



Supplementary: Schools Forum

Wednesday 17 January 2018 at 6.00 pm

Queens Park Community School, Aylestone Avenue,
NW6 7BQ

Membership

Representing

SCHOOL MEMBERS

Nursery

Lesley Benson

Head

Karen Zajdel

Governor

Primary

Rose Ashton

Head

Martine Clark

Head

Rabbi Yitzchak Freeman

Head

Melissa Loosemore

Head

Helga Gladbaum

Governor

Geraldine Chadwick

Governor

Herman Martyn

Governor

Narinder Nathan

Governor

Umesh Raichada

Governor

Secondary

Gill Bal

Special Education Needs

Kay Charles

Head

Pupil Referral Unit

Vivien Dean

Head

ACADEMY MEMBERS

Primary

Troy Sharpe

Head

Jo Jhally

Governor

Secondary

Andy Prindiville	Head
Vacancy	Head
Gerard McKenna	Head
Martin Beard	Governor
Mike Heiser (Chair)	Governor
Titilola McDowell	Governor

Special Education Needs

Jayne Jardine	Head
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NON-SCHOOL MEMBERS**Early Years PVI**

Paul Russell
Sylvie Libson

14-19 Partnership

Mark Stacey

Trade Union

Lesley Gouldbourne

For further information contact: Nikolay Manov, Governance Officer
Email: nikolay.manov@brent.gov.uk; Tel: 0208 937 1348

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The press and public are welcome to attend this meeting.

Notes for Members - Declarations of Interest:

If a Member is aware they have a Disclosable Pecuniary Interest* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent and must leave the room without participating in discussion of the item.

If a Member is aware they have a Personal Interest** in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent.

If the Personal Interest is also a Prejudicial Interest (i.e. it affects a financial position or relates to determining of any approval, consent, licence, permission, or registration) then (unless an exception at 14(2) of the Members Code applies), after disclosing the interest to the meeting the Member must leave the room without participating in discussion of the item, except that they may first make representations, answer questions or give evidence relating to the matter, provided that the public are allowed to attend the meeting for those purposes.

***Disclosable Pecuniary Interests:**

- (a) **Employment, etc.** - Any employment, office, trade, profession or vocation carried on for profit gain.
- (b) **Sponsorship** - Any payment or other financial benefit in respect expenses in carrying out duties as a member, or of election; including from a trade union.
- (c) **Contracts** - Any current contract for goods, services or works, between the Councillors or their partner (or a body in which one has a beneficial interest) and the council.
- (d) **Land** - Any beneficial interest in land which is within the council's area.
- (e) **Licences** - Any licence to occupy land in the council's area for a month or longer.
- (f) **Corporate tenancies** - Any tenancy between the council and a body in which the Councillor or their partner have a beneficial interest.
- (g) **Securities** - Any beneficial interest in securities of a body which has a place of business or land in the council's area, if the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or of any one class of its issued share capital.

****Personal Interests:**

The business relates to or affects:

- (a) Anybody of which you are a member or in a position of general control or management, and:
 - To which you are appointed by the council;
 - which exercises functions of a public nature;
 - which is directed is to charitable purposes;
 - whose principal purposes include the influence of public opinion or policy (including a political party or trade union).
- (b) The interests a of a person from whom you have received gifts or hospitality of at least £50 as a member in the municipal year;

or

A decision in relation to that business might reasonably be regarded as affecting, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral ward affected by the decision, the well-being or financial position of:

- You yourself;
- a member of your family or your friend or any person with whom you have a close association or any person or body who employs or has appointed any of these or in whom they have a beneficial interest in a class of securities exceeding the nominal value of £25,000, or any firm in which they are a partner, or any company of which they are a director
- any body of a type described in (a) above

Agenda

Introductions, if appropriate.

Item	Page
4 Minutes of the previous meeting To approve the minutes of the previous meeting as a correct record.	1 - 8
6 Early Years National Funding Formula - Year 2 2018/19 Following on from the setting of Brent's Single Early Years Funding Formula agreed at the January 2017 Schools Forum meeting, it has been agreed to confirm the position for 2018/19. Contact Officer: Sue Gates, Head of Early Help Email: sue.gates@brent.gov.uk Tel: 020 8937 2710	9 - 24

Date of the next meeting: Wednesday 21 February 2018



- Please remember to **SWITCH OFF** your mobile phone during the meeting.
- The meeting room is accessible by lift and seats will be provided for members of the public.



LONDON BOROUGH OF BRENT

MINUTES OF THE SCHOOLS FORUM
held on Wednesday 6 December 2017 at 6.00 pm

PRESENT

Governors

Mike Heiser (Chair)
Karen Zajdel
Narinder Nathan
Geraldine Chadwick
Titilola McDowell
Martin Beard
Jo Jhally

Head Teachers

Melissa Loosemore
Rose Ashton (Vice-Chair)
Rabbi Yitzchak Freeman
Kay Charles
Gerard McKenna
Andy Prindiville
Troy Sharpe

Early Years PVI

Sylvie Libson

14-19 Partnership

Mark Stacey

Trade Union

Lesley Gouldbourne

Officers

Brian Grady
Shirley Parks
Andrew Ward
Dena Aly
Nikolay Manov

Observer

Raphael Moss

ABSENT

Governors	Herman Martyn
Pupil Referral Unit	Vivien Dean
Early Years PVI	Paul Russell

The Chair welcomed members of the Schools Forum to the meeting and everyone introduced themselves.

1. Apologies for Absence and Membership

Governors	Helga Gladbaum Umesh Raichada
Head Teachers	Lesley Benson Martine Clark Gill Bal Jayne Jardine

There was one vacancy on the Forum - a Secondary Academy Head

2. Declarations of Interest

None.

3. Deputations (if Any)

None.

4. Minutes of the previous meeting

RESOLVED that the minutes of the previous meeting, held on 4 October 2017, be approved as an accurate record of the meeting.

5. Matters arising (if any)

In relation to Agenda Item 7 – Update on the implementation of the extended 30 hours childcare entitlement, Brian Grady said that an update on the roll out of the provider portal to schools would be emailed to all Members.

It was noted that any other matters arising would be discussed under Item 6 of the agenda.

6. Dedicated Schools Grant Financial Forecast 2017/18

Andrew Ward introduced the report and said that it would be useful to have the Dedicated Schools Grant Financial Forecast 2017/18 as a standing item on the

agenda. He commented on Appendix A which contained the forecast at the end of October 2017. The Forum heard that the total income was slightly less than budgeted due to an adjustment in the Early Years Block. Mr Ward explained that the income figure provided by the Department for Education (DfE) was based on the previous year and, therefore, was indicative as final funding depended upon the actual provision as per the Early Years census. An adjustment of -£114,000 had already been made in 2017/18 based on the information from the early years census that 30 fewer children were accessing provision in January 2016, compared to January 2015. Furthermore, Mr Ward noted that the Floreat free school, which was no longer opening, had been included in the mainstream funding formula budget, causing an underspend of £0.2 million.

The rate of growth in primary school numbers had slowed and following the underspend last year, a variance of at least £0.75 million against the growth budgets was anticipated. As the October census data had not been confirmed yet, a revised forecast would be presented at the next meeting of the Forum once the growth allocations had been calculated following the release of the data in December 2017.

In relation to the High Needs Block, Mr Ward highlighted that high demand for High Needs support through the Early Years Inclusion Fund had been reported, meaning that there was a risk of an overspend by the end of the year. In contrast, Central Block expenditure was forecasted to be in line with budgets, except for the school admissions service which reported a small overspend related to staffing costs.

As far as the Early Years Block was concerned, Mr Ward pointed out that the uptake of the 30 hours provision was lower than budget for. He said that it was not known whether the Block's income would be reduced proportionately by the DfE or whether this funding would be left with Local Authorities, hence, a zero variance position had been reported.

Mr Ward summarised that the current forecast was reported to underspend by £1 million and acknowledged that this could change depending on the growth allocations for 2017/18.

RESOLVED that the contents of the Dedicated Schools Grant Financial Forecast 2017/18 report be noted.

7. **Dedicated Schools Grant Pupil Growth Task Group Report**

Shirley Parks reminded Members that following a report to the Schools Forum in October 2017, it was agreed to review the Pupil Growth Funding criteria. She said that the paper provided a summary of the policy discussion of the Pupil Demand Task and Finish Group and recommended a Pupil Growth Fund budget of £2 million for 2018/19 and a rising rolls contingency of £1.13 million. The Group had

considered four policy questions as set out below (for details, please see pages 16-19 to the Agenda pack).

Policy question 1: should criteria be developed for additional support beyond current guaranteed funding for primary schools that have been asked by the Local Authority to permanently expand?

The recommendation of the Group was that no adjustment policy would be taken forward to support these schools. The Group had noted that all schools were expected to manage budgets in response to changing patterns of demand.

Policy Question 2: should funding be used to support secondary schools that expand by 30 places or more at the request of the Local Authority?

The recommendation of the Group was that secondary schools that had expanded would be funded to address the issues of lagged funding and to ensure that they could fund the required resources. Ms Parks said that the Group had discussed the differences between primary and secondary schools as well as the impact of expansion of the number of staff employed by schools. Two models for funding growth had been considered – payment of a lump sum in the year in which the growth occurred which would require schools to manage their cash flow in subsequent years or funding to be calculated through a manual variation in the funding formula.

Policy Question 3: how should rising rolls funding operate in the future and for what time period should support to schools be provided?

The recommendation of the Group was to retain the rising rolls contingency for primary schools at 1.75%, with the expectation that the requirement for access to this funding would reduce over time. Ms Parks noted that the preferred course of action in relation to secondary schools would depend on which option under the second policy question was selected. For example, if it was decided to calculate funding through a manual variation in the funding formula, there would not be a need for rising rolls funding as there would not be a lagged funding issue. However, it was noted that in relation to secondary schools, 1.75% equated to a larger number of pupils in secondary schools than primary. Therefore, the Local Authority had been asked to consider allocating a different percentage to each sector or to use an absolute value instead.

Policy Question 4: Schools Forum to consider if a one-off payment should apply to secondary schools

The recommendation of the Group was that a lump sum of £25,000 was not to be awarded to secondary schools that had been asked to expand. However, where the

expansion of schools required a capital project, all appropriate costs would be capitalised, with all remaining expenses being covered within the schools' budgets.

Discussion

The Chair opened the floor for comments and Members of the Forum discussed that it was easier to forecast the demand for secondary places as children had already been born and were part of the system, which increased the level of confidence in predictions. Ms Parks noted that demand for primary places had dipped but were expected to recover. Primary provision representatives commented that the reduction in demand for primary places had been significant and highlighted that there were vacancies in a number of primary schools. It was noted that social mobility could have an impact on secondary numbers as children could move away from the Borough prior to entering secondary education. Brian Grady confirmed that the Local Authority deemed there was sufficient primary provision and that the refreshed Brent school places sufficiency strategy agreed by Cabinet in June 2017 reflected this position. In relation to top-slicing the Dedicated Schools Grant to create a fund to support good schools with falling rolls, Ms Parks referenced the Group's recommendation that this was not required for schools in Brent. Andrew Ward clarified that, according to the Department for Education regulations, a potential fund could be used only for good and outstanding schools and the need for spaces had to be clearly demonstrated which could be challenging in the current conditions.

A headteacher commented that funding, including for provision of education to children with special needs, should follow the children and be available to those who needed place in the year the funding came in. This view was widely supported by the Forum and it was noted that it was difficult to manage constantly changing budgets and this had had a negative impact on the recruitment and retention of teachers. A Member pointed out that some schools rented out space to generate income and suggested that this option could be explored further.

A Member of the Schools Forum challenged the amount of communication with headteachers prior to the preparation of the report, stating that headteachers could have been informed of the proposed recommendations before the publication of the paper. In response, Ms Parks confirmed that the Group's membership had been based on volunteers from Schools Forum and included headteachers. In relation to social mobility, Mr Ward explained that although the Group had recognised it as an issue, it had not been reflected in the national funding formula.

RESOLVED that:

- (i) The contents of the Dedicated Schools Grant Pupil Growth Task Group Report be noted;

- (ii) The current growth model for primary expansion would not be changed. Support for individual schools that expand would continue;
- (iii) No additional funding be provided to schools experiencing lower demand and a falling rolls contingency would not be required to be top-sliced from the DSG;
- (iv) A growth model for secondary schools be agreed, with a final methodology recommendations presented to the Schools Forum;
- (v) Rising rolls funding be retained for primary schools and be considered in conjunction with the growth funding models for secondary schools; and
- (vi) The Growth Fund budget be reduced by £500,000, with underspends accumulated in reserves used to mitigate risks of future volatility.

8. **Dedicated Schools Grant Schools Budget and Mainstream Funding Formula 2018/19 and 2019/20**

Andrew Ward introduced the report which contained key decisions that had to be made in order to set the 2018/19 mainstream funding formula. He noted that calculations for the presented models had been made using numbers from the October 2016 census so changes were expected once data from the October 2017 census was released in December 2017. Mr Ward drew the Members' attention to section two of the report (page 21 to the Agenda pack) and explained the rationale behind the recommendations. As reported at the previous meeting of the Forum, an additional £1.5 million would be allocated to the Schools Funding Block and an additional £1 million to the High Needs Block. Dedicated Schools Grant funding of 3 and 4 year olds would be reduced by £0.17 to £5.37 per hour and this would go ahead for 2018/19. Moreover, inflation was expected to exceed the 0.5% per pupil funding increase that had been announced over the summer and there had been an increase in the number of requests for new Education and Health Care Plans (EHCPs).

Mr Ward reported on the work of the Task and Finish Groups. The High Needs Task and Finish Group had met twice since the last Schools Forum meeting and its recommendation was that the proposed additional £1 million be used to fund increases to top up funding rates in mitigation of cost pressures, and enable planner increases to special provision places. Furthermore, placements were increasingly available in Brent as opposed to independent and out of the Borough settings and this was expected to improve cost efficiency. The Early Years Task and Finish Group had met once and an additional meeting had been scheduled to agree further actions. Mr Ward highlighted that both Groups had emphasised the need to hold reserves as contingency measures.

Mr Ward drew Members' attention to the table in Appendix 1 which provided information on the funding formula rates, with the proposed increase of rates shown in the middle columns. Mr Ward emphasised that the ratio between primary and secondary provision would be the same as the national average; 1:1.29

The total amount of reserves was estimated to be approximately £7 million and increased rates had been modelled to account for release of £2, £2.5 and £3 million. However, the sustainability of these options could be questioned as it had not been possible to predict trends in the next couple of years and account for the way funding would be controlled. Moreover, if too much funds were allocated, there might be a need to reduce the rate in the future.

Members of the Forum enquired about the way secondary low attainment was defined and if there had been any changes to Key Stage 2 data. In response, Mr Grady said the definition and application of secondary low attainment would be examined and reported back on.

Mr Ward said that Appendix 2 contained data on modelled funding allocation by School which also provided information on the future trends indicated by the National Funding Formula. However, he noted that the figures were subject to ratification by the Council and the DfE. He encouraged business managers at schools to read the Agenda pack for the meeting in January 2018 to aid their financial planning. Mr Ward said that he would find out and report to the Forum if any unused funding would be lost in next year's allocation.

Members of the Forum expressed their gratitude to the Schools Finance Team for their work on this report.

RESOLVED that:

- (i) The contents of the Dedicated Schools Grant Schools Budget and Mainstream Funding Formula 2018/19 and 2019/20 report, be noted;
- (ii) The Council be recommended that the pupil funding rates in the formula be adjusted proportionally in order to allocate the £1.5 million additional funding for 2018/19;
- (iii) The Council be recommended to use £2.5 million DSG reserves for allocation in a sustainable manner in the funding formula across 2018/19 and 2019/20; and
- (iv) The High Needs Block and Early Years Block budgets be planned within the funding allocations set out in the report and £2 million DSG reserves be retained as a contingency against cost pressures and potential funding reductions in these areas.

9. **Any Other Urgent Business**

None.

The meeting closed at 7.24 pm

MIKE HEISER
Chair

	<p align="center">Schools Forum 17 January 2018</p>
	<p align="center">Report from the Strategic Director of Children and Young People</p>
<p align="center">Early Years National Funding Formula – Year 2 2018/19</p>	

Wards Affected:	All
Key or Non-Key Decision:	N/A
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	1
Background Papers:	N/A
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	<p>Sue Gates Head of Early Help Email: sue.gates@brent.gov.uk Tel: 020 8937 2710</p> <p>Dena Aly Senior Finance Analyst Email: dena.aly@brent.gov.uk Tel: 020 8937 2179</p>

1.0 Purpose of the Report

- 1.1 Following on from the setting of Brent's Single Early Years Funding Formula, based on the National Funding Formula, and agreed at the January 2017 Schools Forum meeting, we agreed to confirm the position for 2018/19. The base funding rate to providers was agreed for 2 years in January 2017. This therefore continues to be £4.46 which makes up 90% of allocated funding. The deprivation factor allocates the remaining 10%.
- 1.2 At the Schools Forum meeting in December 2016, concern was expressed at the proposals to cease full time places for some vulnerable children based on free school meals criteria.
- 1.3 A disapplication request was submitted to the DfE in December 2016 for the continuation of funding full time nursery places for children meeting free school meals criteria at some schools. This was agreed by the DfE in January 2017

until March 2018 and further arrangements were put in place until Summer term 2018. No further disapplication arrangements are permitted by the DfE regarding this matter.

- 1.4 This paper addresses this concern and it proposes arrangements for April 2018 and an interim solution till July 2018.

2.0 Recommendations

2.1 The Schools Forum is being asked:

(i) to **note** the following changes to the Brent Early Years Funding Formula for 2018/19:

- The decision to set the percentage of early years funding retained centrally by the local authority at 5%.
- Supplementary funding from the DfE for the nursery schools has reduced as the initial allocation for additional resources for maintained nursery schools for 2018/19 is £797k.

(ii) to **accept** the following recommendation of the Task and Finish Group:

- Having considered options for the distribution of the amount no longer used to fund full time nursery places using Free School Meals criteria, the Task and Finish Group recommends adopting Option 3 – that this funding is allocated to the Under 5's Nursery Panel and that both PVI and maintained providers can apply for this.

3.0 Detail

3.1 In January 2017 the Schools Forum agreed to implement a funding formula for 2 years taking into account the reduced funding Brent will receive for EY provision as a result of the new national funding formula. This funding is now ring fenced as the Early Years Block of the DSG.

The following were agreed:

- a) A universal base rate for Brent providers for 3 and 4 year old funding of £4.46 per hour
- b) An allocation for deprivation for 3 and 4 year funding of 10%
- c) A decision to apply for disapplication regarding funding additional 15 hour places for some 3 and 4 year old based on local eligibility criteria. (This was subsequently applied for and approved by DfE until end of March 2018.)
- d) A base rate for Brent providers for 2 year old funding
- e) A cap on centrally retained funding by the local authority to 7%

In 2018/19 a) b) and d) will be the same. Proposed revisions to c) and e) are included within this paper

3.2 Funding from central government to the local authority

3.2.1 The Early Years National Funding Formula hourly rate will reduce from £5.54 in 2017-18 to £5.37 in 2018-19. The DSG initial allocations for 3 and 4 year old provision for 2018/19 are £16.04million for the universal entitlement and £3.14 million for the additional 15 hours. This is a total of £19.18 million.

3.3 A universal base rate for Brent providers for 3 and 4 year old funding

3.3.1 Brent will distribute this funding after the reduction for central spend to providers as a universal base hourly rate and after allocation for deprivation. The universal base rate to providers in 2018-19 remains at £4.46 (compared to £3.73 distributed in 2016-17).

Overall hourly rate received from DfE	£5.37
Remove central spend (5% of £19.18m)	£5.10
Reduce by allocation for deprivation (£5.10 x 90%)	£4.59
Reduce by F/T free school meals criteria (0.13p)	£4.46

3.3.2 Whilst there was an increase in hourly rate for most providers in 2017- 2018, due to national changes in IDACI (framework used to identify deprivation in an area) some settings saw a reduction in rates. These losses were managed by ensuring none were over 10%. Providers also received an inflated hourly rate for two year olds.

3.3.3 30 hour take up in Brent has been good, compared to many London authorities and we are placed 15th out of 33 London LA's. We were funded for 990 places until March 2018 (7/12th of the DfE estimate for Brent of 1547 eligible children). As of October 2017, 839 children have taken up places, which is 85% of the places we have been funded for this financial year and 54% of the overall number of eligible children.

3.4 Centrally retained funding by the local authority

3.4.1 The DfE mandated for 2017/18 that 93% of the early years funding for 3 and 4 year olds is passed through to providers. For 2018/19 this is set at 95%.

Table 1

3 and 4 year olds	2017-18	2018-19
Universal offer allocation (£k)	16,911	19,185*
Allocation less central spend (£k)	15,728	18,225
Maximum percentage for central spend	7%	5%
Central spend cap (£k)	1,183	959

* Increase as additional 15 hours allocation is for the full year. 2017/18 was for part year only from September onwards.

3.4.2 The central spend budget is based upon the DfE estimates for the take-up of provision in 2018/19 and is then fixed for the year. The actual income received

in year is dependent upon the number of 3 and 4 year olds who take up places in Brent. This means that a reduction of 100 children taking up this offer results in an increased pressure of £18k on this budget in 2018/19.

3.4.3 The central spend will support early years services that are provided for and support Brent settings:

The Early Years Quality Improvement team – provides specialist early years advice and guidance to nursery schools, early years' settings and children's centres to improve the quality of early learning for Brent children.

The Early Years Inclusion Support team - works with early years settings including supporting the inclusion of young children who have a range of special educational needs and disabilities (SEND) that may be affecting their learning and progress.

The Early Years Sufficiency and funding team - leads our efforts to secure expanded supply and take-up of good quality early learning and childcare opportunities for all 3 and 4 year olds and increasing numbers of 2 year olds. The funding team administers NEG and related projects for the whole Early Years sector across Brent.

The Early Years Learning and Development service - Learning and development opportunities are provided for practitioners from all parts of the sector including single and multi-day courses, projects and annual conferences. This support is designed to complement in-setting support provided by the Quality Improvement team.

It is recommended that the maximum 5% of early years funding is retained in 2018/19.

3.5 Additional resources for maintained nursery schools

3.5.1 Initial allocations for 2017/18 suggested maintained nursery schools would receive a total of £836k for 2017/18, however the amount now confirmed by the DfE is £808k. The initial allocation for 2018/19 is £797k.

3.5.2 This funding is split between the council's four maintained nursery schools on an agreed local formula.

3.6 Funding additional 15 hour free places for 3 and 4 year olds based on local eligibility criteria (free school meals)

3.6.1 No additional funding is provided by the government for full time places and all other schools and settings in Brent effectively subsidised this provision through the mechanics of the Early Years Single Funding Formula (EYSFF). This was not sustainable under the Early Years National Funding Formula implemented in April 2017. The cost of these places was approximately £400k.

- 3.6.2 Members of School Forum expressed concerns at stopping funding for vulnerable young children who would qualify for free school meals, with no plan to replace it with an alternative targeted to vulnerable children. A disapplication request was made to the DfE to continue funding these places for a further year.
- 3.6.3 The DfE agreed the disapplication for these places to be funded until March 2018 and therefore less than the required 93% required to pass through to providers was considered when setting the hourly rate. However, it is not in the interests of children or providers to implement this part way through the school year. It is therefore planned for the final term to be funded from contingency funds.
- 3.6.4 In order to address the concern around a lack of alternative support for vulnerable children, the Task and Finish Group have considered options and it is proposed that funds of approximately £400k are added to the budget for the Early Years Under 5's specialist nursery panel. To allocate this funding to the panel rather than add to the hourly rate will ensure it continues to be targeted at vulnerable children, albeit that these children meet different criteria.

3.7 Feedback from the Early Years Task and Finish group

- 3.7.1 A detailed discussion took place regarding the re-allocation of the additional funding, approx. £400k, previously for some children who met free schools meals criteria in some schools. Two options were discussed:

Option 1 – The hourly base rate is increased for all providers.

Option 2 – The money is allocated to the Under 5's Nursery Panel to allocate for children meeting the required criteria predominantly for PVI providers and specialist nurseries as now.

The group proposed an Option 3:

Option 3 – the money is allocated to the Under 5's Nursery Panel and both PVI and maintained providers can apply for this.

- 3.7.2 Option 3 was the preferred option of the members of the group on the grounds of equity. Local Authority representatives are concerned that as there are as many children in the school sector as the PVI, childminder and specialist nursery group and as the money has not substantially increased, future applications may increase to an extent that all funding is exhausted early in the year and there continues to be increasing unmet need. Therefore funding may need to be reviewed and re-calibrated to address this potential risk later in the year. The Local Authority representatives, however, agree that Option 3 is the most equitable.
- 3.7.3 It is essential that the local authority makes the processes of Early Help Assessments (EHA) and Education, Health and Care Plans (EHCP) flow and meet the purposes for which they were designed to ensure the right outcomes for vulnerable children at the right time. Providers will continue to complete

EHCP's on all identified children and young people to ensure appropriate transition arrangements to mainstream education.

3.7.4 The recommendation of the Task and Finish group is to adopt Option 3 – add the funding to the Under 5's Panel and applications for places and support to be given across the early years childcare sector.

3.8 Under 5's specialist nursery panel

3.8.1 This is a multi-agency panel allocating funds for children with SEND or CIN based on eligibility criteria to assist with their placement and successful inclusion of their additional needs.

The high needs block currently funds the EY inclusion fund that is allocated via this panel. The proposed additional funding from 3.8.3 below will also provide part funding.

3.8.2 Referrals to the Under-5's specialist nursery panel have increased in complexity over the last two years. The funding has been primarily for children allocated places at the specialist nurseries (Fawood/Curzon, Granville and Willow) as detailed in the panel Terms of Reference (attached as Appendix 1 – panel Terms of Reference).

3.8.3 It is proposed that the released £400k for the FSM eligibility provision, from funding last year from NEG 3 and 4 allocation, is provided to this panel for allocation in order to ensure the most vulnerable children receive some additional support. The principle remains that children with the most complex needs will be supported to attend one of the specialist nurseries where there will be the right equipment and expertise. This additional funding would be prioritised for those with slightly lower levels of complexity across the whole sector of childcare providers (see Appendix 1 – panel Terms of Reference).

Table 2 shows the proposed total funding for distribution by the Early Years Under 5's Specialist nursery panel and the source of income.

Table 2

2018/19 Proposed EY Inclusion Fund		
Proposed income 2018/19		
DSG High Needs Block	£ 1,128,085	
Early Years Block	£400,000	
Disability Access Fund	£ 98,000	
Total	£ 1,626,085	
Expenditure		
Early Years Inclusion Fund for specialist nurseries	£625, 332	
CIN for specialist nurseries	£288, 000	
Inclusion fund for 3 & 4 year olds in non-specialist early years provision	£250,172	
Transport	£20,172	
Staff member for EY Inclusion team	£56,000	
Disability Access Fund	£98,000	
CIN/2 year olds in non-specialist early years provision	£100,000	
Additional one off funding	£88, 753	
Total	£ 1,626,085	
Allocation from the EY Inclusion Fund for pre-booked spaces		
	SEND	CIN
Fawood / Curzon	10 (FTE) (FTE)	12
Willow	15 (FTE) (FTE)	14
Granville	6 (FTE) (FTE)	6
Total	31 (FTE) (FTE)	32

3.9 A base rate for Brent providers for 2 year old funding

3.9.1 It is recommended that this continues to be funded at £6 per hour. The DfE allocation is £5.92 per hour. For 2018/19 this represents a funding gap of £51,000.

3.9.2 Funding at £6 per hour does not take into account the use of a proportion of 2 year old funding for central spend. Allocating 5% of this budget for central spend would be the equivalent of reducing funding to £5.70 per hour.

3.9.3 Continuing to pay providers £6 per hour while also allocating 5% for central spend results in a funding gap of £118k. For 2018/19, reserve funding has been identified to cover this gap.

3.10 Early years funding based on DfE draft allocations

3.10.1 The following table outlines a draft early years budget based on draft allocations from the DfE and the recommendations from this paper.

3.10.2 The below table assumes no change in NEG funded children numbers in 2018/19.

3.10.3 £141k of the overspend represents the funding for additional 15 hours for 3-4 year old children eligible for free school meals, to be funded until July 2018. Unlike 2017/18, we do not have dispensation for this funding, therefore it has not been included in the budget. This overspend will be covered in 2018/19 with reserve funding allocated to Early Years.

Table 3 – Early Years Block 2018/19

Expenditure		£(000)	Part of high pass through requirement
Distribute to providers for 3-4 year old universal offer		14,844	Yes
Distribute to providers for 3-4 year old children with working parents (additional 15 hours)		2,910	Yes
Distribute to providers for 3-4 year old children eligible for free school meals (additional 15 hours to July)		141	No
Supplementary funding distributed to maintained nursery schools		797	No
Early Years Pupil Premium		149	No
Disability Access Fund		98	No
Distribute to providers for 2 year olds		3,843	No
Central Spend for 3-4 year olds		959	No
Central Spend for 2 year olds		190	No
Additional Panel Funding		400	Yes
Total Expenditure		24,331	
Income			
Universal allocation for 3-4 year olds		16,041	Yes
Additional hours for 3-4 years from September 2017		3,144	Yes
Supplementary funding for maintained nursery schools		797	No
Disability Access Fund		98	No
Early Years Pupil Premium		149	No
Allocation for 2 year olds		3,792	No
Total Income		24,021	

Balance to be funded from reserves		310	
Breakdown of balance:			
Additional Hours for children eligible for free school meals		141	
Funding gap for 2 year olds		169	
Balance		310	

4.0 Financial Implications

4.1 The financial implications are laid out throughout this report.

5.0 Legal Implications

5.1 There are no legal implications from this report.

6.0 Equality Implications

6.1 Sections of this are focussed on more vulnerable children and their families, in particular children with SEND and Children in Need, more vulnerable two year olds. Apart from these intentional differences, there are no other equality implications.

7.0 Consultation with Ward Members and Stakeholders

7.1 N/A

Report sign off:

Gail Tolley

Strategic Director of Children and Young People

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Terms of reference

Brent Under 5s Specialist Nursery Panel

Introduction

1. The Brent Under 5s Specialist Nursery Panel (the Panel) is a multidisciplinary panel that makes decisions about additional support for eligible preschool age children, so they can access and maximise participation in good quality early years provision.
2. The scope of the Panel is wide insofar as resourcing decisions can be agreed to meet diverse requirements of children and/or the early years settings that are supporting these children. Depending on the criteria for each fund decisions upon spend will be made by each setting within the categories permitted. The Early Years Inclusion Support Team (EYIST) will monitor this spend as part of their visit to early years settings.
3. These decisions are based upon consideration of funding and relate to:
 - 3.1.1. The new early years Special Educational Needs (SEN) Inclusion Fund which supports children aged 3-4 years with physical or learning difficulties, autistic spectrum condition, substantial hearing or visual impairment and those eligible for Early Support (i.e. 4 or more professionals are involved). In most cases these children will attend one of the specialist nurseries. This funding is equivalent to 15 hours for 38 weeks of the year. The funding should be used to purchase specialist equipment, resources and toys, for workforce development so that staff are well equipped to confidently meet the specific requirements of individual child/ren, additional staff to enable increased adult to child ratios within the early years setting. The funding is not to be used for increased hours;
 - 3.1.2. 3-4 year olds that meet band 5 criteria, outlined in Appendix 2 but do not have medical needs or require specialist equipment can apply for funding separate to that in 2.1.1 (In Appendix 2 it is referred to as Fund B), This funding is equivalent to 15 hours for 38 weeks of the year. The funding should be used to purchase equipment, resources and toys, for workforce development so that staff are well equipped to confidently meet the specific requirements of individual child/ren, additional staff to enable increased adult to child ratios within the early years setting. The funding is not to be used for increased hours
 - 3.1.3. Additional funding for children aged up to 4 years where there is a Child in Need or Child Protection Plan or the child is Looked After. This funding is equivalent to 15 hours for 50 weeks of the year. The funding should be used to facilitate staff member/s participation in wider support planning for individual child/ren such as attending core groups and child protection conferences;
 - 3.1.4. Children aged 2 years with additional needs/disabilities that meet band 5 criteria, outlined in Appendix 2 (only in the specialist nurseries or considered in exceptional circumstances at other early years settings. In case of a consensus not being reached by panel members the final decision will be made by the Heads of Service for Early Help and Inclusion). This funding is equivalent to 15 hours for 38 weeks of the year. The funding should be used to purchase equipment, resources and toys, for workforce development so that staff are well

equipped to confidently meet the specific requirements of individual child/ren, additional staff to enable increased adult to child ratios within the early years setting. The funding is not to be used for increased hours.

- 3.1.5. The new Disability Access Fund is a one off amount of £615 that is paid to early years settings. This is intended to help providers implement inclusive practice for children aged 3-4 years in receipt of Disability Living Allowance (DLA) and;
- 3.2. This is a one off fund for children aged 3-4 with SEND (Fund C as outlined in Appendix 2). This funding should be used to purchase a piece of equipment or specific SEND training for staff for those children with lower level needs relating to band 3 criteria
- 3.3. Travel to the specialist nurseries based on criteria outlined in Appendix 3; and

Key aims

4. Key aims of the Panel are to:

- a. Assess funding requests;
- b. Make decisions based on the relevant criteria in place¹;
- c. Craft creative, cost effective solutions that effectively meet the needs of individual children and families to successfully engage with, and sustain participation in good quality early education; and
- d. Improve mutual understanding of partner roles in relation to children aged under 5 with specialist needs.

Membership

5. The Panel will be chaired by the Head of Nursery and Early Help Lead for Under 5s in Brent. In her absence the Team Manager for the Early Years Inclusion Support Team (EYIST) will chair the panel.
6. Members of the Panel comprise a mix of management responsibilities within their organisation and representatives of the four specialist nurseries in Brent, so they can commit to resourcing decisions as necessary relevant to their own organisation, and staff with expertise to advise on relevant support for children aged under 5 with specialist needs.
7. As at November 2017, members of the Panel are:

Karen Zajdel, Chair, Head of Nursery and Early Help Lead for Under 5s
Betty Atto, Deputy Team Manager, Children with Disabilities Team
Lesley Benson, Headteacher, Granville Plus Nursery School
Hatty Besley, Team Manager for the Early Years Inclusion Support Team, Deputy Chair
Shauna Burke, Principal Educational Psychologist

¹As at November 2017, all children that are CWD/SEND will meet band 5 criteria based on the SENAS banding system.

Bonnie Burkell, SENCO, Curzon Crescent and Fawood Children's Centre
Virginia Goody, Deputy Headteacher, Fawood Children's Centre
Nitin Lakhu, Advisory Teacher, Visual Impairment
Rasika Vekaria, Advisory Teacher, Hearing Impairment
Sara Morrisey, Brent Outreach Autism Teacher, BOAT
Cherish Pascal, Team Manager for Aligned Services and Portage, Family Solutions Team
Sara Taylor, Highly Specialised Paediatric Physiotherapist, London North West Healthcare NHS Trust

Panel members will seek to send a representative from their service if they are unable to attend Panel and give apologies for absence to the secretariat to the Panel so that they can be minuted.

Meetings

8. Meetings will be held monthly (with the exception of August when Panel does not take place). Quorum is at least five representatives of which at least three different services must be represented. Meeting minutes and action logs will be prepared and distributed by the secretariat to the Panel within 5 working days of Panel. The secretariat will also maintain a register of all decisions made by the Panel and is responsible for communicating decisions to parents/carers, the referrer and the setting by no more than one week of all decisions.
9. A consensus decision making approach is the preferred methodology of meetings. However, where there is dissent a decision will be taken by the Chairperson and the Team Manager for the Early Years Inclusion Support Team. Where the two managers cannot agree a decision, the Heads of Early Help and Inclusion Services will make the final decision.
10. An extraordinary meeting may be called at any time at the discretion of the Chairperson.

Agenda

11. An agenda will be made available to all Panel members at least 3 working days prior to a Panel meeting.
12. There will be a standing agenda set by the Chairperson. This includes reviewing and deciding on all funding requests made in the month prior to setting the agenda and considering any cases that have been carried over from previous meetings.

Appeals process

13. The process for appeals is that further information can be sent to the under 5's panel for the following panel to support the application. If the referral is declined for a second time the referrer can write to the Heads of Early Help and Inclusion Services, whose decision will be final.

Date agreed:

Review date: January 2019

Signed on behalf of Specialist Under 5s Panel

Name..... Position.....

Referral Process for a Specialist Nursery or Additional Funding through the Under 5's Specialist Nursery Panel

The Panel supports children;

- a. that attend an Additionally Resourced Provision (ARP) for children under five on the Autistic Spectrum (Horizon or Rainbow)
- b. children with special educational needs or a disability in Curzon/Fawood, Granville Plus Nursery School, Willow Children's Centre Nursery or an appropriate PVI.
- c. children who are a Looked After Child, subject to a Child in Need or Child Protection plan or have No Recourse To Public Funds in Curzon/Fawood, Granville Plus Nursery School, Willow Children's Centre Nursery or an appropriate PVI.

Does the child have a Mosaic Number?

Yes

No

Email EHA, Early Help Assessment or Initial Health Assessment to Under 5's Specialist Nursery Panel.

Panel meeting will take place to approve applications

The referrer & the parent will be informed of the outcome

If a nursery place is agreed the referrer will contact the relevant nursery to arrange transition into nursery

Nursery to contact family to arrange home visit and start date

Referrer to complete an EHA with essential information to outline reasons why child needs a supported nursery place or ARP
 Email the EHA directly to Multi Agency Front Door:
 Family.Frontdoor@brent.gcsx.gov.uk
 Subject line of email:
 Under 5's Specialist Nursery Panel application
 Or follow the link
<https://www.brent.gov.uk/services-for-residents/children-and-family-support/early-help-and-support-available/getting-an-early-help-assessment/>

*If there is a one off funding request for equipment or training the referrer should complete form A (link to be added) & send directly to the Under 5 Specialist Nursery

Fund A: Proposed criteria for CwD funded nursery place at a Specialist Nursery

The child meets band 5 criteria (based on a banding system used by SENAS to identify the level of need and allocate associated funding)

- With SLD /ASD and/or other known syndromes (e.g. Downs, Fragile X) with some challenging behaviour and the capacity for making small progress, who may have challenging behaviour particularly around non-compliance and inability to cope in a range of environment
- With extreme physical; medical; sensory; and/or emotional needs who demonstrate the potential for making small amounts of progress in accessing some aspects of the curriculum and/or self-regulating their behaviour
- A combination of learning difficulties, speech and language delay and social deficits (with or without a diagnosed autistic spectrum disorder) **and** with associated **multiple** problems in the range of attention, communication, empathy, emotional control, attachment, anxiety or depression associated behaviour that is either harmful to others or harmful to self or that prevents participation (such as extreme avoidance or withdrawal)
- Pupils with dual sensory impairment with moderate loss in both or most affected modality

Fund B: Proposed criteria for CwD funded nursery place at a non-specialist Early Years provision

- As for the Specialist Nurseries but with no significant medical needs or without the need for specialist equipment

Fund C: Proposed criteria for one off funding to purchase a piece of equipment or specific SEND training for staff for those children with lower level needs relating to band 3 criteria below

- They may on occasions/possibly regularly but not too frequently, require some low level additional supervision and intervention from others. They are likely to respond positively to routine, structure and support.
- display persistent low-level disruption (frequent inappropriate interruptions) and occasionally exhibiting anti-social behaviour which may include for example: having frequent (at least daily or very long) temper tantrums, with screaming, kicking or a complete loss of control
- Experiences moderate level of hearing impairment and/or visual or perceptual impairment as described by specialist staff.

Proposed criteria for CIN funded nursery place

The child is;

- subject to a Child Protection (CP) or Child in Need (CIN) plan
- a Brent Looked After child (LAC)
- part of a family whose parents have No Recourse to Public Funds (NRPF)

This funding will cease 12 months after the child is no longer on a CIN plan or when they are eligible for NEG funding, whichever is sooner.

Appendix 3: Transport criteria

Transport to nursery to the Specialist Nurseries will be provided if 2 or more of the criteria below are met;

- The family do not have access to their own transport
- 2 changes of transport or more are required
- The level of specialist equipment prevents them from using public transport
- Single carer needing to take other children to school
- The journey from home to nursery exceeds 45 minutes