on this was to allow Small and medium-sized enterprises (SMEs) to be aware of contracts available. This requirement will be built into the scheme of delegation. Schools will need to update contract finder if a contract is more than their lowest tender limits. There is a national minimum and if a school's tender limit is less than £25k, a contract below the value of £25k does not have to be included in contract finder. Guidance will be provided to schools on using the database.

Dave Richards

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Academies Funding

1. Purpose of this Report

This report looks at how the funding of academies operates both from a school perspective and from a local authority point of view. It then considers the benchmarking data of academies.

2. Recommendations

The Forum note the report

3. Funding of Academies.

- 3.1 Most of the funding for an academy comes from the General Annual Grant (GAG). This is paid to academies by the Education Funding Agency (EFA). The GAG is made up of the school budget share (based on our funding formula) and the Education Services Grant, allocated to academies based on the number of pupils they are responsible for, to buy services no longer automatically provided by the local authority.
- 3.2 The Dedicated Schools Grant (DSG) is calculated by including the pupil numbers of the academies. The sum provided to an academy is based on the Local Authorities funding formula and then recouped from the DSG. The Education Services Grant is passed to academies directly and does not come through the Local Authority.
- 3.3 Unlike maintained schools the de-delegated items are retained by the academy. This covers the contingency and maternity fund. The growth fund in any area has to provide support to academies.
- 3.4 The ESG is paid to local authorities and academies on a per pupil basis as an un-ring fenced grant. The current funding rate for both is a standard £87 per pupil although some Academies are receiving a higher amount as they have been protected from some of the funding cuts. Local authorities receive additional funding for the obligations that that they have to fulfil to both academies and maintained schools (known as “retained duties”). The retained duties rate is £15 per pupil. The ESG is an un-ring fenced grant and how it is spent is for local authorities and academies to decide based on their individual circumstances. Different local authorities and academies will have different needs and will make different choices about how to use this funding.
- 3.5 The Education Services Grant cover
 - School improvement
 - Statutory and regulatory duties

- Education welfare service
- Central support services
- Asset management
- Premature retirement costs/redundancy costs (new provisions)
- Therapies and other health-related services
- Monitoring national curriculum assessment

3.6 Deficits, surpluses and carry forwards

3.6.1 New converting academies inherit the closing financial balance of the predecessor maintained school. This applies whether the balance is a surplus or a deficit. In the case of a surplus, the LA pays this to the academy. In the case of a deficit, the LA is reimbursed this sum so that it can write off the deficit in its own accounts with no adverse effect on other schools in the Local Authority area.

3.6.2 Academies are not able to run a deficit without remedial action. Any academies that open with a transferred deficit will need to have an agreed plan with the EFA to repay it from GAG instalments. Any which develop a deficit after opening will have to agree a restructuring plan with the EFA.

3.6.3 Sponsored academies are deemed to open as new schools to allow them a fresh start. In practice the protocol would allow sponsored academies with surplus balances to retain the balance; however the DfE states that sponsored academies with deficit balances leave the deficit with the LA.

3.7 Accounting Requirements

A school converting to an academy will need to set up an academy trust, a charitable company limited by guarantee. As such the accounting requirements are different:

- opening a new bank account to receive funding from the EFA;
- production of annual accounts, audited by a qualified external auditor;
- financial year which runs from September to August;
- a financial system which complies with Charities and Companies Act accounting requirements;
- keeping financial records as set out in the Academy Financial Handbook;
- responsibility for managing its own cash flow;
- an academy may not borrow funds without specific approval from the Secretary of State.

3.8 Costs of conversion

Schools which have applied to convert to academy status can claim a grant of up to £25,000 as a contribution towards the costs of this process. The costs incurred may be higher and this would need to be met from the schools own resources. No additional funding is available to the LA to cover the additional work and costs involved.

3.9 Funding agreement

All academies established by the Secretary of State enter into a contract - the funding agreement - with a charitable company, which is often referred to as the academy trust. The funding agreement provides the framework within which the academy must operate, and a model funding agreement is available on the DfE website. The ongoing funding of the academy trust is contingent upon the conditions in its funding agreement being met. The grant conditions cover a wide range of requirements such as community cohesion, assessment, curriculum, admissions, exclusions, teachers pay and conditions, SEN provision, governance, conduct, DBS checks, designated teacher for children in care, school meals and charging.

4. Services academies need to consider

Traded Services are still offered services to academies, wherever possible. The existing academies can continue to purchase services from the Local Authority. VAT has to be charged on these services. There is a mark up cost for services to academies.

Services that may need to be bought/provided as a result of conversion:

Ref	Service needed to be bought
1	Attendance and Welfare
2	School improvement - leadership challenge
3	Producing financial accounts / auditing
4	Legal Charges – Academies are a more complex stand alone organisation and need more specialised support
5	Media and Communications – this provides emergency situations which schools need to make a press release
6	Employment Tribunals
7	School Nurses – this is a health provision provided by the Local Authority through public health funds
8	Performance Management Data

- 9 Enhancements To Administration Staff
- 10 Procurement e.g. Energy & Catering
- 11
Enhancements To Administration Staff - to provide business support staff to perform responsibilities in-house.
- 12 Occupational Health
- 13 Checking of Free Schools Meals Entitlement
- 14 Outdoor Education
- 15 Early retirement and redundancy costs

- 16 Asset management
- 17 Maternity Cover
- 18 Risk Insurance

5. Other technical funding Adjustments

a. Rates

Academies only pay a proportion of their rate bill but the funding formula will be adjusted to reflect this

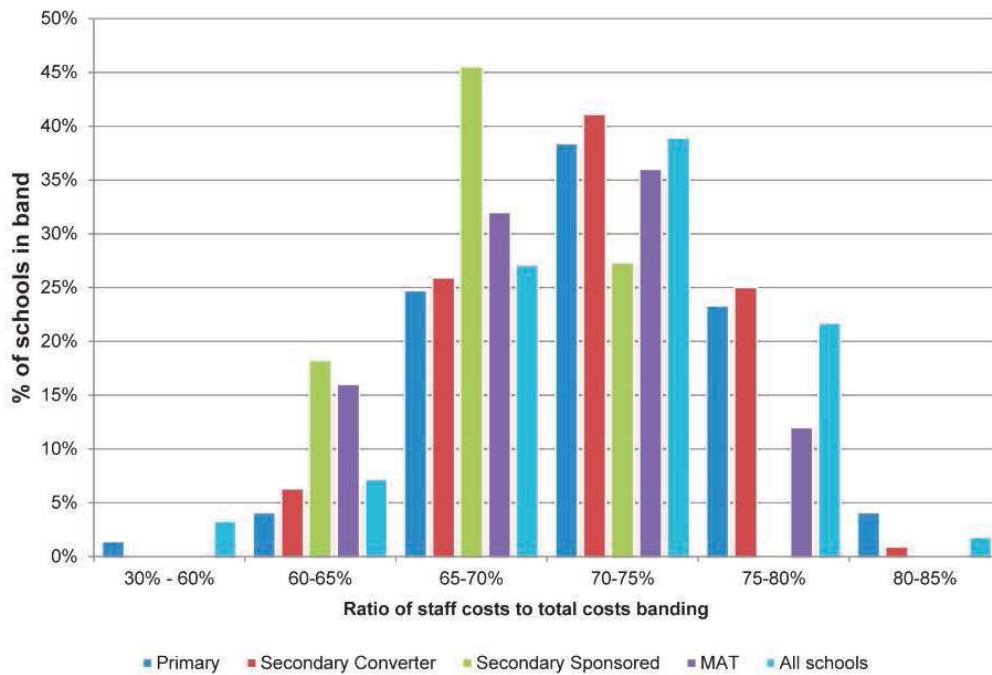
b. Vat

Academies pay VAT and there is a mechanism to adjust for this.

6. Benchmarking (academies data - Bishop Fleming report on Academies Benchmarking Report 2014)

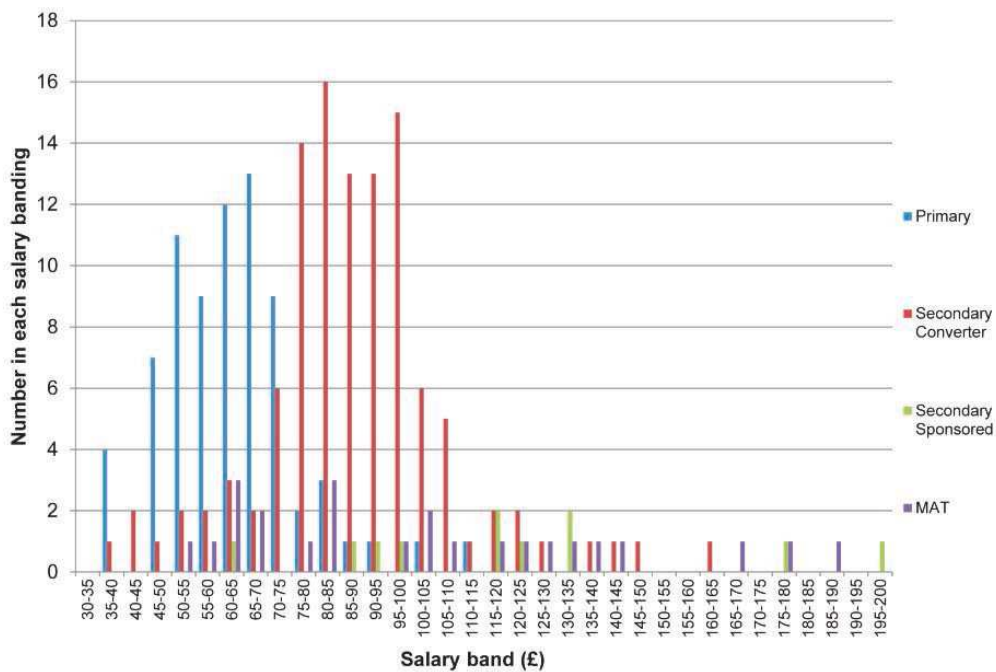
6.1 Staff Costs

Staff costs are the significant expenditure in schools. The amount spent though can vary This ratio is influenced by the number of staff employed, the experience of the teaching staff and the level of outsourcing The average spend on staff costs in academies as a percentage of total costs by primary academies is 71.2% (2012: 72.3%), with 71.7% (2012: 73.9%) for secondary academies.

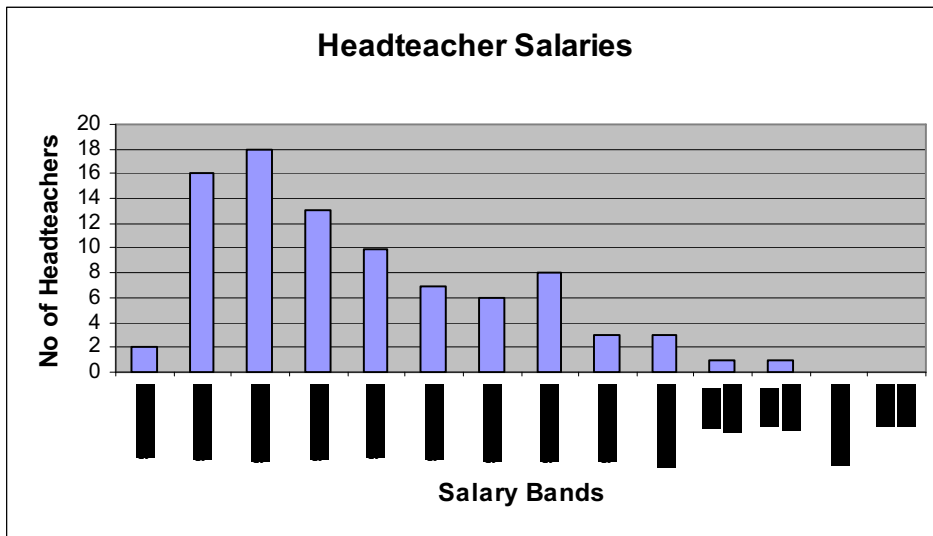


The average position in Lewisham is 69% in both Primary and Secondary

6.2 Head Teacher salaries



The position in Lewisham is as follows

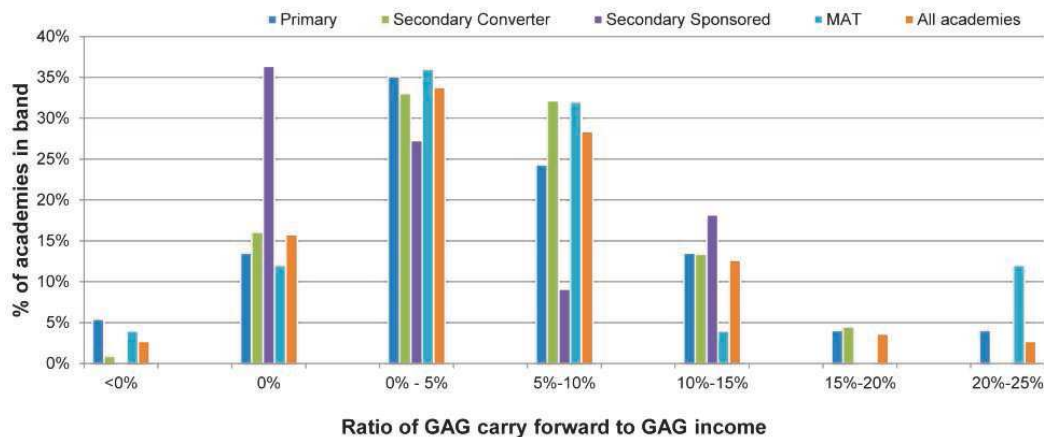


6.3 Pupil teacher ratio

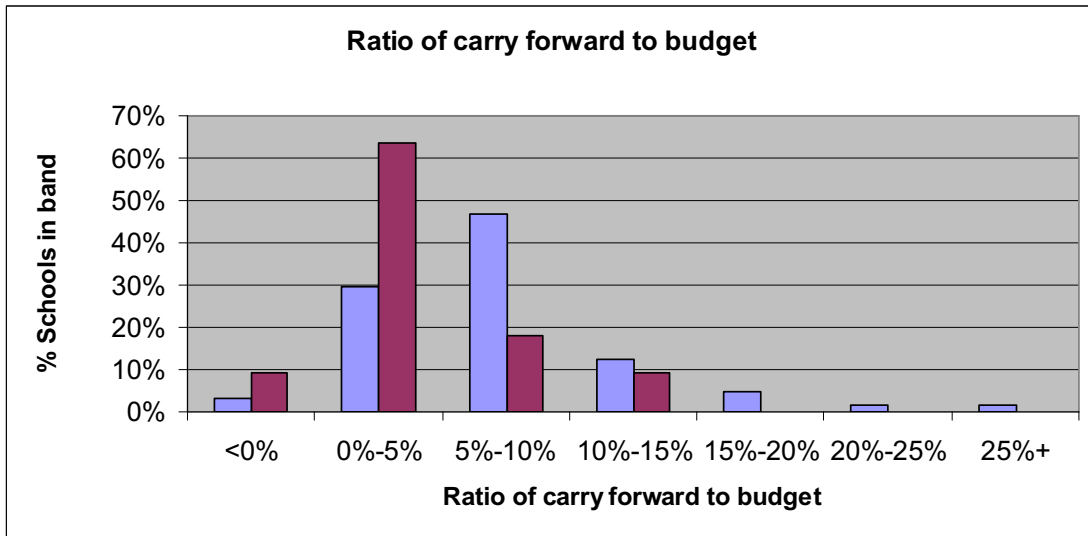
Primary Academies - 24.3
 Secondary Converter Academies - 16.3
 Secondary Sponsored Academies - 13.9
 Multi-Academy Trusts - 18.3

6.4. Surpluses and Deficits

Previously the EFA was allowing academies to apply to remove the carry forward cap (12%) on the GAG that could be carried forward. The removal of this GAG carry forward limit has now been automatically granted to schools that are census funded, some of the older sponsored academies have kept their old style funding agreements as these have other beneficial clauses.



The position in Lewisham maintained schools are as follows



7. Conclusion

There are undoubted differences between the funding of academies and maintained schools. These differences have narrowed over the last few years and broadly both academies and maintained schools are funded on the same basis and at the same level. There are differences though in the services academies will need, usually the Local Authority will provide these on behalf of maintained schools but this is not the case in academies where there is more choice to choose between LA services, the market places or self-provide.

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Information item - Section 251 Local Authority Benchmarking

1. Purpose of Report

To inform the Forum how spend on education services in the Borough compares with it's statistical neighbours.

Recommendations

That Forum note the position as reported

2. Background

Local Authorities are required to submit, a budget statement to the DFE in March each year. This is known as the Section 251 statement and it sets out the Local Authority's expenditure plans for the next financial year.

Each Authority's statement is summarised on the DFE website. This provides benchmarking data that can be compared against other Authorities, nationally, locally or with any chosen group of authorities.

The most useful comparison is considered to be with an authority's statistical neighbours. An authority's statistical neighbours are determined by a range of indicators set by the National Audit Office.

Lewisham's statistical neighbours are the London Boroughs of:

Brent
Croydon
Greenwich
Hackney
Hammersmith and Fulham
Haringey
Islington
Lambeth
Southwark
Waltham Forest

3. Benchmarking results 2014- 2015

3.1 Appendix A shows a comparison mostly on a per pupil basis (but sometimes on the basis of population) of all the budget headings within the DSG and General Fund for our statistical neighbours.

3.2 In all there are 11 Local Authorities in the group, the ranking compares our position in the table, the higher the ranking the higher the spend. So if the ranking is 1 it reflects the highest spending authority.

3.3 Such statistics are always difficult to interpret as not all Authorities categorise their expenditure in the same way, so a degree of care is needed. It is not necessarily either good or bad to be either at the lowest or highest end of the spending spectrum. It is more important that the statistics provide a challenge to the current policies being adopted. It could well be that the level of spend is appropriate.

3.4 Interestingly in past years we have been one of the highest spending authorities on Special Educational Needs. Currently we are the 6th highest of the 11 comparator Authorities. Some of this will be reductions made to the matrix funding. There may of course be other reasons such as other authorities have set more funding aside to meet a general increase in the number of SEN children or it is reflection in the treatment of the former standards funds. We have delegated these to schools where possible, while other Authorities may have retained the money centrally.

3.5 Early Years

We have the 2nd highest spend on Early years central spend. This is partly reflecting the 2 Year old grant. Some of the budget on Early Years was reviewed last year. Additional Hours for 3 and 4 years is provided from this budget and that will be reviewed later in the year.

3.6 Capital Expenditure from Revenue

We have the 2nd highest spend on CERA. This is the budget heading that contains the support being given to schools under PFI and BSF schemes. CERA was one of the items the Forum identified they would like to review and a full report will be brought at a later date.

4 Next Steps

This data provides useful information and allows us to challenge ourselves on whether we are providing value for money. However there are complexities with using this data as Local Authorities interpret the regulations very differently as the spending should be included in each heading. In order to get a better understanding we have joined two CIPFA benchmarking clubs. CIPFA have run these benchmarking clubs for some time and we have belonged to the Children Social Care benchmarking club for a number of years and this has helped to develop and drive some of the strategic thinking and improve the value for money in this area. The Special Education Needs club is a relatively new club. The latest report SEN benchmarking report will be discussed at the High Needs Sub group.

S251 Heading	209	Rank	Average	Median	304	306	203	204	205	309	206	208	210	320
	Lewisham £		£	£	Brent £	Croydon £	Greenwich £	Hackney £	Hammers mith and Fulham £	Haringey £	Islington £	Lambeth £	Southwark £	Waltham Forest £
1.0.1 Individual Schools Budget (before Academy recoupment)**	5,352	7	5,435	5,480	4,804	4,325	5,269	6,287	5,480	5,577	5,877	5,784	5,935	5,096
1.1.1 Contingencies*	76	1	18	18	6	0	36	30	24	6	18	14	30	10
1.1.2 Behaviour support services*	0	6	0	0	0	0	16	9	3	0	0	3	57	0
1.1.3 Support to UPEG and bilingual learners*	4	6	4	4	0	6	0	19	14	21	7	0	0	0
1.1.4 Free school meals eligibility*	3	3	2	2	1	0	3	3	4	0	2	0	7	0
1.1.7 Licences/subscriptions*	0	6	0	0	1	0	4	2	4	0	0	0	1	0
1.1.8 Staff costs – supply cover excluding cover for facility time*	19	3	3	3	7	0	0	3	24	0	6	0	26	3
1.1.9 Staff costs – supply cover for facility time*	1	8	3	3	3	3	3	4	8	0	3	0	3	1
DEDELEGATED ITEMS*	102	2	36	36	18	8	62	70	82	27	36	17	124	14
1.2.1 Top up funding - maintained providers*****	260	5	250	250	288	231	178	250	241	212	272	276	314	98
1.2.2 Top-up funding – academies, free schools and colleges*****	49	5	39	39	51	39	84	52	20	39	13	32	31	151
1.2.3 Top-up and other funding – non-maintained and independent providers*****	85	4	81	81	107	71	77	125	53	84	81	63	65	90
1.2.4 Additional high needs targeted funding for mainstream schools and academies*****	0	7	1	1	1	1	0	6	0	8	7	0	0	1
1.2.5 SEN support services*****	43	4	26	26	13	36	66	50	19	47	12	0	26	23
1.2.6 Hospital education services*****	4	3	2	2	4	5	0	0	0	2	0	3	0	5
1.2.7 Other alternative provision services*****	0	9	9	9	0	18	32	6	10	0	28	9	30	4
1.2.8 Support for inclusion *****	12	6	12	12	3	5	11	5	42	0	47	74	22	15
1.2.9 Special schools and PRUs in financial difficulty*****	0	2	0	0	0	0	0	7	0	0	0	0	0	0
1.2.10 PFI/ BSF costs at special schools and AP/ PRUs*****	0	3	0	0	0	0	0	6	0	0	1	0	0	0
1.2.12 Carbon reduction commitment allowances (PRUs)*****	0	2	0	0	3	0	0	0	0	0	0	0	0	0
HIGH NEEDS BUDGET*****	453	6	453	453	469	407	447	507	385	392	462	458	490	387
1.3.1 Central expenditure on children under 5****	115	2	62	62	59	22	38	69	95	48	111	177	62	42
1.4.1 Contribution to combined budgets**	22	6	22	22	8	0	79	34	33	54	59	0	13	0
1.4.2 School admissions**	15	7	16	16	10	22	17	16	0	8	42	11	18	18
1.4.3 SerVICing of schools forums**	2	2	1	1	1	1	0	2	27	0	2	0	0	1
1.4.4 Termination of employment costs**	0	6	0	0	5	4	13	12	0	0	4	0	0	0
1.4.5 Falling Rolls Fund**	0	3	0	0	0	0	0	0	0	0	9	17	0	0
1.4.6 Capital expenditure from revenue (CERA)**	101	2	8	8	27	0	90	8	80	6	106	0	7	0
1.4.7 Prudential borrowing costs**	0	3	0	0	0	37	30	0	0	0	0	0	0	0
1.4.8 Fees to independent schools without SEN**	0	4	0	0	15	15	0	0	0	0	0	0	8	0
1.4.10 Pupil growth/ Infant class sizes**	43	6	43	43	115	82	52	40	7	20	17	45	21	92
1.4.11 SEN transport**	0	6	0	0	11	5	9	0	0	14	19	0	0	0
1.4.12 Exceptions agreed by Secretary of State**	0	3	0	0	0	2	0	0	0	0	92	0	0	0
1.4.13 Other Items**	0	8	2	2	2	0	2	4	0	13	2	0	4	2
1.6.1 TOTAL SCHOOLS BUDGET (before Academy recoupment)**	6,626	6	6,626	6,626	5,915	5,286	6,490	7,692	6,650	6,486	7,313	7,068	7,198	5,952
2.0.1 Therapies and other health related services*	0	4	0	0	2	1	0	0	43	0	0	0	0	0
2.0.2 Central support services*	4	8	8	8	1	7	16	29	1	78	12	20	0	8
2.0.3 Education welfare service*	21	4	21	21	11	200	12	21	13	21	25	0	31	7
2.0.4 School improvement*	25	9	36	36	13	96	29	86	53	36	28	46	217	14
2.0.5 Asset management - education*	16	2	6	6	0	0	5	14	108	2	6	13	9	6
2.0.6 Statutory/ Regulatory duties - education*	26	8	45	45	15	19	9	97	43	45	69	56	67	79
2.0.7 Premature retirement cost/ Redundancy costs (new provisions)*	3	4	0	0	0	0	0	19	0	1	8	20	0	0
2.0.8 Monitoring national curriculum assessment*	1	4	0	0	0	3	1	10	0	0	0	0	8	0
2.1.1 Educational psychology service***	17	6	17	17	2	19	17	14	29	23	29	0	23	5
2.1.2 SEN administration, assessment and coordination and monitoring***	12	4	11	11	7	22	11	13	0	10	10	0	25	11
2.1.3 Parent partnership, guidance and information***	2	5	1	1	1	1	3	4	0	0	0	5	4	0
2.1.4 Home to school transport: SEN transport expenditure(0 - 25)***	77	9	87	87	49	163	81	93	87	68	100	92	114	80
2.1.6 Supply of school places***	3	6	3	3	0	10	0	6	0	0	5	6	0	4
2.2.1 Young people's learning and development***	0	6	0	0	0	7	0	10	2	0	7	0	13	0
2.2.2 Adult and Community learning***	0	7	2	2	0	22	2	8	0	0	41	11	0	18
2.2.3 Pension costs***	36	3	22	22	12	15	55	14	0	35	0	39	22	26
2.2.5 Insurance***	0	5	0	0	0	0	4	1	0	1	0	4	0	0
2.3.1 Other Specific Grant***	0	2	0	0	0	0	0	0	0	0	0	0	1	0
2.4.1 Total Other education and community budget for maintained schools only*	97	9	156	156	42	326	71	277	262	184	147	156	332	114

S251 Heading	209 Lewisham £	Rank	Average £	Median £	304 Brent £	306 Croydon £	203 Greenwich £	204 Hackney £	205 Hammers mith and Fulham £	309 Haringey £	206 Islington £	208 Lambeth £	210 Southwark £	320 Waltham Forest £
2.4.1 Total Other education and community budget for maintained schools and academies***	146	7	157	157	71	258	173	162	118	137	193	157	201	145
3.0.1 Funding for individual Sure Start Children's Centres****	73	5	62	62	59	36	82	184	62	59	151	94	41	50
3.0.2 Funding for local authority provided or commissioned area wide services delivered through Sure Start Children's Centres****	0	10	8	8	8	2	2	25	0	12	42	23	25	6
3.0.3 Funding on local authority management costs relating to Sure Start Children's Centres****	0	7	1	1	0	0	4	2	0	5	26	1	0	8
3.0.4 Other early years funding****	25	3	13	13	13	16	3	20	-3	0	45	-67	62	0
3.0.5 Total Sure Start Children's Centres and Early Years Funding****	98	4	80	80	80	54	91	231	59	76	263	51	127	64
3.1.1 Residential care****	100	3	66	66	68	29	66	34	59	24	98	154	108	55
3.1.2 Fostering services****	190	6	190	190	99	60	286	142	145	221	262	233	229	143
3.1.3 Adoption services****	25	7	30	30	21	20	25	32	54	30	62	22	37	32
3.1.4 Special guardianship support****	7	10	23	23	13	5	13	26	36	31	35	27	23	13
3.1.5 Other children looked after services****	52	3	37	37	41	37	47	34	15	34	6	68	57	14
3.1.6 Short breaks (respite) for looked after disabled children****	5	3	0	0	0	1	0	0	0	8	16	0	0	0
3.1.7 Children placed with family and friends****	4	8	7	7	7	0	15	7	8	11	15	0	6	1
3.1.8 Education of looked after children****	0	8	2	2	5	1	2	17	0	0	6	4	0	8
3.1.9 Leaving care support services****	16	8	18	18	6	29	18	17	47	49	43	16	9	68
3.1.10 Asylum seeker services children****	3	4	1	1	7	0	15	0	0	2	7	0	1	0
3.1.11 Total Children Looked After****	402	6	402	402	267	181	487	309	363	409	551	525	470	333
3.2.1 Other children and families services****	1	6	1	1	26	0	54	14	47	0	0	0	26	0
3.3.1 Social Work (including LA functions in relation to child protection)****	162	10	191	191	88	172	183	263	229	254	365	191	374	180
3.3.2 Commissioning and Children's Services Strategy****	17	8	33	33	8	17	33	58	48	23	51	69	44	7
3.3.3 Local Safeguarding Children Board****	0	11	3	3	1	4	2	7	3	4	4	9	2	3
3.3.4 Total Safeguarding Children and Young People's Services****	179	10	269	269	98	193	217	328	280	281	420	269	420	190
3.4.1 Direct payments****	11	5	10	10	3	0	16	9	8	15	26	10	12	6
3.4.2 Short breaks (respite) for disabled children****	10	9	20	20	8	14	13	20	24	27	27	2	23	35
3.4.3 Other support for disabled children****	3	3	0	0	0	13	0	0	3	0	0	13	0	0
3.4.4 Targeted family support****	33	7	37	37	39	23	40	92	21	72	88	14	37	26
3.4.5 Universal family support****	3	5	0	0	0	0	0	0	31	6	4	0	50	0
3.4.6 Total Family Support Services****	60	8	69	69	51	50	69	122	87	120	145	39	121	66
3.5.1 Universal services for young people****	42	4	36	36	34	30	24	76	24	36	125	41	51	0
3.5.2 Targeted services for young people****	13	8	24	24	1	5	49	39	87	4	21	39	24	35
3.5.3 Total Services for young people****	54	7	73	73	34	35	73	115	110	41	147	80	75	35
3.6.1 Youth justice****	50	2	26	26	8	26	20	50	13	36	22	43	61	19
5.0.2 Total Children and Young People's Services and Youth Justice Budget (excluding CERA)(lines 3.0.5 + 3.1.11 + 3.2.1 + 3.3.4 + 3.4.6 + 3.5.3 + 3.6.1)****	845	8	962	962	564	540	1,011	1,169	959	962	1,547	1,008	1,302	708
Total Children and Young People's Services and Youth Justice Budget (inc CERA)(lines 5.0.2 + 4.0.1)****	845	8	962	962	564	540	1,011	1,169	959	962	1,547	1,008	1,302	708

Lines with no expenditure against them have excluded, hence why the numbering is not always sequential

Pupil Divisors Used.

- *Total pupils aged 3-19 from maintained schools only.
- **Total pupils aged 3-19 from maintained schools and recoupment academies only.
- ***Total pupils aged 3-19 from maintained schools & all academies.
- ****Total population aged between 0-17.
- *****Total population aged between 0-19.

Proposed dates for future meetings and the work plan for the coming year

1. Purpose of the Report

To provide dates and the work plan for future meetings over the coming year

2. Background

- 2.1. The work of the Forum is considerable, complex and involved. It is important that over the coming year it is planned in a logical and structured way. Attached is a suggested programme.
- 2.2. The fact that an item is not on the plan does not preclude it from being added after this meeting through the wishes of the Forum
- 2.3. It is expected that in the latter months of the plan a considerable number of items will be added to the work programme during the year.
- 2.4. For the June meeting an item has been added to look at the constitution of the Forum. The constitution is out of date as it refers to consultative bodies which are no longer in existence. This will also give the Forum the opportunity to look at the detail and consider a number of issues such as membership, terms of office and declarations of interests.

Dave Richards

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Proposed Date	Agenda Items	Purpose
2015/16 Calendar Year		
04 June 2015	School Balances Budget monitoring Report Absence report by school Schools Forum constitution and membership Alternative Provision in free schools	To confirm the capping of those schools with excess balances To inform members of spending patterns and address issues To update members on the latest school position To review the current constitution To update members on the latest school position
01 October 2015	Budget Monitoring Report Statutory maintenance reports Annual Internal Report Health and Safety Report Additional hours for 3 and 4 year olds Capital Expenditure from Revenue Commissioning of high needs places and the authority's arrangements for top-up funding Council Savings And Service Level Agreement Charges for 2016/17	To inform members of spending patterns and address issues To update members on the latest school position To receive a report about the outcomes of school audits To receive a report about the outcomes of school audits Review of the funding Review of the funding New requirement for the Schools Forum to be consulted on the proposals To update members on the latest position
10 December 2015	Budget monitoring Report High Needs Group Report Budget Setting	To inform members of spending patterns and address issues To consider the sub group proposals for next year To consider and develop next years budget proposals
04 February 2016	Election of Chair and Vice-Chair Audit update Budget Setting S52 Benchmarking Budget monitoring Report	To receive a report about the outcomes of school audits To consider and develop next years budget proposals To inform members of spending patterns to provide a more informed debate on the budget To inform members of spending patterns and address issues
17 March 2016	Budget monitoring Report budget and capital update Scheme of delegation Finance Manual Work Plan	To inform members of spending patterns and address issues To consider details of the programme Annual update of the document Annual update of the document To agree the draft work plan for the coming year