

Schools Forum 15 June 2016

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Queen's Park Community School

Wednesday 15th June 2016 18:00 – 20:00

(Refreshments from 17:30)

AGENDA

NO.	ITEM.	OFFICER	TIME
	Introductions (if appropriate)		
	Apologies for Absence and Membership		18:00
1	Declarations of Interests		18:05
2	Minutes of Previous Meeting – 24 February 2016		18:10
3	Action Log and Matters Arising		18:15
4	Election of Vice Chair	Devbai Patel	18:20
5	Update on Early Years Funding – 30 Hours	Sue Gates	18:25
6	Dedicated Schools Grant – Outturn 2015-16 and Budget 2016-17	Phil Herd	18:45
7	Updated Scheme for Financing Schools & Schools Financial Regulations	Norwena Thomas	19:00
8	Review of Criteria for Split-Site Factor, Falling Rolls and Growth Fund	Norwena Thomas	19:10
9	Schools Forum Administration Review	Norwena Thomas	19:20
10	AOB		

Dates of 2016-17 Forums

DATE

Wednesday 21st September 2016
Wednesday 19th October 2016
Wednesday 7th December 2016
Wednesday 8th February 2017

VENUE

The Village School
Queens Park Community School
The Village School
Queens Park Community School

BRENT SCHOOLS FORUM**Minutes of the Schools Forum held on
Wednesday 24 February 2016 at The Village School****Attended by Members of the Forum:****Governors:**

Mike Heiser (MH)
Titilola McDowell (TM)
Herman Martyn (HM)
Narinder Nathan (NN)
Umesh Raichada (UR)
Christine Starkl (CS)

Head Teachers:

Lesley Benson (LB)
Martine Clark (MC)
Kay Charles (KC)
Rabbi Yitzchak Freeman (YF)
Melissa Loosemore (ML)
Andy Prindiville (AP)
Troy Sharpe (TS)

PRU:

Terry Hoad (TH)

PVI Sector:

Paul Russell (PR)

Trade Unions:

Lesley Gouldbourne (LG)

14-19 Partnership:**Lead Member (C&YP):****Officers:**

Cate Duffy (CD)
Norwena Thomas (NT)
Devbai Patel (DP)

Others (BSP):

Farzana Aldridge (FA) for item 4

ITEM DISCUSSION

i. Introductions

The Forum commenced at 6.10pm.

MH asked FA to introduce herself. FA attended for Item 4 to present the paper as a Strategic Director of Brent Schools Partnership.

ii. Apologies

Rose Ashton
Martin Beard
Sylvie Libson
Cllr Ruth Moher
Gail Tolley

iii. Absences

Helga Gladbaum
Sue Knowler
Desi Lodge Patch

iv. Membership

This item was covered under Item 7 of this meeting.

1 Declarations of Interests

- 1.1 MH asked members if they had any interests to declare. MH and KC declared their interest for Item 4 as MH is a member of the BSP Board and KC is the Chair of BSP Board.

2 Minutes of the meeting held on 2 December 2015 and Matters Arising

- 2.1 NN was not present at the last Forum.
- 2.2 The above was noted. There were no other corrections to the minutes therefore they were approved as an accurate record.

3.0 Action Log and Matters Arising

- 3.1 De-Delegation Items – DP reported that the schools were invoiced for de-delegation items.
- 3.2 Minutes paragraph 5.4 – CD reported that a meeting took place with an officer from Revenue and Benefits and are waiting for a further update. There is no evidence at the moment that the effect is due to

the Benefits cap but discussions will continue. There is a housing issue which is an issue for the council but not on school places.

3.3 AP asked if the Financial Regulations are approved and available to schools. NT replied that they were posted on Schools Extranet mid December 2015, soon after the last Forum. It was requested that they were also put into Head Teachers Bulletin. It was confirmed that the Financial Regulations only apply to maintained schools.

3.4 LB asked when the Head of Audit was to meet with the schools. CD said that the Head of Audit will attend the next Governors and Head Teachers briefing.

4.0 Review of Funding Allocated to Brent Schools Partnership (BSP)

[This report was for update and decision](#)

4.1 FA presented the first part of the report followed by ML. In 2014-15 Schools Forum allocated £100k to support KS1 & KS2 alternative education provision. Since then there has been no further allocation to BSP.

4.2 Annexe A provided details of the options put forward to BSP. Option 1 was for the BSP to receive £300k and take the full responsibility for the excluded primary pupils. Option 2 was to receive £100k and provide support to pupils at risk of exclusion. BSP opted for Option 2.

4.3 Paragraph 1.5 provided the details of the funding agreed to support the development costs and where placements were made, the agreed placement costs.

4.4 The way funding was utilised was set out in Paragraph 4.2. All schools were asked to complete a Behaviour and Safety survey in September 2014. This was to identify the common issues for children at risk and what schools would like to have in place to support them with children at risk of exclusion. Based on the outcome of the survey the feedback was for BSP to put a strategy in place. They identified 4 schools which would be able to help support children. There were a number of challenges in terms of progressing and was therefore not able progress as much as they would have liked i.e. a consultant was contracted but didn't want to continue.

4.5 ML went through the recommendations. The funding was for KS1 and KS2 but KS1 has not happened. They wish to progress with KS1 because there is a danger of children being excluded. Clearly schools are asking for this to happen soon.

4.6 FA said they are not suggesting a complex highly expensive consultant. MH said that Schools Forum is not in a position to commission as it doesn't have a budget. It has to be referred to LA.

- 4.7 LB commented on the first two recommendations which are asking Forum for plans. She didn't think they were in the format that could be agreed by the Forum. FA said this was not the intention. UR suggested bringing back the paper to June's Forum. KC said the report is for noting, comments and for consideration.
- 4.8 LB said the increasing need for alternative provision at Ks1 is worrying and something concrete needs to be in place.
- 4.9 LG said it would be more helpful to have more costings attached i.e. how many schools, cost of survey. She said it was a great shame that resources were not available. Standard report to scrutiny indicated that BSP would deliver CPD offer and she asked how this would be managed. FA said in terms of CPD offer, there would need to have skills and expertise to deal with challenges of pupils. There is an increasing demand at Roe Green Junior School provision for bespoke and school to school support. Four schools would receive children and would require skills and capacity to receive children. LG said that the paper says BSP will deliver CPD. KC said CPD is different, BSP members pay subscription. LG asked how much is spent on children. KC replied that none of the funding has gone into CPD. BSP is working closely with LA to have an inclusion service to work together to get the best outcome.
- 4.10 CD confirmed that £300k is allocated per annum from DSG. In 2014-15, £100k was paid to BSP and £200k was for the LA to buy primary alternative education provisions. The £200k allocated to the council has been used to support children excluded in KS1 and KS2. These have mainly been placed by the Council in a school in Islington. The children are having to travel to Islington which is difficult and challenging for parents and carers as they are asked to attend too. TS asked if any of the funding was used on transport and CD confirmed that it does. TS said it would be useful to know how much of it relates to transport. CD said this is always an issue when children are sent far. LB asked if the funding is used for already excluded children or at risk to which CD replied as for both. There was a need to carry out a feasibility study to establish how much it would cost and where would the funding come from to bring these children in borough.
- 4.11 CD stated that we need to keep children in Brent. We need to move beyond where we are using the BSP funding to build capacity towards actually delivering placements in Brent schools. The £100k released to date has just placed those schools in a position to receive pupils. In 2015-16 funding has not been released to BSP because we need to be clear on what it is to be used for.

4.12 MS asked if a decision was required. CD said it requires a conversation between officers and BSP. We only need to come back if the funding needs to be increased.

4.13 Recommendation 1-4 were noted by all. With regards to recommendation C, a working group should be set up and CD would be happy to chair.

5.0 Schools Funding 2016-17

[This report was for update.](#)

5.1 NT presented this report. Section 3.0 of the report provided details of Dedicated Schools Grant (DSG) allocation to local authorities. Brent's provisional allocation is £302.01m before academy recoupment. Section 4.0 provides details of the ISB, Schools Block of funding, which is allocated based on the DfE's funding formula. There was a massive change to IDACI which Brent uses as a main indicator for deprivation factor funding. Various models were created but they all provided a very similar output. The final budgets have been approved by DfE with small changes and they will be released to schools by Monday 29th February the latest. With regards to High Needs budget there is no change in the method for calculations. Early Years will be impacted by IDACI in the same way the schools have been affected. There is no change to any of the grants, except that the Summer Schools Pupil Premium will discontinue from 2016-17.

5.2 MH asked if schools have seen the budgets to realise the impact on IDACI. NT said that the same paper that was emailed to members in January was posted on the Schools Extranet. AP asked if the Pupil Premium was included in the budgets and if the SEN payment to academies is made by the LA. NT confirmed that PPG is not included in the budgets and yes that SEN payments are made by the LA as top-up funding.

5.3 LB said that January Forum should not have been cancelled because what was circulated in email could have been discussed at a Forum. Mike did want to keep it in the diary. This was noted.

5.4 PR expressed his concerns over the Early Years allocations which are announced late and with IDACI being an issue, it could mean some of the private providers having to close down. They need to plan in advance where this is to be the case. NT said that officers have been exploring other options to provide data earlier. We emailed finance contacts in other London authorities and most use IDACI. None of the authorities that responded use IMD which is one of the indicator used in the past and suggested at Early Years Sub Group.

5.5 LB warned that we look at the indicator change to IMD or implement Minimum Funding Guarantee (MFG) and capping factor. Paul is

correct in that it is time to react to this. CD said that officers are worried and do not want provisions to close so will try their best to prevent providers having to close.

5.6 MH reminded members of the process of funding for 2016/17. In January members were informed that IDACI wasn't doing what it should be doing and nor was FSM. CD said the next paper was about the changes with the funding formula coming in effect from 2017-18 and said that the Schools Forum members will need to be heavily involved.

5.7 All five recommendations were noted by the Schools Forum.

6.0 Schools Funding 2017-18 and Beyond

[This report was for update.](#)

6.1 NT presented this report. The report provided an update on the expected implementation of a new fair funding formula for schools from 2017 and the likely impact on Brent schools. There have been lots of speculation and lobbying for a national funding formula to be implemented. The DfE is intending to send out two consultations one on schools and high needs and the other one on early years. This is expected by the end of February and is expected to run for a few months due to purdah in May for the Mayoral elections. NT recommended that the Schools Forum provide a response to these consultations.

6.2 In 2013-14 there were a number of changes to the funding and these are listed in the report. In 2015-16, the Government also allocated £390m for the least fairly funded authorities, of which Brent received a share of £11m. There is expected to be a transition with the phasing in of losses and gains over time – there is speculation that London could be worst hit. NT said that we are advising that schools budget to lose 1.5% per pupil, year on year, on their pupil-led funding.

6.3 LG said that NUT will be campaigning to say no to National Fair Funding. AP said that he felt schools should not just accept it and that a lot of noise should be made if there are huge losses expected.

6.4 MH said that London Councils has carried out a lot of work so far for the figures used for minimum funding levels. What is consulted upon and how definitive it might be in principle and in figures will not be known until the consultations are out. CD said we will have to respond in a number of ways but once we see what the proposals are, it will give us some guidance in modelling what the impact is going to be. There will be a number of group discussions required. It was acknowledged that Paragraph 4.3.1 listed key points which were very helpful. KC said it was very useful report and was pleased to have received it in advance.

6.5 LB said that hopefully 0-25 SEN will finally be addressed to which KC commented that it means less funding. LB agreed that the paper was clear and helpful. She asked if the Budget template is built to allow the funding drop. NT confirmed that the template automatically reduces budget share by 1.5% but can be overtyped as some schools may have increased funding due to expansion, it assumes other income as cashflat, payroll assumes increments, inflation and employer contribution increases, and inflation for other expenditure is assumed as 4%.

6.6 Recommendation was noted and there was a full commitment from members to respond to the consultations. KC said that the more we respond the better outcome can be achieved.

6.7 Once the timescale is issued officers will facilitate meetings with all Head Teachers and Governors and call for a Schools Forum if required. It would be useful to respond as the response goes directly to DfE.

7.0 **Schools Forum Membership** [This report was for consultation](#)

7.1 NT presented this report. As previously agreed, the membership would be reviewed once a year. Due to change in landscape in Brent, the Academy conversions at St Andrew and St Francis, St Gregory's High, Oakington Manor and Furness Schools and two additional free schools, there are a number of vacancies. Since writing this report, Gill Bal has resigned. Therefore there are 1 x primary governor, 1 x maintained primary Head Teacher, 2 x secondary Academy Head Teachers and 1 x maintained secondary Head Teacher vacancies. The vacancy continues to remain for Early Years PVI and 14-19 Partnership due to long standing absence.

7.2 A further paper on Administration of Schools Forum will be brought in June which will review the sub-groups. It was suggested that Schools Forum members provide their email address for schools to be able to contact them. This doesn't have to be private but the relevant school email address.

8. **Dates of 2016-17 Schools Forum**

8.1 DP said that the meetings were listed on the back of the agenda but there is a change with the October Forum. The date proposed is in half term and a week before is not convenient due to Sukkot. YF said that because only HM and him are affected by this, they were happy for the Forum to go ahead. A date in November was suggested but if the returns are required in line with the current timeline, end of October, the Forum needed to be held before the end of October. DP

asked following a discussion earlier in paragraph 5.3 above, when it would be appropriate for January Forum date to be set. MH said as the February date is brought forward, it would not be necessary to hold a January Forum. The dates confirmed were:

Wednesday 15th June 2016 - Queens Park Community School

Wednesday 21st September 2016 – The Village School

Wednesday 19th October 2016 – Queens Park Community School

Wednesday 7th December 2016 – The Village School

Wednesday 8th February 2017 – Queens Park Community School

9.0 AOB

- 9.1 The Forum showed appreciation to SL. Some members wanted to know if a suitable position could be created for her to remain a Schools Forum member. MH explained that the schools change and members have to change their hats with the change. At this moment of time SL was not eligible for any vacant positions. NT reported that the feedback officers have had was that SL was happy to step down due to additional school she is looking after, making a total of three primary schools to manage.

The Forum ended at 7.45pm

ACTION LOG

<i>Item No</i>	<i>Action</i>	<i>Due</i>	<i>Owner</i>
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NONE

DRAFT



Brent

SCHOOLS FORUM

15 June 2016

Report from the Strategic Director of Children and Young People

For Information

5: Update on Early Years Funding – 30 Hours

1.0 INTRODUCTION

- 1.1 From September 2017, all 3 and 4 year olds from working families will have a statutory entitlement to 30 hours of free childcare and early education. Implementation and subsequent administration of this entitlement will sit with the local authority as is the case with the existing free early education entitlements for 2, 3 and 4 year olds.
- 1.2 In order to prepare for the implementation of this policy, a consultation was carried out across the borough with childcare providers to identify opportunities, challenges and barriers to delivery. Consultation has been undertaken with parents to ascertain their views and preferences on models of delivery. These findings will be used to inform the local authority implementation plan.

2.0 RECOMMENDATIONS

- 2.1 The Schools Forum is requested to note the contents of this paper as initial information. The Local Authority will update this as more information is received from the Department for Education and all consultation completed. An initial implementation plan will be developed in order to ensure timely implementation by September 2017.

3.0 BACKGROUND

- 3.1 The Childcare Act 2016 extends statutory duties on local authorities to secure free childcare for qualifying children. Specifically, section 2 creates a duty on English local authorities to secure the equivalent of 30 hours of free childcare over 38 weeks of the year for qualifying children.

3.2 On securing sufficient childcare, key statutory obligations are:

- Local authorities are obliged to secure funded places offering 570 hours a year over no fewer than 38 weeks of the year for every eligible child aged 2 years in their area from the relevant date; and every child aged 3 and 4 years in their area from the relevant date (the universal entitlement).

This is currently offered and if delivered over the minimum 38 weeks equates to 15 hours per week.

- Local authorities are obliged to secure an additional 570 funded hours a year over no fewer than 38 weeks of the year for qualifying children aged 3 and 4 years in their area from the relevant date set from September 2017. Eligibility for the additional funded hours will be determined by HMRC (the extended entitlement).

This is the new entitlement for eligible children and if delivered over the minimum 38 weeks equates to 30 hours per week.

3.3 The additional 15 hours of free early education and childcare that will become available from September 2017 is for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week (currently £107 per week) at the national minimum or living wage, and earns less than £100,000 a year¹. A family with an annual household income of £199,998 would be eligible if each parent earns just under £100,000.

3.4 In addition:

- Self-employed parents and parents on zero-hours contracts will be eligible if they meet the average earnings threshold.
- Both parents are employed but one (or both parents) is temporarily away from the workplace on parental, maternity or paternity leave; and/or adoption leave; and/or temporarily away from work on statutory sick pay will also be eligible.
- Households where one parent is in receipt of benefits relating to caring responsibilities or has a disability and the other parent is working will also be eligible.

3.5 Alongside this, parents in England are to be given the right to request schools to provide childcare provision for school age children for the full working day during term time and in the holidays and childcare providers' the right to request to use school facilities for wraparound and / or holiday provision at times when the school is not using them. The results of a consultation on this by the DfE about how this might work closed on 29 February 2016 and its implications in terms of making early years provision available are not yet known.

¹ <https://www.gov.uk/government/news/thousands-of-parents-benefit-from-30-hours-free-early-years-early>, 2 February 2016

- 3.6 The Government has announced that the *national* average rate paid to early years providers for delivering government-funded early years from 2017 will be £4.88 for 3- and 4-year-olds, including the Early Years Pupil Premium (EYPP). For 2-year-olds, the national average rate will be £5.39. As these rates are only national averages, providers may find that the actual rate in their area will be higher or lower than these. A new national funding formula will be introduced in 2017/18 and consultation is expected to start on this soon.²

4.0 DETAIL

- 4.1 In preparation for the roll-out of the extended entitlement, the Local Authority has assessed: (a) likely demand for additional childcare; (b) reviewed the draft statutory guidance (released April 2016); (c) undertaken detailed consultation with early years providers to confirm their plans for expansion and what they need to help with any challenges to effective expansion; and (d) consulted parents in parents focus groups through April 2016.

The consultation continues throughout May with further parent groups and consultation with chairs of governors of nursery schools and schools with nursery classes.

- 4.2 The consultation with early years providers comprised:

- 78 face to face meetings involving Early Years representatives and PVI settings, childminders and school head teachers. This included 62 PVI settings (more than 2 in 3 of all PVI settings), 13 childminders and 3 schools.
- A survey with early years providers completed by 25 PVI settings, 14 childminders, 10 schools with nursery provision, 1 children's centre with nursery provision;
- Feedback provided as part of business support workshops for childcare providers in the borough; and
- Broad consultation through the PVI Forum and Early Years Funding Sub-Group.

All settings across Brent were invited to take part in all aspects of consultation.

- 4.3 The consultation with parents will comprise a series of focus groups with parents in children's centres and schools, this part of the consultation continues throughout May.

² <https://www.pacey.org.uk/news-and-views/news/archive/2015-news/december-2015/faqs-funding-to-early-years-providers-offering-30-h/>

5.0 KEY FINDINGS

5.1 Likely demand:

- Analysis points to approximately 1870 new places being required³ (based on Brent's Childcare Sufficiency Assessment (CSA) 2016). This found 70% of dual parent households where both parents work and households where lone parents work currently take up an average of 24 hours registered childcare each week and the remaining 30% take up the universal entitlement of 15 hours free early education a week.

This is similar to the level estimated for the London borough of Newham which anticipates 1800 new places being required. Newham is being used as a comparator as they are the only London Early Implementer . They also have similar numbers, and challenges to Brent.

- In Brent the gap between current take up and full take up of the new entitlement is 1876 x 30 hour places.
- From the consultations to date and information gathered whilst preparing the 2016 CSA it is apparent that there is a minimum 498 new places that are already planned by early years providers .
- There are 204 places that are being made available on a 30 hour basis at present in some nursery schools and schools with nursery classes for some children eligible for FSM. There is no statutory entitlement to these additional hours. Going forward to address the new statutory entitlement for qualifying children these places may need to change to address the new criteria.
- Additionally the average level of occupancy is 72% across PVI settings and anecdotally some school nurseries have not filled all their places this year.

This points to considerable scope for making more places available. On the basis of providers moving to an average of 82% through 30 hour provision, this would provide a further 821 places. This would also reduce unit costs of delivery for providers.

- This suggests that 313 places need to be developed. With every additional percentage point of increased occupancy a further 86 places will be created. This could be a possible area to focus any capital funding on should the local authority be successful in the bid for capital funding later this year.

³ This is based on Brent Revenues and Benefits data which points to total number of households where both parents are in some employment and the difference between total lone parents and lone parents qualifying for an out of work benefit.

6.0 FURTHER STATUTORY GUIDANCE

6.1 In addition to the detail about eligibility set out in Section 1:

- 6.1.1 Local authorities are expected to work with providers to ensure that parents are not charged for any part of their child's funded place. This includes providers charging top-up fees.
- 6.1.2 While previously only 'good' and 'outstanding' settings could qualify for funding eligible 2 year-old places, to secure sufficiency across all age groups, funding can be made available to settings which rate 'requires improvement' or 'satisfactory'. This is true for funded 2 year-old places and all places for children aged 3 and 4.
- 6.1.3 The DfE have set out key standards for flexible delivery of childcare provision in the existing statutory guidance and are currently consulting on the possible standards set out below:
 - No session to be longer than 10 hours
 - No session to be shorter than 3 hours between 9.00am and 3.30pm. Providers and parents need to be aware that no minimum session length exists outside these hours.
 - Not before 6.00am or after 8.00pm
 - A child should only have access to funded places at a maximum of three providers.
 - The 30 hours x 38 weeks can be stretched to meet the needs of families so can be over more than 38 weeks, on weekends, and outside school terms.
- 6.1.4 There are also proposals for providers being paid monthly, updated provider agreements and the continued requirements to use a locally determined early years single funding formula.
- 6.1.5 All statutory guidance about requirements for local authorities to provide an information and advice service for families about childcare and related provision (s.13 Childcare Act 2006) remain unchanged.
- 6.1.6 In the consultation document, 'Childcare free entitlement: delivery model', the Government states that it would be allocating £50 million capital funding to support the creation of more early years places. The capital programme is accessible on a competitive basis. The Local Authority has submitted an expression of interest for this funding stream.
- 6.1.7 As set out at 4, parents in England are also to be given the right to request schools provide wraparound / holiday childcare provision for school age children for the full working day during term time and in the holidays. While the detail of how this might work are not yet set out, this is likely to increase pressure on schools to make available childcare directly or through partnerships with other early years settings operating from their premises in school holidays.

7.0 SOME IMPLICATIONS FOR THE LOCAL AUTHORITY

- 7.1 The Local Authority has an important role in ensuring through the regular Providers Forum, in regular email updates and in 1:1 interaction with early years providers that they remain up to date about requirements relevant to the extended entitlement and the progress in securing expanded places.
- 7.2 A new provider agreement will need to be prepared. This provides an opportunity to set out expectations in relation to funding, timing of payments and reporting.
- 7.3 Notwithstanding the shared commitment to increasing the quality of provision with more than 85% of all settings graded at least 'good' or 'outstanding', there is now the ability to secure funded places in settings with 'requires improvement' and 'satisfactory' inspection grades across all funded childcare provision.
- 7.4 Significant effort to help in expanding the supply of places through increased flexibility of provision that can better meet the needs of working families e.g. access to a stretched entitlement taken up during holiday periods and access to provision throughout a longer day. It may be that the application to DfE for capital was successful it could support the above objective. It may also be that schools can be encouraged to work more collaboratively with other local early years settings to deliver on this key objective.

8.0 INITIAL CONSULTATION FEEDBACK

- 8.1 PVI settings and children's centres with attached nursery.
(The percentages quoted below indicate percentage of respondents rather than percentage of the sector):
 - 8.1.1 55% indicate they want to make available provision for the extended entitlement and 15% are not sure if they can or will. PVI settings in Harlesden and Wembley were more likely to be positive about expansion (which is encouraging as these localities also have the fastest population growth rates for children aged 0-4 years), whilst PVI settings in Willesden were more likely to say they were not interested in developing further capacity. Kingsbury and Kilburn localities were more evenly balanced between saying they were interested and not interested.
 - 8.1.2 20% have an interest in partnering with other early years providers and this largely relates to participating in common waiting lists and networking with other early years providers.
 - 8.1.3 The main concern of PVI settings is what the funding rate will be. 50% of all providers that offer 15 hour places report that their viability is based on parents paying for additional hours at a rate which is higher than the funded entitlement and so subsidises the funded place. As

one provider notes⁴:*'If we were to offer the 30 hours of funding we would not be able to charge fees for any additional hours as we are only open for 30 hours a week. It is the additional fees for these extra hours that help us to sustain quality in the setting...We would have to make half of our qualified staff redundant and employ unqualified staff on minimum wage, make our SEN support redundant and increase the size of current key groups. If the 30 hours was funded to cover the nursery fees we would be very happy to provide this offer to parents'.*

8.1.4 Approximately 1 in 4 PVI settings indicate an interest in marketing support and 3 in 20 PVI settings indicate an interest in business support.

8.1.5 1 in 5 PVI settings indicate they are restricted by 'space' in making available any additional provision. This was especially true of playgroups. Half of these (i.e. 1 in 10) PVI settings report that they would like to increase supply of places but this is dependent on some access to capital funding. These settings are also in areas of main growth of families with children aged 0-4 years in Brent (Wembley and Harlesden).

8.2 School with attached nursery and nursery schools:

8.2.1 60% of schools indicate an interest in making 30-hour provision available.

8.2.2 Of the three schools responding to the consultation, they're all open to making 30-hour provision available, although this will almost all come from existing spaces rather than new spaces. A major concern for many schools is the impact of this on existing 15 hour places as the majority of schools are only offering part-time provision currently.

8.2.3 At least one nursery school which operates 48 weeks per year and another school with attached nursery expressed concerns about how children eligible for FSM that have access already to 30 hour provision will be affected.

8.2.4 The primary interest is the rates that will be paid. Other areas of interest are the relevant rules e.g. how is eligibility of families determined? Is this only for families living within a school catchment area? Will schools be paid a lump sum for catchment area? How will parents apply for nursery places?

8.2.5 There is limited interest by schools in partnering with other childcare providers, sharing resources and/or participating in common waiting lists.

⁴ One sentence has been removed to ensure anonymity for the provider.

8.3 Childminders:

- 8.3.1 Between 50-60% of childminders indicate a willingness to make spaces available for the extended entitlement. 1 in 5 childminders want to increase the supply of places but this is dependent on some access to capital funding.
- 8.3.2 1 in 4 childminders also indicate a willingness to collaborate with other early years providers.
- 8.3.3 Approximately 1 in 3 childminders indicate an interest in business support.
- 8.3.4 A key concern for all childminders is what the funding rate will be. Most childminders for example that indicate that they are not interested in providing the extended entitlement say that they cannot afford to do so. This suggests that if the funding rate was sufficient that more childminders would be open to making available extended provision.
- 8.3.5 Other key concerns of childminders relate to how stretched provision can be accessed by families during school holiday periods and whether childminders are obliged to accept children requiring 30 hours funded provision. They have also wanted further information on how charging for additional hours beyond the free hours would work.

9.0 PARENT CONSULTATION

- 9.1 100 families were involved in the consultation exercise which took place in April and May 2016. Parent focus groups took place at schools and children's centres across the borough with a mixture of working and non-working parents:
 - 9.1.1 Almost all parents have responded positively to the offer of 30 hours and would take it up if eligible.
 - 9.1.2 Parents have generally wanted the childcare to be delivered by one provider on one site but have appreciated that this may not always be possible. They have been willing to consider the option of multiple providers delivering from one site or sites in close proximity to each other working together in partnership (for example a private provider running services on a school site or children being picked up by a childminder from their PVI or school nursery place). A few parents have seen the use of multiple providers as a benefit, either because of their working patterns or because they believe that it will help their child become more sociable.
 - 9.1.3 Parents have generally wanted to access their entitlement in a stretched way (ie reducing the number of hours per week across more than 38 weeks per year) .

10.0 FEEDBACK FROM BUSINESS SUPPORT WORKSHOPS

- 10.1 Six business support workshops, two for schools, two for nurseries and two for childminders were commissioned to support childcare providers in the borough with their considerations and preparation for delivery of the entitlement.
- 10.2 The aim was to ensure providers were aware that while delivery of the entitlement was not compulsory, it was important to have a full understanding of the implications for their provision of the entitlement and to be able to make an informed choice on whether to offer 30 hour places or not.
- 10.3 56 providers in total (11 schools, 21 nurseries and 24 childminders) attended these sessions. Initial feedback, including perceived challenges and potential benefits, are attached as Appendix 1.

11.0 WHAT WE ARE DOING NOW OR IMMINENTLY IN RESPONSE TO CONSULTATION OUTCOMES

- 11.1 Given the implications reported by early years settings in relation to building restrictions and how business models are impacted by increasing numbers of children taking up funded places:
 - 11.1.1 The Local Authority is applying for access to the DfE capital programme that may offer assistance (on a competitive proposal basis) and can specifically be targeted to increasing the supply of 30 hour places.
 - 11.1.2 The Local Authority has delivered the first round of business support training sessions to provide free advice and guidance to settings to encourage more cost effective business models and partnerships with other early years settings. There will be a further round later in the year.
 - 11.1.3 The Local Authority will provide regular updates on DfE guidance, addressing any frequently asked questions (e.g. rates, charging, processes for confirming eligibility, payment schedules etc.) and progress on delivery of local plans to expand supply to meet requirements for funded 30 hour places. These will include email updates and through the Providers Forum and Early Years Funding Group.
 - 11.1.4 The Local Authority will pilot a 'flexible childcare network' which would bring together a school with nursery provision, PVI setting and some local childminders. They would share business support, shared management of vacancies/ waiting lists and other sharing of resources to maximise use of all existing places.
 - 11.1.5 For staff working in early years settings that cannot expand due to restrictions on the use of premises, the Local Authority will target any incentives available, through future funding from DfE, to offer wrap-

around care to children accessing the early years setting e.g. meet the cost of registering as a childminder, providing access to professional development etc.

12.0 FEEDBACK FROM THE EARLY YEARS FUNDING SUB-GROUP

12.1 This report and the findings from the consultations with parents and providers and the feedback from the business support workshops in more detail were presented to the Early Years Funding Sub-group on 11 May 2016. The following were key points made by the group:

12.1.1 Members of the group stressed the importance of the funding rate being high enough to allow providers to offer 30 hours sustainably. A discussion took place about the consultation around the early years funding formula which would take place later this year and the current consultation on the statutory guidance on the free entitlement. Members of the group were encouraged to respond to both consultations.

12.1.2 The nursery school representative raised concerns about the future of current full-time nursery places being offered to eligible children in schools as Section 5.1 in this report includes these as potentially being converted to 30 hour places at a later stage. She advised that this proposal would be met with resistance when put forward in the future.

12.1.3 The PVI reps felt at a business disadvantage as a result of nursery schools being able to offer fulltime places when they can only offer 15 hour places. Discussion followed around benefits of fulltime attendance and the inequity across Brent for children and families. All agreed if fulltime could be offered to all who want it this would be acceptable, this is however not affordable. EPPE research (<http://eppe.ioe.ac.uk/eppe/eppepdfs/RBTec1223sept0412.pdf>) includes in the key findings that 'Full time attendance led to no better gains for children than part time provision.'

12.1.4 Brent's Head of Finance for the Children & Young People Department said that the additional hours for the places currently available (204) cost approximately £400k. This has now been calculated using the average hourly rate as approximately £500k.

12.1.5 Members of the group also requested from the LA any demographic, locality profiles and census data that were available on individual areas to help providers assess demand for the 30 hours in their areas. The LA have agreed to send links to available data, but providers were also encouraged to speak to parents to identify local needs.

13.0 STAFFING IMPLICATIONS

13.1 As administration of this entitlement sits with the LA, there will be staffing implications. It will be key to use existing staffing capacity effectively and for strong systems and processes to be in place for streamlined administration.

14.0 FINANCIAL IMPLICATIONS

14.1 As the funding rate has not yet been determined, the full financial implications of this are not yet clear, however there will be some financial impact as we have to ensure that administration of all the free entitlements are adequately resourced in terms of staff.

14.2 It is expected that funding at the finally agreed rate will be provided to Brent from the DFE initially with an estimated amount and a second adjustment payment if take up is greater than expected. Then it will be funded in response to the census information provided.

15.0 APPENDICES

1. Business Support Workshops – April 2016

CONTACT OFFICERS

Sue Gates, Head of Early Help

0208 937 2710

Kevin Jones, Interim Operational Director, Integration and Improved Outcomes

0208 937 4249

APPENDIX 1:

BUSINESS SUPPORT WORKSHOPS – APRIL 2016

1) Questions

Funding and business planning

- Differences between fee paying and funded places
- Sustainability - Will overheads be covered?
- What is the rate of funding?
- Is there funding/capital available?
- How do academies fit in?
- What is the cost to schools?

Marketing / entitlement

- Who is entitled?
- If settings choose not to offer will parents go elsewhere?
- Impact on occupancy
- How will providers attract families – what advertising is needed and how do we manage competition
- How will parents be informed of their eligibility?

Take up

- Will parents want more than 30 hours?
- Must parents take up the full 30 hours?

Implications for other children

- What are the implications for NEG 2 delivery?
- What happens to FSM children currently being allocated 30 hour places?
- How will Nursery admissions criteria for schools be affected?

What are the expectations around delivery?

- How will childminders plan activities to fit with what schools /other providers may be covering?
- Is it doable?
- Will it be mandatory for all providers – can we opt in/out?
- What delivery models are possible?
- What support is available from Brent?
- Can we opt out – leave if not delivered
- Will the offer change?

2) Current concerns

- Not sustainable
- Longer hours for children
- Impact on occupancy if not delivering and parents go elsewhere

3) Pros

- More effective offer for families – better support for children through longer contact hours
- Extra capacity to be filled
- An opportunity to try a different approach
- Easier to manage take up
- Fewer children – less administration
- Financial benefit

4) Planned actions by providers from individual feedback forms:

- I am going to write a plan of "where we want to be" as a setting in the next 3mts/6mts/9mts.... up to September 2017.
- I am going to present an outline plan for introduction of 30 hour per week Nursery Provision to governors.
- Arrange meetings with my local schools and bursar in order to link up , so if it comes to shared care I will be prepared.
- To look at our provision and see how best to organise and accommodate more children'

For Information & Decision

6. Dedicated Schools Grant – Outturn 2015-16 and Budget 2016-17

1.0 SUMMARY

- 1.1 This report sets out the Dedicated Schools Grant (DSG) outturn for 2015/16, including the Individual Schools Budget (delegated budgets) and the central expenditure elements of the DSG.
- 1.2 An update on the latest provisional DSG settlement for 2016-17 is also provided. This settlement is however subject to change throughout the year, due to academy conversions that occur during the year and due to the early years census updates.
- 1.3 The deployment of this DSG settlement for 2016-17 is also detailed.

2.0 RECOMMENDATIONS

- 2.1 The Schools Forum is requested to:
 - a. note the outturn for delegated (ISB) schools revenue balances for 2015-16;
 - b. note the outturn for central expenditure elements of the DSG for 2015-16;
 - c. note the revised DSG allocations for 2016-17
 - d. agree the DSG budget for 2016-17;
voting is open to all members

3.0 INDIVIDUAL SCHOOLS BUDGETS (ISB) – REVENUE BALANCES 2015-16

- 3.1 The table below compares schools delegated balances for 2015/16 against 2014/15, by sector. These are the cumulative revenue surpluses and deficits

held by each individual school at the end of the financial periods to 31st March of each year.

SECTOR	CLOSING BALANCES		IN YEAR MOVEMENT
	2015-16	2014-15	Surplus +ve/ Deficit -ve
NURSERY	580,834	484,008	96,826
PRIMARY	17,113,299	16,570,130	543,169
SECONDARY	721,575	431,006	290,569
SPECIAL	1,547,170	1,937,287	-390,117
TOTAL	19,962,878	19,422,431	540,447

Note that schools that converted to academy status prior to 31st March 2016 have been excluded from the cumulative numbers for both years, to allow for a full comparison.

- 3.2 The table shows that these balances have increased by £540k between years. This compares to an increase last year of £82k from the previous year.
- 3.3 At the end of 2015-16 only one school remains in deficit, amounting to £9k. This school is expected to move into surplus early in the 2016-17 financial year. The table below shows the positive movement of schools in deficit over recent years and reflects the effort of officers to reduce the number of schools in deficit, and the deficit balances these schools carry forward.

	2015-16	2014-15	2013-14	2012-13
Number of Schools	1	3	6	6
Total Deficit	9,442	340,156	584,723	776,928

Note that schools that have since converted to academy status have been excluded from these numbers, to allow for a full comparison.

4.0 CENTRAL EXPENDITURE BUDGETS – OUTTURN 2015-16

- 4.1 The final outturn on central budgets for 2015-16 was an underspend of £669,622. A breakdown of this underspend is attached as Appendix A.
- 4.2 All underspends on the DSG are placed into a ring-fenced earmarked reserve, in line with DSG financial regulations, and is available for use in future years. The cumulative DSG reserve is therefore now £1,019,053. It is proposed to hold this reserve as a contingency for any in-year pressures on the central budgets, in order to mitigate against the risk of any other deficit.

5.0 DSG ALLOCATIONS 2016-17

- 5.1 The latest DSG allocations for 2016-17 were released by the DfE in March 2016. This is attached as Background Paper 1. The DSG allocation for Brent is shown as £200.54m after recoupment of academies and direct funding for High Needs places.

5.2 The DSG allocations are however subject to change throughout the year as academy conversions materialise. A breakdown by block is shown in the table below, with additional adjustment shown for academy conversions that have completed thus far for 2016-17. At present, no further academy conversions are known, and any such conversions will be reported on, as and when they happen.

2016/17 DSG Allocations	£'000				
	Total (Before Recoupment)	Recoupment (at 31st March 16)	Total (After Recoupment) (At 31st March 2016)	Recoupment (Conversions so far 2016)	Current Total (After Recoupment)
Schools Block	223,657	-98,256	125,401	-5,497	119,904
High Needs Block	55,939	-3,204	52,735		52,735
Early Years Block	22,344		22,344		22,344
Additions					
Funding for Induction for Newly Qualified Teachers	60		60		60
Total	301,999	-101,460	200,540	-5,497	195,043

5.3 The Early Years allocations will also change throughout the year, based on census data.

6.0 DSG BUDGET 2016-17

6.1 Based on the latest DSG allocations, Appendix B sets out the overall DSG budget for 2016-17.

6.2 The central budgets remain at the same level as 2015-16 apart from the following items agreed at previous Schools Forums:

- Growth Fund (Additional Classes) – now £3.5m, a decrease of £258k.
- Wembley Learning Zone – now £88k, an increase of £7k.
- Blanket Licences – now £191k, an increase of £5k.
- Duke of Edinburgh – one off for 2016-17 at £19k.
- De-Delegations – now £580k, a decrease of £10k.

6.3 In addition, it is proposed to increase the Early Years budgets by £2m, due to ongoing pressures on these budgets. The statutory spend on Early Years is expected to exceed the budget allocations by at least £2m in 2016-17. This is assumed in the budget allocations shown in Appendix B.

7.0 BACKGROUND PAPERS

1. Dedicated Schools Grant Allocations 2016-17.

8.0 APPENDICES

- A. 2015-16 Central Expenditure Outturn.
- B. 2016-17 Central Expenditure Budgets.

CONTACT OFFICERS

Norwena Thomas
Senior Finance Analyst

0208 937 3068

Phil Herd
Interim Head of Finance – CYP

0208 937 4825

Dedicated schools grant: 2016-17 allocations local authority summary	2016-17 DSG allocations prior to deductions for academies recoupment and direct funding of high needs places by EFA					2016-17 DSG allocations, after deductions for academies recoupment and direct funding of high needs places by EFA				
	2016-17 schools block (£million)	2016-17 provisional early years block (£million)	2016-17 high needs block allocation (£million)	2016-17 total additions for non block funding (£million)	2016-17 total DSG allocation (£million)	2016-17 schools block allocation (£million)	2016-17 provision early years block allocation (£million)	2016-17 high needs block allocation (£million)	2016-17 total additions for non block funding (£million)	2016-17 total DSG allocation (£million)
ENGLAND	20,004.82	2,717.49	5,299.87	10.20	28,032.38	20,004.82	2,717.49	4,836.59	10.20	27,569.10
201 City of London	1.78	0.36	0.31	0.00	2.45	1.78	0.36	0.31	0.00	2.45
202 Camden	109.59	17.43	32.28	0.03	159.33	109.59	17.43	31.92	0.03	158.97
203 Greenwich	166.16	19.63	39.10	0.05	224.95	166.16	19.63	35.71	0.05	221.55
204 Hackney	145.15	26.45	36.44	0.04	208.08	145.15	26.45	36.01	0.04	207.65
205 Hammersmith and Fulham	52.11	12.58	19.03	0.02	83.74	52.11	12.58	16.47	0.02	81.18
206 Islington	115.31	17.69	25.80	0.03	158.83	115.31	17.69	25.12	0.03	158.16
207 Kensington and Chelsea	42.03	8.60	17.48	0.02	68.12	42.03	8.60	15.66	0.02	66.30
208 Lambeth	158.74	24.95	36.90	0.05	220.63	158.74	24.95	34.55	0.05	218.28
209 Lewisham	191.43	21.20	43.97	0.05	256.66	191.43	21.20	43.12	0.05	255.80
210 Southwark	124.59	27.88	38.91	0.05	191.43	124.59	27.88	37.13	0.05	189.65
211 Tower Hamlets	234.28	24.91	43.98	0.05	303.23	234.28	24.91	41.95	0.05	301.19
212 Wandsworth	94.19	18.23	42.72	0.04	155.18	94.19	18.23	40.07	0.04	152.53
213 Westminster	49.63	12.32	24.23	0.03	86.21	49.63	12.32	22.34	0.03	84.32
301 Barking and Dagenham	172.78	15.13	23.75	0.05	211.70	172.78	15.13	22.93	0.05	210.89
302 Barnet	145.51	19.57	41.83	0.07	206.97	145.51	19.57	39.85	0.07	204.99
303 Bexley	48.62	11.11	27.53	0.05	87.32	48.62	11.11	25.50	0.05	85.28
304 Brent	125.40	22.34	55.94	0.06	203.74	125.40	22.34	52.73	0.06	200.54
305 Bromley	26.44	14.75	48.27	0.06	89.52	26.44	14.75	42.13	0.06	83.38
306 Croydon	109.23	21.59	51.63	0.07	182.51	109.23	21.59	48.88	0.07	179.76
307 Ealing	201.17	25.28	44.38	0.06	270.90	201.17	25.28	43.42	0.06	269.93
308 Enfield	210.98	17.73	32.12	0.07	260.90	210.98	17.73	30.89	0.07	259.66
309 Haringey	143.58	15.46	31.64	0.05	190.72	143.58	15.46	30.30	0.05	189.39
310 Harrow	93.90	11.89	26.21	0.05	132.03	93.90	11.89	24.45	0.05	130.27
311 Havering	92.69	10.85	19.49	0.05	123.07	92.69	10.85	18.12	0.05	121.71
312 Hillingdon	93.35	19.30	32.27	0.06	144.98	93.35	19.30	27.76	0.06	140.47
313 Hounslow	110.05	13.19	33.43	0.05	156.73	110.05	13.19	32.04	0.05	155.34
314 Kingston upon Thames	50.58	7.61	18.78	0.03	77.00	50.58	7.61	17.34	0.03	75.56
315 Merton	101.51	11.12	27.76	0.04	140.43	101.51	11.12	27.03	0.04	139.70
316 Newham	265.97	21.90	41.69	0.08	329.64	265.97	21.90	40.26	0.08	328.21
317 Redbridge	175.22	18.39	36.32	0.07	230.00	175.22	18.39	34.87	0.07	228.55
318 Richmond upon Thames	68.33	9.49	20.84	0.03	98.69	68.33	9.49	20.25	0.03	98.10
319 Sutton	72.66	10.19	31.46	0.04	114.35	72.66	10.19	27.33	0.04	110.23
320 Waltham Forest	131.57	17.47	34.76	0.05	183.85	131.57	17.47	27.01	0.05	176.10
330 Birmingham	522.22	81.59	125.71	0.25	729.76	522.22	81.59	105.13	0.25	709.19
331 Coventry	131.87	16.56	30.38	0.07	178.88	131.87	16.56	27.11	0.07	175.62
332 Dudley	137.37	13.53	31.47	0.06	182.43	137.37	13.53	30.61	0.06	181.57
333 Sandwell	147.39	16.47	37.51	0.07	201.45	147.39	16.47	36.31	0.07	200.25
334 Solihull	73.06	8.05	25.09	0.05	106.25	73.06	8.05	22.64	0.05	103.80
335 Walsall	101.85	14.82	28.84	0.06	145.57	101.85	14.82	27.60	0.06	144.33
336 Wolverhampton	91.24	14.26	27.84	0.05	133.40	91.24	14.26	24.04	0.05	129.60
340 Knowsley	67.37	8.56	19.89	0.03	95.84	67.37	8.56	19.05	0.03	95.00
341 Liverpool	231.74	26.98	44.25	0.08	303.06	231.74	26.98	41.20	0.08	300.01
342 St Helens	90.18	7.42	18.35	0.03	115.99	90.18	7.42	17.85	0.03	115.48
343 Sefton	111.76	12.19	27.16	0.05	151.16	111.76	12.19	26.14	0.05	150.14
344 Wirral	126.21	15.41	33.71	0.06	175.40	126.21	15.41	30.51	0.06	172.20
350 Bolton	156.63	16.84	28.00	0.06	201.53	156.63	16.84	26.83	0.06	200.36
351 Bury	113.78	8.61	24.42	0.04	146.85	113.78	8.61	23.75	0.04	146.18
352 Manchester	216.86	40.78	64.98	0.10	322.72	216.86	40.78	61.03	0.10	318.77
353 Oldham	123.36	14.33	26.26	0.06	164.01	123.36	14.33	21.94	0.06	159.69
354 Rochdale	128.24	12.92	23.16	0.05	164.36	128.24	12.92	22.29	0.05	163.50
355 Salford	123.06	21.96	29.81	0.04	174.87	123.06	21.96	27.28	0.04	172.33
356 Stockport	125.87	15.18	27.79	0.05	168.89	125.87	15.18	26.82	0.05	167.92

Dedicated schools grant: 2016-17 allocations local authority summary		2016-17 DSG allocations prior to deductions for academies recoupment and direct funding of high needs places by EFA					2016-17 DSG allocations, after deductions for academies recoupment and direct funding of high needs places by EFA				
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357	Tameside	111.56	10.13	14.98	0.05	136.73	111.56	10.13	14.23	0.05	135.97
358	Trafford	87.20	12.44	23.73	0.05	123.42	87.20	12.44	20.67	0.05	120.36
359	Wigan	156.25	13.37	26.47	0.06	196.17	156.25	13.37	22.96	0.06	192.65
370	Barnsley	83.41	11.72	18.87	0.04	114.05	83.41	11.72	13.35	0.04	108.52
371	Doncaster	81.19	14.28	28.05	0.06	123.58	81.19	14.28	26.53	0.06	122.06
372	Rotherham	85.63	12.79	21.22	0.06	119.70	85.63	12.79	20.04	0.06	118.52
373	Sheffield	154.35	27.08	52.79	0.10	234.32	154.35	27.08	50.64	0.10	232.17
380	Bradford	291.76	40.78	50.61	0.12	383.27	291.76	40.78	45.82	0.12	378.49
381	Calderdale	69.71	11.40	19.79	0.05	100.94	69.71	11.40	19.01	0.05	100.16
382	Kirklees	197.18	23.73	30.73	0.09	251.72	197.18	23.73	29.83	0.09	250.83
383	Leeds	330.55	39.16	58.80	0.15	428.65	330.55	39.16	56.13	0.15	425.98
384	Wakefield	72.69	17.20	24.38	0.07	114.33	72.69	17.20	22.82	0.07	112.77
390	Gateshead	68.25	9.22	21.04	0.03	98.55	68.25	9.22	19.30	0.03	96.81
391	Newcastle upon Tyne	105.51	15.56	29.87	0.05	150.99	105.51	15.56	26.96	0.05	148.08
392	North Tyneside	105.17	7.84	17.21	0.04	130.26	105.17	7.84	16.52	0.04	129.56
393	South Tyneside	69.26	7.13	16.24	0.03	92.65	69.26	7.13	15.91	0.03	92.32
394	Sunderland	81.68	16.13	23.58	0.05	121.44	81.68	16.13	17.40	0.05	115.26
800	Bath and North East Somerset	56.11	6.78	16.16	0.03	79.08	56.11	6.78	12.00	0.03	74.92
801	Bristol, City of	107.20	30.67	43.30	0.07	181.24	107.20	30.67	38.89	0.07	176.83
802	North Somerset	69.28	8.14	17.30	0.04	94.76	69.28	8.14	16.88	0.04	94.34
803	South Gloucestershire	86.28	11.77	26.20	0.05	124.30	86.28	11.77	24.78	0.05	122.88
805	Hartlepool	36.60	4.52	10.62	0.02	51.76	36.60	4.52	8.76	0.02	49.89
806	Middlesbrough	40.02	8.09	19.68	0.03	67.82	40.02	8.09	16.03	0.03	64.17
807	Redcar and Cleveland	46.70	6.59	15.02	0.03	68.34	46.70	6.59	12.90	0.03	66.22
808	Stockton-on-Tees	70.08	9.36	21.31	0.04	100.79	70.08	9.36	14.95	0.04	94.43
810	Kingston Upon Hull, City of	59.23	15.38	26.35	0.05	101.00	59.23	15.38	21.47	0.05	96.12
811	East Riding of Yorkshire	141.55	13.43	19.54	0.06	174.58	141.55	13.43	19.11	0.06	174.15
812	North East Lincolnshire	11.39	7.71	16.27	0.03	35.41	11.39	7.71	11.70	0.03	30.84
813	North Lincolnshire	54.14	7.68	14.89	0.03	76.74	54.14	7.68	14.51	0.03	76.36
815	North Yorkshire	272.10	23.95	44.33	0.11	340.48	272.10	23.95	41.81	0.11	337.97
816	York	78.02	6.59	15.48	0.03	100.13	78.02	6.59	14.48	0.03	99.13
821	Luton	116.20	14.89	23.51	0.05	154.66	116.20	14.89	22.99	0.05	154.13
822	Bedford Borough	51.03	8.36	17.56	0.03	76.99	51.03	8.36	13.56	0.03	72.99
823	Central Bedfordshire	68.57	12.37	25.79	0.05	106.79	68.57	12.37	22.08	0.05	103.07
825	Buckinghamshire	184.04	23.05	69.39	0.10	276.57	184.04	23.05	65.21	0.10	272.40
826	Milton Keynes	111.59	13.97	33.01	0.06	158.63	111.59	13.97	28.70	0.06	154.33
830	Derbyshire	334.90	33.65	63.39	0.14	432.08	334.90	33.65	61.21	0.14	429.90
831	Derby	116.23	14.81	26.91	0.05	158.00	116.23	14.81	25.58	0.05	156.68
835	Dorset	125.21	12.80	37.07	0.07	175.14	125.21	12.80	34.86	0.07	172.94
836	Poole	38.25	5.92	12.97	0.03	57.16	38.25	5.92	10.38	0.03	54.58
837	Bournemouth	13.82	7.89	14.57	0.03	36.31	13.82	7.89	12.45	0.03	34.19
840	Durham	213.75	22.89	47.32	0.09	284.04	213.75	22.89	44.39	0.09	281.12
841	Darlington	13.29	4.96	9.47	0.02	27.74	13.29	4.96	6.62	0.02	24.89
845	East Sussex	181.38	19.36	43.54	0.09	244.37	181.38	19.36	35.00	0.09	235.83
846	Brighton and Hove	121.88	12.19	23.67	0.04	157.78	121.88	12.19	23.15	0.04	157.26
850	Hampshire	555.54	58.75	93.20	0.24	707.73	555.54	58.75	87.36	0.24	701.90
851	Portsmouth	68.04	10.60	16.00	0.03	94.67	68.04	10.60	13.23	0.03	91.90
852	Southampton	95.03	14.17	18.86	0.04	128.11	95.03	14.17	18.09	0.04	127.34
855	Leicestershire	114.67	22.45	53.87	0.13	191.12	114.67	22.45	45.44	0.13	182.70
856	Leicester	203.88	18.90	41.10	0.07	263.96	203.88	18.90	38.72	0.07	261.57
857	Rutland	3.41	1.43	4.02	0.01	8.87	3.41	1.43	3.71	0.01	8.56
860	Staffordshire	306.04	32.10	65.09	0.16	403.39	306.04	32.10	56.29	0.16	394.59
861	Stoke-on-Trent	71.64	15.96	28.73	0.05	116.38	71.64	15.96	28.43	0.05	116.07

Dedicated schools grant: 2016-17 allocations local authority summary		2016-17 DSG allocations prior to deductions for academies recoupment and direct funding of high needs places by EFA					2016-17 DSG allocations, after deductions for academies recoupment and direct funding of high needs places by EFA				
		2016-17 schools block (£million)	2016-17 provisional early years block (£million)	2016-17 high needs block allocation (£million)	2016-17 total additions for non block funding (£million)	2016-17 total DSG allocation (£million)	2016-17 schools block allocation (£million)	2016-17 provision early years block allocation (£million)	2016-17 high needs block allocation (£million)	2016-17 total additions for non block funding (£million)	2016-17 total DSG allocation (£million)
865	Wiltshire	132.02	19.26	38.13	0.09	189.50	132.02	19.26	31.96	0.09	183.32
866	Swindon	47.96	10.48	24.84	0.04	83.33	47.96	10.48	22.82	0.04	81.31
867	Bracknell Forest	62.14	5.21	12.65	0.02	80.02	62.14	5.21	11.90	0.02	79.28
868	Windsor and Maidenhead	42.53	7.37	15.99	0.03	65.91	42.53	7.37	15.33	0.03	65.25
869	West Berkshire	66.65	6.76	18.12	0.03	91.56	66.65	6.76	16.43	0.03	89.87
870	Reading	51.59	9.48	16.83	0.03	77.94	51.59	9.48	15.06	0.03	76.17
871	Slough	48.07	11.37	20.91	0.04	80.37	48.07	11.37	17.13	0.04	76.59
872	Wokingham	64.71	6.78	17.71	0.03	89.23	64.71	6.78	17.09	0.03	88.61
873	Cambridgeshire	155.00	25.67	64.90	0.11	245.68	155.00	25.67	60.03	0.11	240.81
874	Peterborough	79.06	13.42	27.51	0.05	120.04	79.06	13.42	25.99	0.05	118.52
876	Halton	59.05	5.53	14.50	0.03	79.10	59.05	5.53	13.23	0.03	77.84
877	Warrington	84.22	8.85	20.53	0.04	113.64	84.22	8.85	19.71	0.04	112.82
878	Devon	233.86	27.13	60.40	0.13	321.51	233.86	27.13	55.62	0.13	316.73
879	Plymouth	70.79	13.51	25.93	0.05	110.28	70.79	13.51	24.13	0.05	108.48
880	Torbay	20.76	4.99	14.38	0.02	40.15	20.76	4.99	11.32	0.02	37.09
881	Essex	370.67	56.08	118.13	0.27	545.14	370.67	56.08	106.47	0.27	533.49
882	Southend-on-Sea	56.98	7.98	16.87	0.04	81.86	56.98	7.98	13.45	0.04	78.44
883	Thurrock	24.66	8.74	20.68	0.04	54.11	24.66	8.74	17.48	0.04	50.92
884	Herefordshire	56.07	6.28	13.97	0.03	76.35	56.07	6.28	11.97	0.03	74.35
885	Worcestershire	163.85	20.41	44.90	0.10	229.26	163.85	20.41	37.40	0.10	221.76
886	Kent	469.21	70.56	150.53	0.29	690.58	469.21	70.56	139.62	0.29	679.67
887	Medway	63.90	15.27	32.66	0.06	111.89	63.90	15.27	23.49	0.06	102.71
888	Lancashire	617.05	56.92	101.15	0.23	775.34	617.05	56.92	96.46	0.23	770.65
889	Blackburn with Darwen	67.77	10.06	22.09	0.04	99.96	67.77	10.06	21.35	0.04	99.21
890	Blackpool	28.42	7.32	16.74	0.03	52.50	28.42	7.32	14.08	0.03	49.85
891	Nottinghamshire	225.49	33.58	57.29	0.15	316.50	225.49	33.58	54.06	0.15	313.27
892	Nottingham	76.78	17.05	25.80	0.06	119.69	76.78	17.05	23.49	0.06	117.38
893	Shropshire	103.53	9.81	25.94	0.05	139.33	103.53	9.81	21.58	0.05	134.97
894	Telford and Wrekin	80.15	9.57	16.45	0.03	106.21	80.15	9.57	15.93	0.03	105.69
895	Cheshire East	95.63	16.48	35.50	0.07	147.67	95.63	16.48	34.09	0.07	146.27
896	Cheshire West and Chester	139.22	16.01	42.47	0.06	197.76	139.22	16.01	39.70	0.06	195.00
908	Cornwall	138.59	21.08	32.25	0.10	192.01	138.59	21.08	25.54	0.10	185.30
909	Cumbria	180.42	17.38	40.09	0.09	237.98	180.42	17.38	37.10	0.09	234.99
916	Gloucestershire	171.34	24.46	52.39	0.11	248.30	171.34	24.46	50.54	0.11	246.46
919	Hertfordshire	423.11	60.72	97.86	0.23	581.92	423.11	60.72	91.55	0.23	575.61
921	Isle of Wight	50.23	5.13	12.38	0.02	67.76	50.23	5.13	11.68	0.02	67.06
925	Lincolnshire	167.47	30.52	63.28	0.13	261.40	167.47	30.52	52.86	0.13	250.98
926	Norfolk	257.98	33.32	67.64	0.15	359.10	257.98	33.32	61.09	0.15	352.55
928	Northamptonshire	148.20	33.60	67.44	0.15	249.38	148.20	33.60	52.65	0.15	234.59
929	Northumberland	122.76	11.57	30.51	0.06	164.89	122.76	11.57	27.84	0.06	162.23
931	Oxfordshire	161.01	32.93	50.83	0.12	244.89	161.01	32.93	44.31	0.12	238.37
933	Somerset	157.53	19.66	41.74	0.09	219.03	157.53	19.66	39.95	0.09	217.24
935	Suffolk	208.65	36.70	47.43	0.13	292.91	208.65	36.70	41.15	0.13	286.63
936	Surrey	362.46	49.34	125.32	0.20	537.32	362.46	49.34	118.19	0.20	530.19
937	Warwickshire	166.00	24.91	54.79	0.10	245.80	166.00	24.91	50.63	0.10	241.64
938	West Sussex	298.21	33.18	71.67	0.15	403.21	298.21	33.18	67.72	0.15	399.26

Dedicated schools grant: 2016-17 allocations local authority summary		2016-17 DSG allocations prior to deductions for academies recoupment and direct funding of high needs places by EFA					2016-17 DSG allocations, after deductions for academies recoupment and direct funding of high needs places by EFA				
		2016-17 schools block (£million)	2016-17 provisional early years block (£million)	2016-17 high needs block allocation (£million)	2016-17 total additions for non block funding (£million)	2016-17 total DSG allocation (£million)	2016-17 schools block allocation (£million)	2016-17 provision early years block allocation (£million)	2016-17 high needs block allocation (£million)	2016-17 total additions for non block funding (£million)	2016-17 total DSG allocation (£million)
ENGLAND		20,004.82	2,717.49	5,299.87	10.20	28,032.38	20,004.82	2,717.49	4,836.59	10.20	27,569.10
201	City of London	1.78	0.36	0.31	0.00	2.45	1.78	0.36	0.31	0.00	2.45
202	Camden	109.59	17.43	32.28	0.03	159.33	109.59	17.43	31.92	0.03	158.97
203	Greenwich	166.16	19.63	39.10	0.05	224.95	166.16	19.63	35.71	0.05	221.55
204	Hackney	145.15	26.45	36.44	0.04	208.08	145.15	26.45	36.01	0.04	207.65
205	Hammersmith and Fulham	52.11	12.58	19.03	0.02	83.74	52.11	12.58	16.47	0.02	81.18
206	Islington	115.31	17.69	25.80	0.03	158.83	115.31	17.69	25.12	0.03	158.16
207	Kensington and Chelsea	42.03	8.60	17.48	0.02	68.12	42.03	8.60	15.66	0.02	66.30
208	Lambeth	158.74	24.95	36.90	0.05	220.63	158.74	24.95	34.55	0.05	218.28
209	Lewisham	191.43	21.20	43.97	0.05	256.66	191.43	21.20	43.12	0.05	255.80
210	Southwark	124.59	27.88	38.91	0.05	191.43	124.59	27.88	37.13	0.05	189.65
211	Tower Hamlets	234.28	24.91	43.98	0.05	303.23	234.28	24.91	41.95	0.05	301.19
212	Wandsworth	94.19	18.23	42.72	0.04	155.18	94.19	18.23	40.07	0.04	152.53
213	Westminster	49.63	12.32	24.23	0.03	86.21	49.63	12.32	22.34	0.03	84.32
301	Barking and Dagenham	172.78	15.13	23.75	0.05	211.70	172.78	15.13	22.93	0.05	210.89
302	Barnet	145.51	19.57	41.83	0.07	206.97	145.51	19.57	39.85	0.07	204.99
303	Bexley	48.62	11.11	27.53	0.05	87.32	48.62	11.11	25.50	0.05	85.28
304	Brent	125.40	22.34	55.94	0.06	203.74	125.40	22.34	52.73	0.06	200.54
305	Bromley	26.44	14.75	48.27	0.06	89.52	26.44	14.75	42.13	0.06	83.38
306	Croydon	109.23	21.59	51.63	0.07	182.51	109.23	21.59	48.88	0.07	179.76
307	Ealing	201.17	25.28	44.38	0.06	270.90	201.17	25.28	43.42	0.06	269.93
308	Enfield	210.98	17.73	32.12	0.07	260.90	210.98	17.73	30.89	0.07	259.66
309	Haringey	143.58	15.46	31.64	0.05	190.72	143.58	15.46	30.30	0.05	189.39
310	Harrow	93.90	11.89	26.21	0.05	132.03	93.90	11.89	24.45	0.05	130.27
311	Havering	92.69	10.85	19.49	0.05	123.07	92.69	10.85	18.12	0.05	121.71
312	Hillingdon	93.35	19.30	32.27	0.06	144.98	93.35	19.30	27.76	0.06	140.47
313	Hounslow	110.05	13.19	33.43	0.05	156.73	110.05	13.19	32.04	0.05	155.34
314	Kingston upon Thames	50.58	7.61	18.78	0.03	77.00	50.58	7.61	17.34	0.03	75.56
315	Merton	101.51	11.12	27.76	0.04	140.43	101.51	11.12	27.03	0.04	139.70
316	Newham	265.97	21.90	41.69	0.08	329.64	265.97	21.90	40.26	0.08	328.21
317	Redbridge	175.22	18.39	36.32	0.07	230.00	175.22	18.39	34.87	0.07	228.55
318	Richmond upon Thames	68.33	9.49	20.84	0.03	98.69	68.33	9.49	20.25	0.03	98.10
319	Sutton	72.66	10.19	31.46	0.04	114.35	72.66	10.19	27.33	0.04	110.23
320	Waltham Forest	131.57	17.47	34.76	0.05	183.85	131.57	17.47	27.01	0.05	176.10
330	Birmingham	522.22	81.59	125.71	0.25	729.76	522.22	81.59	105.13	0.25	709.19
331	Coventry	131.87	16.56	30.38	0.07	178.88	131.87	16.56	27.11	0.07	175.62
332	Dudley	137.37	13.53	31.47	0.06	182.43	137.37	13.53	30.61	0.06	181.57
333	Sandwell	147.39	16.47	37.51	0.07	201.45	147.39	16.47	36.31	0.07	200.25
334	Solihull	73.06	8.05	25.09	0.05	106.25	73.06	8.05	22.64	0.05	103.80
335	Walsall	101.85	14.82	28.84	0.06	145.57	101.85	14.82	27.60	0.06	144.33
336	Wolverhampton	91.24	14.26	27.84	0.05	133.40	91.24	14.26	24.04	0.05	129.60
340	Knowsley	67.37	8.56	19.89	0.03	95.84	67.37	8.56	19.05	0.03	95.00
341	Liverpool	231.74	26.98	44.25	0.08	303.06	231.74	26.98	41.20	0.08	300.01
342	St Helens	90.18	7.42	18.35	0.03	115.99	90.18	7.42	17.85	0.03	115.48
343	Sefton	111.76	12.19	27.16	0.05	151.16	111.76	12.19	26.14	0.05	150.14
344	Wirral	126.21	15.41	33.71	0.06	175.40	126.21	15.41	30.51	0.06	172.20
350	Bolton	156.63	16.84	28.00	0.06	201.53	156.63	16.84	26.83	0.06	200.36
351	Bury	113.78	8.61	24.42	0.04	146.85	113.78	8.61	23.75	0.04	146.18
352	Manchester	216.86	40.78	64.98	0.10	322.72	216.86	40.78	61.03	0.10	318.77
353	Oldham	123.36	14.33	26.26	0.06	164.01	123.36	14.33	21.94	0.06	159.69
354	Rochdale	128.24	12.92	23.16	0.05	164.36	128.24	12.92	22.29	0.05	163.50
355	Salford	123.06	21.96	29.81	0.04	174.87	123.06	21.96	27.28	0.04	172.33
356	Stockport	125.87	15.18	27.79	0.05	168.89	125.87	15.18	26.82	0.05	167.92
357	Tameside	111.56	10.13	14.98	0.05	136.73	111.56	10.13	14.23	0.05	135.97

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358	Trafford	87.20	12.44	23.73	0.05	123.42	87.20	12.44	20.67	0.05	120.36
359	Wigan	156.25	13.37	26.47	0.06	196.17	156.25	13.37	22.96	0.06	192.65
370	Barnsley	83.41	11.72	18.87	0.04	114.05	83.41	11.72	13.35	0.04	108.52
371	Doncaster	81.19	14.28	28.05	0.06	123.58	81.19	14.28	26.53	0.06	122.06
372	Rotherham	85.63	12.79	21.22	0.06	119.70	85.63	12.79	20.04	0.06	118.52
373	Sheffield	154.35	27.08	52.79	0.10	234.32	154.35	27.08	50.64	0.10	232.17
380	Bradford	291.76	40.78	50.61	0.12	383.27	291.76	40.78	45.82	0.12	378.49
381	Calderdale	69.71	11.40	19.79	0.05	100.94	69.71	11.40	19.01	0.05	100.16
382	Kirklees	197.18	23.73	30.73	0.09	251.72	197.18	23.73	29.83	0.09	250.83
383	Leeds	330.55	39.16	58.80	0.15	428.65	330.55	39.16	56.13	0.15	425.98
384	Wakefield	72.69	17.20	24.38	0.07	114.33	72.69	17.20	22.82	0.07	112.77
390	Gateshead	68.25	9.22	21.04	0.03	98.55	68.25	9.22	19.30	0.03	96.81
391	Newcastle upon Tyne	105.51	15.56	29.87	0.05	150.99	105.51	15.56	26.96	0.05	148.08
392	North Tyneside	105.17	7.84	17.21	0.04	130.26	105.17	7.84	16.52	0.04	129.56
393	South Tyneside	69.26	7.13	16.24	0.03	92.65	69.26	7.13	15.91	0.03	92.32
394	Sunderland	81.68	16.13	23.58	0.05	121.44	81.68	16.13	17.40	0.05	115.26
800	Bath and North East Somerset	56.11	6.78	16.16	0.03	79.08	56.11	6.78	12.00	0.03	74.92
801	Bristol, City of	107.20	30.67	43.30	0.07	181.24	107.20	30.67	38.89	0.07	176.83
802	North Somerset	69.28	8.14	17.30	0.04	94.76	69.28	8.14	16.88	0.04	94.34
803	South Gloucestershire	86.28	11.77	26.20	0.05	124.30	86.28	11.77	24.78	0.05	122.88
805	Hartlepool	36.60	4.52	10.62	0.02	51.76	36.60	4.52	8.76	0.02	49.89
806	Middlesbrough	40.02	8.09	19.68	0.03	67.82	40.02	8.09	16.03	0.03	64.17
807	Redcar and Cleveland	46.70	6.59	15.02	0.03	68.34	46.70	6.59	12.90	0.03	66.22
808	Stockton-on-Tees	70.08	9.36	21.31	0.04	100.79	70.08	9.36	14.95	0.04	94.43
810	Kingston Upon Hull, City of	59.23	15.38	26.35	0.05	101.00	59.23	15.38	21.47	0.05	96.12
811	East Riding of Yorkshire	141.55	13.43	19.54	0.06	174.58	141.55	13.43	19.11	0.06	174.15
812	North East Lincolnshire	11.39	7.71	16.27	0.03	35.41	11.39	7.71	11.70	0.03	30.84
813	North Lincolnshire	54.14	7.68	14.89	0.03	76.74	54.14	7.68	14.51	0.03	76.36
815	North Yorkshire	272.10	23.95	44.33	0.11	340.48	272.10	23.95	41.81	0.11	337.97
816	York	78.02	6.59	15.48	0.03	100.13	78.02	6.59	14.48	0.03	99.13
821	Luton	116.20	14.89	23.51	0.05	154.66	116.20	14.89	22.99	0.05	154.13
822	Bedford Borough	51.03	8.36	17.56	0.03	76.99	51.03	8.36	13.56	0.03	72.99
823	Central Bedfordshire	68.57	12.37	25.79	0.05	106.79	68.57	12.37	22.08	0.05	103.07
825	Buckinghamshire	184.04	23.05	69.39	0.10	276.57	184.04	23.05	65.21	0.10	272.40
826	Milton Keynes	111.59	13.97	33.01	0.06	158.63	111.59	13.97	28.70	0.06	154.33
830	Derbyshire	334.90	33.65	63.39	0.14	432.08	334.90	33.65	61.21	0.14	429.90
831	Derby	116.23	14.81	26.91	0.05	158.00	116.23	14.81	25.58	0.05	156.68
835	Dorset	125.21	12.80	37.07	0.07	175.14	125.21	12.80	34.86	0.07	172.94
836	Poole	38.25	5.92	12.97	0.03	57.16	38.25	5.92	10.38	0.03	54.58
837	Bournemouth	13.82	7.89	14.57	0.03	36.31	13.82	7.89	12.45	0.03	34.19
840	Durham	213.75	22.89	47.32	0.09	284.04	213.75	22.89	44.39	0.09	281.12
841	Darlington	13.29	4.96	9.47	0.02	27.74	13.29	4.96	6.62	0.02	24.89
845	East Sussex	181.38	19.36	43.54	0.09	244.37	181.38	19.36	35.00	0.09	235.83
846	Brighton and Hove	121.88	12.19	23.67	0.04	157.78	121.88	12.19	23.15	0.04	157.26
850	Hampshire	555.54	58.75	93.20	0.24	707.73	555.54	58.75	87.36	0.24	701.90
851	Portsmouth	68.04	10.60	16.00	0.03	94.67	68.04	10.60	13.23	0.03	91.90
852	Southampton	95.03	14.17	18.86	0.04	128.11	95.03	14.17	18.09	0.04	127.34
855	Leicestershire	114.67	22.45	53.87	0.13	191.12	114.67	22.45	45.44	0.13	182.70
856	Leicester	203.88	18.90	41.10	0.07	263.96	203.88	18.90	38.72	0.07	261.57
857	Rutland	3.41	1.43	4.02	0.01	8.87	3.41	1.43	3.71	0.01	8.56
860	Staffordshire	306.04	32.10	65.09	0.16	403.39	306.04	32.10	56.29	0.16	394.59
861	Stoke-on-Trent	71.64	15.96	28.73	0.05	116.38	71.64	15.96	28.43	0.05	116.07
865	Wiltshire	132.02	19.26	38.13	0.09	189.50	132.02	19.26	31.96	0.09	183.32
866	Swindon	47.96	10.48	24.84	0.04	83.33	47.96	10.48	22.82	0.04	81.31

Dedicated schools grant: 2016-17 allocations local authority summary		2016-17 DSG allocations prior to deductions for academies recoupment and direct funding of high needs places by EFA					2016-17 DSG allocations, after deductions for academies recoupment and direct funding of high needs places by EFA				
		2016-17 schools block (£million)	2016-17 provisional early years block (£million)	2016-17 high needs block allocation (£million)	2016-17 total additions for non block funding (£million)	2016-17 total DSG allocation (£million)	2016-17 schools block allocation (£million)	2016-17 provision early years block allocation (£million)	2016-17 high needs block allocation (£million)	2016-17 total additions for non block funding (£million)	2016-17 total DSG allocation (£million)
867	Bracknell Forest	62.14	5.21	12.65	0.02	80.02	62.14	5.21	11.90	0.02	79.28
868	Windsor and Maidenhead	42.53	7.37	15.99	0.03	65.91	42.53	7.37	15.33	0.03	65.25
869	West Berkshire	66.65	6.76	18.12	0.03	91.56	66.65	6.76	16.43	0.03	89.87
870	Reading	51.59	9.48	16.83	0.03	77.94	51.59	9.48	15.06	0.03	76.17
871	Slough	48.07	11.37	20.91	0.04	80.37	48.07	11.37	17.13	0.04	76.59
872	Wokingham	64.71	6.78	17.71	0.03	89.23	64.71	6.78	17.09	0.03	88.61
873	Cambridgeshire	155.00	25.67	64.90	0.11	245.68	155.00	25.67	60.03	0.11	240.81
874	Peterborough	79.06	13.42	27.51	0.05	120.04	79.06	13.42	25.99	0.05	118.52
876	Halton	59.05	5.53	14.50	0.03	79.10	59.05	5.53	13.23	0.03	77.84
877	Warrington	84.22	8.85	20.53	0.04	113.64	84.22	8.85	19.71	0.04	112.82
878	Devon	233.86	27.13	60.40	0.13	321.51	233.86	27.13	55.62	0.13	316.73
879	Plymouth	70.79	13.51	25.93	0.05	110.28	70.79	13.51	24.13	0.05	108.48
880	Torbay	20.76	4.99	14.38	0.02	40.15	20.76	4.99	11.32	0.02	37.09
881	Essex	370.67	56.08	118.13	0.27	545.14	370.67	56.08	106.47	0.27	533.49
882	Southend-on-Sea	56.98	7.98	16.87	0.04	81.86	56.98	7.98	13.45	0.04	78.44
883	Thurrock	24.66	8.74	20.68	0.04	54.11	24.66	8.74	17.48	0.04	50.92
884	Herefordshire	56.07	6.28	13.97	0.03	76.35	56.07	6.28	11.97	0.03	74.35
885	Worcestershire	163.85	20.41	44.90	0.10	229.26	163.85	20.41	37.40	0.10	221.76
886	Kent	469.21	70.56	150.53	0.29	690.58	469.21	70.56	139.62	0.29	679.67
887	Medway	63.90	15.27	32.66	0.06	111.89	63.90	15.27	23.49	0.06	102.71
888	Lancashire	617.05	56.92	101.15	0.23	775.34	617.05	56.92	96.46	0.23	770.65
889	Blackburn with Darwen	67.77	10.06	22.09	0.04	99.96	67.77	10.06	21.35	0.04	99.21
890	Blackpool	28.42	7.32	16.74	0.03	52.50	28.42	7.32	14.08	0.03	49.85
891	Nottinghamshire	225.49	33.58	57.29	0.15	316.50	225.49	33.58	54.06	0.15	313.27
892	Nottingham	76.78	17.05	25.80	0.06	119.69	76.78	17.05	23.49	0.06	117.38
893	Shropshire	103.53	9.81	25.94	0.05	139.33	103.53	9.81	21.58	0.05	134.97
894	Telford and Wrekin	80.15	9.57	16.45	0.03	106.21	80.15	9.57	15.93	0.03	105.69
895	Cheshire East	95.63	16.48	35.50	0.07	147.67	95.63	16.48	34.09	0.07	146.27
896	Cheshire West and Chester	139.22	16.01	42.47	0.06	197.76	139.22	16.01	39.70	0.06	195.00
908	Cornwall	138.59	21.08	32.25	0.10	192.01	138.59	21.08	25.54	0.10	185.30
909	Cumbria	180.42	17.38	40.09	0.09	237.98	180.42	17.38	37.10	0.09	234.99
916	Gloucestershire	171.34	24.46	52.39	0.11	248.30	171.34	24.46	50.54	0.11	246.46
919	Hertfordshire	423.11	60.72	97.86	0.23	581.92	423.11	60.72	91.55	0.23	575.61
921	Isle of Wight	50.23	5.13	12.38	0.02	67.76	50.23	5.13	11.68	0.02	67.06
925	Lincolnshire	167.47	30.52	63.28	0.13	261.40	167.47	30.52	52.86	0.13	250.98
926	Norfolk	257.98	33.32	67.64	0.15	359.10	257.98	33.32	61.09	0.15	352.55
928	Northamptonshire	148.20	33.60	67.44	0.15	249.38	148.20	33.60	52.65	0.15	234.59
929	Northumberland	122.76	11.57	30.51	0.06	164.89	122.76	11.57	27.84	0.06	162.23
931	Oxfordshire	161.01	32.93	50.83	0.12	244.89	161.01	32.93	44.31	0.12	238.37
933	Somerset	157.53	19.66	41.74	0.09	219.03	157.53	19.66	39.95	0.09	217.24
935	Suffolk	208.65	36.70	47.43	0.13	292.91	208.65	36.70	41.15	0.13	286.63
936	Surrey	362.46	49.34	125.32	0.20	537.32	362.46	49.34	118.19	0.20	530.19
937	Warwickshire	166.00	24.91	54.79	0.10	245.80	166.00	24.91	50.63	0.10	241.64
938	West Sussex	298.21	33.18	71.67	0.15	403.21	298.21	33.18	67.72	0.15	399.26

DEDICATED SCHOOLS GRANT - OUTTURN 2015-16					
BUDGET DESCRIPTION	2015-16 BUDGET	2015-16 SPEND	2015-16 OTHER RESERVE MOVEMENTS	2015-16 TOTAL SPEND	2015-16 OUTTURN
	£	£	£	£	£
GRANTS					
Dedicated Schools Grant	(201,461,000)	(201,461,000)		(201,461,000)	0
Sixth Form Funding	(4,666,244)	(4,666,246)		(4,666,246)	(2)
TOTAL INCOME	(206,127,244)	(206,127,246)	0	(206,127,246)	(2)
DEVOLVED RESOURCES					
Schools ISB (Including 6th Form)					
Nursery Schools	2,534,260	2,534,260		2,534,260	0
Primary Schools	119,548,437	119,548,437		119,548,437	0
Secondary Schools	20,976,127	20,976,127		20,976,127	0
Special Schools	11,902,333	11,902,333		11,902,333	0
PRUs	2,723,756	2,723,756		2,723,756	0
TOTAL DEVOLVED RESOURCES	157,684,913	157,684,913	0	157,684,913	0
CENTRAL EXPENDITURE					
<u>Centrally Retained</u>					
Growth Fund - Rising Rolls	1,129,952	844,807		844,807	(285,145)
Growth Fund - Additional Classes	3,757,512	3,600,300		3,600,300	(157,212)
Gordon Brown	60,000	67,475		67,475	7,475
Wembley Learning Zone	81,000	81,947		81,947	947
Blanket Licences	185,932	185,932		185,932	0
Duke of Edinburgh				0	0
Centrally Retained	5,214,396	4,780,461	0	4,780,461	(433,935)
<u>De-Delegations</u>					
Maternity Grant	220,067	41,878		41,878	(178,189)
Trade Union Facilities Funding	86,473	240,144		240,144	153,671
Licences	5,792	5,980		5,980	188
Schools Causing Concern	250,000	212,675		212,675	(37,325)
FSM Eligibility	27,703	27,703		27,703	0
De-Delegations	590,035	528,381	0	528,381	(61,654)
Early Years	12,070,433	12,697,077	(631,765)	12,065,313	(5,120)
Early Years Pupil Premium	384,000	384,000		384,000	0
Inclusion & Alternative Education Services	2,600,491	2,405,876		2,405,876	(194,615)
Pupil & Parent Services	2,471,822	2,080,920		2,080,920	(390,902)
School Effectiveness	635,107	635,107		635,107	0
SEN	20,417,716	20,486,800		20,486,800	69,084
SEN Transport	936,597	1,019,373		1,019,373	82,776
Youth Services	114,000	114,000		114,000	0
Induction for NQTs	58,000	58,000		58,000	0
Support Services	2,005,334	2,485,910		2,485,910	480,576
CERA	944,400	728,569		728,569	(215,831)
<i>Dedicated Schools Grant (Central Expenditure Budget holding)</i>				0	0
Other Central Expenditure	42,637,900	43,095,633	(631,765)	42,463,868	(174,032)
TOTAL CENTRAL EXPENDITURE	48,442,331	48,404,474	(631,765)	47,772,709	(669,622)
TOTAL EXPENDITURE	206,127,244	206,089,387	(631,765)	205,457,622	(669,622)
BALANCE	0	(37,859)	(631,765)	(669,624)	(669,624)

Schools Balances are reported as spent, because any under or overspend is entered as a separate reserve movement.

DEDICATED SCHOOLS GRANT - RESERVES 2015-16

DSG RESERVE B/F	349,429
DSG UNDERSPEND	669,624
DSG RESERVE C/F	1,019,053

DEDICATED SCHOOLS GRANT - BUDGET 2016-17

BUDGET DESCRIPTION	2016-17 BUDGET £	2015-16 BUDGET £	Changes £
GRANTS			
Dedicated Schools Grant	(195,042,789)	(201,461,000)	(6,418,211)
Sixth Form Funding	(3,765,161)	(4,666,244)	(901,083)
TOTAL INCOME	(198,807,950)	(206,127,244)	(7,319,294)
DEVOLVED RESOURCES			
Schools ISB (Including 6th Form)			
Nursery Schools	2,392,008	2,534,260	(142,252)
Primary Schools	113,403,611	119,548,437	(6,144,826)
Secondary Schools	15,591,373	20,976,127	(5,384,754)
Special Schools	13,547,041	11,902,333	1,644,708
PRUs	2,723,755	2,723,756	(1)
TOTAL DEVOLVED RESOURCES	147,657,788	157,684,913	(10,027,125)
CENTRAL EXPENDITURE			
<u>Centrally Retained</u>			
Growth Fund - Rising Rolls	1,129,952	1,129,952	0
Growth Fund - Additional Classes	3,500,000	3,757,512	(257,512)
Gordon Brown	60,000	60,000	0
Wembley Learning Zone	88,000	81,000	7,000
Blanket Licences	191,252	185,932	5,320
Duke of Edinburgh	19,050		19,050
<u>De-Delegations</u>			
Maternity Grant	215,204	220,067	(4,863)
Trade Union Facilities Funding	81,075	86,473	(5,398)
Licences	6,006	5,792	214
Schools Causing Concern	250,000	250,000	0
FSM Eligibility	27,750	27,703	47
Early Years	13,493,433	12,070,433	1,423,000
Early Years Pupil Premium	384,000	384,000	0
Inclusion & Alternative Education Services	2,600,491	2,600,491	0
Pupil & Parent Services	2,471,822	2,471,822	0
School Effectiveness	1,212,107	635,107	577,000
SEN	20,417,716	20,417,716	0
SEN Transport	936,597	936,597	0
Youth Services	114,000	114,000	0
Induction for NQTs	58,000	58,000	0
Support Services	2,005,334	2,005,334	0
CERA	944,400	944,400	0
<i>Dedicated Schools Grant (Central Expenditure Budget holding)</i>	<i>943,973</i>		<i>943,973</i>
TOTAL CENTRAL EXPENDITURE	51,150,162	48,442,331	2,707,831
TOTAL EXPENDITURE	198,807,950	206,127,244	(7,319,294)

DEDICATED SCHOOLS GRANT - BUDGET 2016-17

BUDGET DESCRIPTION	2016-17 BUDGET	2015-16 BUDGET	Changes
	£	£	£
BALANCE	(0)	0	0



Dedicated schools grant (DSG): 2016 to 2017 financial year allocations

This file gives details of the 2016 to 2017 financial year allocations of the dedicated s

This spreadsheet contains the following worksheets:

2016-17 Summary:	This worksheet contains summary information
2016-17 DSG Allocations:	This worksheet contains the calculations carri the split of DSG into schools block, early year calculation can be found in the 2016-17 DSG
2016-17 additions:	This worksheet shows how additions to local : the application of the cash floor and the fundin
2015-16 HN block baseline:	This worksheet shows how the 2015 to 2016
2016-17 HN block:	This worksheet shows how the indicative high
2016-17 HN places & deductions:	This worksheet shows: (i) the number of high needs block allocations for high needs places authority area: place funding is instead provide

schools grant. Please note that Isles of Scilly are not included within this file.

on total DSG allocations for financial year 2016 to 2017 for each local authority in England. This has been split out to derive the 2016 to 2017 financial year DSG allocations to each local authority, split into the schools block and high needs block. More information on the derivation of schools block and the high needs block can be found in the pupil number tool on the GOV.UK website.

authorities' DSG allocations in 2016 to 2017 financial year, which are separate from the allocations for NQTs.

high needs block baseline has been derived

high needs block before deductions in 2016 to 2017 financial year has been derived.

high needs places in academic year 2015 to 2016 reported by local authorities; (ii) the deductions for places in recoupment academies, special and AP academies, plus those places that are funded to these institutions directly by the Education Funding Agency.

gland.

, including the application of the cash floor, and
early years block pupil counts used in the

three blocks, have been derived. This includes

ctions made to 2015 to 2016 financial year high
ded through the sixth form grant in each local

Dedicated schools grant: 2016-17 allocations local authority summary		2016-17 DSG allocations prior to deductions for academies recoupment and direct funding of high needs places by EFA					2016-17 DSG allocations, after deductions for academies recoupment and direct funding of high needs places by EFA				
		2016-17 schools block (£million)	2016-17 provisional early years block (£million)	2016-17 high needs block allocation (£million)	2016-17 total additions for non block funding (£million)	2016-17 total DSG allocation (£million)	2016-17 schools block allocation (£million)	2016-17 provision early years block allocation (£million)	2016-17 high needs block allocation (£million)	2016-17 total additions for non block funding (£million)	2016-17 total DSG allocation (£million)
ENGLAND		20,004.82	2,717.49	5,299.87	10.20	28,032.38	20,004.82	2,717.49	4,836.59	10.20	27,569.10
201	City of London	1.78	0.36	0.31	0.00	2.45	1.78	0.36	0.31	0.00	2.45
202	Camden	109.59	17.43	32.28	0.03	159.33	109.59	17.43	31.92	0.03	158.97
203	Greenwich	166.16	19.63	39.10	0.05	224.95	166.16	19.63	35.71	0.05	221.55
204	Hackney	145.15	26.45	36.44	0.04	208.08	145.15	26.45	36.01	0.04	207.65
205	Hammersmith and Fulham	52.11	12.58	19.03	0.02	83.74	52.11	12.58	16.47	0.02	81.18
206	Islington	115.31	17.69	25.80	0.03	158.83	115.31	17.69	25.12	0.03	158.16
207	Kensington and Chelsea	42.03	8.60	17.48	0.02	68.12	42.03	8.60	15.66	0.02	66.30
208	Lambeth	158.74	24.95	36.90	0.05	220.63	158.74	24.95	34.55	0.05	218.28
209	Lewisham	191.43	21.20	43.97	0.05	256.66	191.43	21.20	43.12	0.05	255.80
210	Southwark	124.59	27.88	38.91	0.05	191.43	124.59	27.88	37.13	0.05	189.65
211	Tower Hamlets	234.28	24.91	43.98	0.05	303.23	234.28	24.91	41.95	0.05	301.19
212	Wandsworth	94.19	18.23	42.72	0.04	155.18	94.19	18.23	40.07	0.04	152.53
213	Westminster	49.63	12.32	24.23	0.03	86.21	49.63	12.32	22.34	0.03	84.32
301	Barking and Dagenham	172.78	15.13	23.75	0.05	211.70	172.78	15.13	22.93	0.05	210.89
302	Barnet	145.51	19.57	41.83	0.07	206.97	145.51	19.57	39.85	0.07	204.99
303	Bexley	48.62	11.11	27.53	0.05	87.32	48.62	11.11	25.50	0.05	85.28
304	Brent	125.40	22.34	55.94	0.06	203.74	125.40	22.34	52.73	0.06	200.54
305	Bromley	26.44	14.75	48.27	0.06	89.52	26.44	14.75	42.13	0.06	83.38
306	Croydon	109.23	21.59	51.63	0.07	182.51	109.23	21.59	48.88	0.07	179.76
307	Ealing	201.17	25.28	44.38	0.06	270.90	201.17	25.28	43.42	0.06	269.93
308	Enfield	210.98	17.73	32.12	0.07	260.90	210.98	17.73	30.89	0.07	259.66
309	Haringey	143.58	15.46	31.64	0.05	190.72	143.58	15.46	30.30	0.05	189.39
310	Harrow	93.90	11.89	26.21	0.05	132.03	93.90	11.89	24.45	0.05	130.27
311	Havering	92.69	10.85	19.49	0.05	123.07	92.69	10.85	18.12	0.05	121.71
312	Hillingdon	93.35	19.30	32.27	0.06	144.98	93.35	19.30	27.76	0.06	140.47
313	Hounslow	110.05	13.19	33.43	0.05	156.73	110.05	13.19	32.04	0.05	155.34
314	Kingston upon Thames	50.58	7.61	18.78	0.03	77.00	50.58	7.61	17.34	0.03	75.56
315	Merton	101.51	11.12	27.76	0.04	140.43	101.51	11.12	27.03	0.04	139.70
316	Newham	265.97	21.90	41.69	0.08	329.64	265.97	21.90	40.26	0.08	328.21
317	Redbridge	175.22	18.39	36.32	0.07	230.00	175.22	18.39	34.87	0.07	228.55
318	Richmond upon Thames	68.33	9.49	20.84	0.03	98.69	68.33	9.49	20.25	0.03	98.10
319	Sutton	72.66	10.19	31.46	0.04	114.35	72.66	10.19	27.33	0.04	110.23
320	Waltham Forest	131.57	17.47	34.76	0.05	183.85	131.57	17.47	27.01	0.05	176.10
330	Birmingham	522.22	81.59	125.71	0.25	729.76	522.22	81.59	105.13	0.25	709.19
331	Coventry	131.87	16.56	30.38	0.07	178.88	131.87	16.56	27.11	0.07	175.62
332	Dudley	137.37	13.53	31.47	0.06	182.43	137.37	13.53	30.61	0.06	181.57
333	Sandwell	147.39	16.47	37.51	0.07	201.45	147.39	16.47	36.31	0.07	200.25
334	Solihull	73.06	8.05	25.09	0.05	106.25	73.06	8.05	22.64	0.05	103.80
335	Walsall	101.85	14.82	28.84	0.06	145.57	101.85	14.82	27.60	0.06	144.33
336	Wolverhampton	91.24	14.26	27.84	0.05	133.40	91.24	14.26	24.04	0.05	129.60
340	Knowsley	67.37	8.56	19.89	0.03	95.84	67.37	8.56	19.05	0.03	95.00
341	Liverpool	231.74	26.98	44.25	0.08	303.06	231.74	26.98	41.20	0.08	300.01
342	St Helens	90.18	7.42	18.35	0.03	115.99	90.18	7.42	17.85	0.03	115.48
343	Sefton	111.76	12.19	27.16	0.05	151.16	111.76	12.19	26.14	0.05	150.14
344	Wirral	126.21	15.41	33.71	0.06	175.40	126.21	15.41	30.51	0.06	172.20
350	Bolton	156.63	16.84	28.00	0.06	201.53	156.63	16.84	26.83	0.06	200.36
351	Bury	113.78	8.61	24.42	0.04	146.85	113.78	8.61	23.75	0.04	146.18
352	Manchester	216.86	40.78	64.98	0.10	322.72	216.86	40.78	61.03	0.10	318.77
353	Oldham	123.36	14.33	26.26	0.06	164.01	123.36	14.33	21.94	0.06	159.69
354	Rochdale	128.24	12.92	23.16	0.05	164.36	128.24	12.92	22.29	0.05	163.50
355	Salford	123.06	21.96	29.81	0.04	174.87	123.06	21.96	27.28	0.04	172.33
356	Stockport	125.87	15.18	27.79	0.05	168.89	125.87	15.18	26.82	0.05	167.92
357	Tameside	111.56	10.13	14.98	0.05	136.73	111.56	10.13	14.23	0.05	135.97
358	Trafford	87.20	12.44	23.73	0.05	123.42	87.20	12.44	20.67	0.05	120.36
359	Wigan	156.25	13.37	26.47	0.06	196.17	156.25	13.37	22.96	0.06	192.65
370	Barnsley	83.41	11.72	18.87	0.04	114.05	83.41	11.72	13.35	0.04	108.52
371	Doncaster	81.19	14.28	28.05	0.06	123.58	81.19	14.28	26.53	0.06	122.06
372	Rotherham	85.63	12.79	21.22	0.06	119.70	85.63	12.79	20.04	0.06	118.52

Dedicated schools grant: 2016-17 allocations local authority summary		2016-17 DSG allocations prior to deductions for academies recoupment and direct funding of high needs places by EFA					2016-17 DSG allocations, after deductions for academies recoupment and direct funding of high needs places by EFA				
		2016-17 schools block (£million)	2016-17 provisional early years block (£million)	2016-17 high needs block allocation (£million)	2016-17 total additions for non block funding (£million)	2016-17 total DSG allocation (£million)	2016-17 schools block allocation (£million)	2016-17 provision early years block allocation (£million)	2016-17 high needs block allocation (£million)	2016-17 total additions for non block funding (£million)	2016-17 total DSG allocation (£million)
373	Sheffield	154.35	27.08	52.79	0.10	234.32	154.35	27.08	50.64	0.10	232.17
380	Bradford	291.76	40.78	50.61	0.12	383.27	291.76	40.78	45.82	0.12	378.49
381	Calderdale	69.71	11.40	19.79	0.05	100.94	69.71	11.40	19.01	0.05	100.16
382	Kirklees	197.18	23.73	30.73	0.09	251.72	197.18	23.73	29.83	0.09	250.83
383	Leeds	330.55	39.16	58.80	0.15	428.65	330.55	39.16	56.13	0.15	425.98
384	Wakefield	72.69	17.20	24.38	0.07	114.33	72.69	17.20	22.82	0.07	112.77
390	Gateshead	68.25	9.22	21.04	0.03	98.55	68.25	9.22	19.30	0.03	96.81
391	Newcastle upon Tyne	105.51	15.56	29.87	0.05	150.99	105.51	15.56	26.96	0.05	148.08
392	North Tyneside	105.17	7.84	17.21	0.04	130.26	105.17	7.84	16.52	0.04	129.56
393	South Tyneside	69.26	7.13	16.24	0.03	92.65	69.26	7.13	15.91	0.03	92.32
394	Sunderland	81.68	16.13	23.58	0.05	121.44	81.68	16.13	17.40	0.05	115.26
800	Bath and North East Somerset	56.11	6.78	16.16	0.03	79.08	56.11	6.78	12.00	0.03	74.92
801	Bristol, City of	107.20	30.67	43.30	0.07	181.24	107.20	30.67	38.89	0.07	176.83
802	North Somerset	69.28	8.14	17.30	0.04	94.76	69.28	8.14	16.88	0.04	94.34
803	South Gloucestershire	86.28	11.77	26.20	0.05	124.30	86.28	11.77	24.78	0.05	122.88
805	Hartlepool	36.60	4.52	10.62	0.02	51.76	36.60	4.52	8.76	0.02	49.89
806	Middlesbrough	40.02	8.09	19.68	0.03	67.82	40.02	8.09	16.03	0.03	64.17
807	Redcar and Cleveland	46.70	6.59	15.02	0.03	68.34	46.70	6.59	12.90	0.03	66.22
808	Stockton-on-Tees	70.08	9.36	21.31	0.04	100.79	70.08	9.36	14.95	0.04	94.43
810	Kingston Upon Hull, City of	59.23	15.38	26.35	0.05	101.00	59.23	15.38	21.47	0.05	96.12
811	East Riding of Yorkshire	141.55	13.43	19.54	0.06	174.58	141.55	13.43	19.11	0.06	174.15
812	North East Lincolnshire	11.39	7.71	16.27	0.03	35.41	11.39	7.71	11.70	0.03	30.84
813	North Lincolnshire	54.14	7.68	14.89	0.03	76.74	54.14	7.68	14.51	0.03	76.36
815	North Yorkshire	272.10	23.95	44.33	0.11	340.48	272.10	23.95	41.81	0.11	337.97
816	York	78.02	6.59	15.48	0.03	100.13	78.02	6.59	14.48	0.03	99.13
821	Luton	116.20	14.89	23.51	0.05	154.66	116.20	14.89	22.99	0.05	154.13
822	Bedford Borough	51.03	8.36	17.56	0.03	76.99	51.03	8.36	13.56	0.03	72.99
823	Central Bedfordshire	68.57	12.37	25.79	0.05	106.79	68.57	12.37	22.08	0.05	103.07
825	Buckinghamshire	184.04	23.05	69.39	0.10	276.57	184.04	23.05	65.21	0.10	272.40
826	Milton Keynes	111.59	13.97	33.01	0.06	158.63	111.59	13.97	28.70	0.06	154.33
830	Derbyshire	334.90	33.65	63.39	0.14	432.08	334.90	33.65	61.21	0.14	429.90
831	Derby	116.23	14.81	26.91	0.05	158.00	116.23	14.81	25.58	0.05	156.68
835	Dorset	125.21	12.80	37.07	0.07	175.14	125.21	12.80	34.86	0.07	172.94
836	Poole	38.25	5.92	12.97	0.03	57.16	38.25	5.92	10.38	0.03	54.58
837	Bournemouth	13.82	7.89	14.57	0.03	36.31	13.82	7.89	12.45	0.03	34.19
840	Durham	213.75	22.89	47.32	0.09	284.04	213.75	22.89	44.39	0.09	281.12
841	Darlington	13.29	4.96	9.47	0.02	27.74	13.29	4.96	6.62	0.02	24.89
845	East Sussex	181.38	19.36	43.54	0.09	244.37	181.38	19.36	35.00	0.09	235.83
846	Brighton and Hove	121.88	12.19	23.67	0.04	157.78	121.88	12.19	23.15	0.04	157.26
850	Hampshire	555.54	58.75	93.20	0.24	707.73	555.54	58.75	87.36	0.24	701.90
851	Portsmouth	68.04	10.60	16.00	0.03	94.67	68.04	10.60	13.23	0.03	91.90
852	Southampton	95.03	14.17	18.86	0.04	128.11	95.03	14.17	18.09	0.04	127.34
855	Leicestershire	114.67	22.45	53.87	0.13	191.12	114.67	22.45	45.44	0.13	182.70
856	Leicester	203.88	18.90	41.10	0.07	263.96	203.88	18.90	38.72	0.07	261.57
857	Rutland	3.41	1.43	4.02	0.01	8.87	3.41	1.43	3.71	0.01	8.56
860	Staffordshire	306.04	32.10	65.09	0.16	403.39	306.04	32.10	56.29	0.16	394.59
861	Stoke-on-Trent	71.64	15.96	28.73	0.05	116.38	71.64	15.96	28.43	0.05	116.07
865	Wiltshire	132.02	19.26	38.13	0.09	189.50	132.02	19.26	31.96	0.09	183.32
866	Swindon	47.96	10.48	24.84	0.04	83.33	47.96	10.48	22.82	0.04	81.31
867	Bracknell Forest	62.14	5.21	12.65	0.02	80.02	62.14	5.21	11.90	0.02	79.28
868	Windsor and Maidenhead	42.53	7.37	15.99	0.03	65.91	42.53	7.37	15.33	0.03	65.25
869	West Berkshire	66.65	6.76	18.12	0.03	91.56	66.65	6.76	16.43	0.03	89.87
870	Reading	51.59	9.48	16.83	0.03	77.94	51.59	9.48	15.06	0.03	76.17
871	Slough	48.07	11.37	20.91	0.04	80.37	48.07	11.37	17.13	0.04	76.59
872	Wokingham	64.71	6.78	17.71	0.03	89.23	64.71	6.78	17.09	0.03	88.61
873	Cambridgeshire	155.00	25.67	64.90	0.11	245.68	155.00	25.67	60.03	0.11	240.81
874	Peterborough	79.06	13.42	27.51	0.05	120.04	79.06	13.42	25.99	0.05	118.52
876	Halton	59.05	5.53	14.50	0.03	79.10	59.05	5.53	13.23	0.03	77.84
877	Warrington	84.22	8.85	20.53	0.04	113.64	84.22	8.85	19.71	0.04	112.82

Dedicated schools grant: 2016-17 allocations local authority summary		2016-17 DSG allocations prior to deductions for academies recoupment and direct funding of high needs places by EFA					2016-17 DSG allocations, after deductions for academies recoupment and direct funding of high needs places by EFA				
		2016-17 schools block (£million)	2016-17 provisional early years block (£million)	2016-17 high needs block allocation (£million)	2016-17 total additions for non block funding (£million)	2016-17 total DSG allocation (£million)	2016-17 schools block allocation (£million)	2016-17 provision early years block allocation (£million)	2016-17 high needs block allocation (£million)	2016-17 total additions for non block funding (£million)	2016-17 total DSG allocation (£million)
878	Devon	233.86	27.13	60.40	0.13	321.51	233.86	27.13	55.62	0.13	316.73
879	Plymouth	70.79	13.51	25.93	0.05	110.28	70.79	13.51	24.13	0.05	108.48
880	Torbay	20.76	4.99	14.38	0.02	40.15	20.76	4.99	11.32	0.02	37.09
881	Essex	370.67	56.08	118.13	0.27	545.14	370.67	56.08	106.47	0.27	533.49
882	Southend-on-Sea	56.98	7.98	16.87	0.04	81.86	56.98	7.98	13.45	0.04	78.44
883	Thurrock	24.66	8.74	20.68	0.04	54.11	24.66	8.74	17.48	0.04	50.92
884	Herefordshire	56.07	6.28	13.97	0.03	76.35	56.07	6.28	11.97	0.03	74.35
885	Worcestershire	163.85	20.41	44.90	0.10	229.26	163.85	20.41	37.40	0.10	221.76
886	Kent	469.21	70.56	150.53	0.29	690.58	469.21	70.56	139.62	0.29	679.67
887	Medway	63.90	15.27	32.66	0.06	111.89	63.90	15.27	23.49	0.06	102.71
888	Lancashire	617.05	56.92	101.15	0.23	775.34	617.05	56.92	96.46	0.23	770.65
889	Blackburn with Darwen	67.77	10.06	22.09	0.04	99.96	67.77	10.06	21.35	0.04	99.21
890	Blackpool	28.42	7.32	16.74	0.03	52.50	28.42	7.32	14.08	0.03	49.85
891	Nottinghamshire	225.49	33.58	57.29	0.15	316.50	225.49	33.58	54.06	0.15	313.27
892	Nottingham	76.78	17.05	25.80	0.06	119.69	76.78	17.05	23.49	0.06	117.38
893	Shropshire	103.53	9.81	25.94	0.05	139.33	103.53	9.81	21.58	0.05	134.97
894	Telford and Wrekin	80.15	9.57	16.45	0.03	106.21	80.15	9.57	15.93	0.03	105.69
895	Cheshire East	95.63	16.48	35.50	0.07	147.67	95.63	16.48	34.09	0.07	146.27
896	Cheshire West and Chester	139.22	16.01	42.47	0.06	197.76	139.22	16.01	39.70	0.06	195.00
908	Cornwall	138.59	21.08	32.25	0.10	192.01	138.59	21.08	25.54	0.10	185.30
909	Cumbria	180.42	17.38	40.09	0.09	237.98	180.42	17.38	37.10	0.09	234.99
916	Gloucestershire	171.34	24.46	52.39	0.11	248.30	171.34	24.46	50.54	0.11	246.46
919	Hertfordshire	423.11	60.72	97.86	0.23	581.92	423.11	60.72	91.55	0.23	575.61
921	Isle of Wight	50.23	5.13	12.38	0.02	67.76	50.23	5.13	11.68	0.02	67.06
925	Lincolnshire	167.47	30.52	63.28	0.13	261.40	167.47	30.52	52.86	0.13	250.98
926	Norfolk	257.98	33.32	67.64	0.15	359.10	257.98	33.32	61.09	0.15	352.55
928	Northamptonshire	148.20	33.60	67.44	0.15	249.38	148.20	33.60	52.65	0.15	234.59
929	Northumberland	122.76	11.57	30.51	0.06	164.89	122.76	11.57	27.84	0.06	162.23
931	Oxfordshire	161.01	32.93	50.83	0.12	244.89	161.01	32.93	44.31	0.12	238.37
933	Somerset	157.53	19.66	41.74	0.09	219.03	157.53	19.66	39.95	0.09	217.24
935	Suffolk	208.65	36.70	47.43	0.13	292.91	208.65	36.70	41.15	0.13	286.63
936	Surrey	362.46	49.34	125.32	0.20	537.32	362.46	49.34	118.19	0.20	530.19
937	Warwickshire	166.00	24.91	54.79	0.10	245.80	166.00	24.91	50.63	0.10	241.64
938	West Sussex	298.21	33.18	71.67	0.15	403.21	298.21	33.18	67.72	0.15	399.26

Dedicate schools grant: 2016-17 allocations		2016-17 DSG allocations																				
		2016-17 DSG schools block							2016-17 DSG provisional early years block **								2016-17 DSG high needs block			2016-17 DSG non block additions †††		2016-17 TOTAL DSG ALLOCATION (£million)**
		2016-17 schools block unit of funding (SBUF) (£)	2016-17 schools block pupil numbers (headcount) *	2016-17 schools block (£million)	2016-17 NRA cash adjustment (£million)	2016-17 total schools block before recoupment (£million)	2016-17 deductions to schools block for recoupment (£million)	2016-17 total schools block after recoupment (£million)	2016-17 3 & 4 year old unit of funding (EYBUF) (£)	2016-17 3 & 4 year old pupil numbers (FTE) **	2016-17 3 & 4 year old funding (£million) **	2016-17 2yo annual rates	2016-17 2 year old pupil numbers (FTE) ***	2016-17 2 year old funding (£million) ***	2016-17 indicative early years pupil premium (£million)	2016-17 total provisional early years block (£million) **	2016-17 high needs block before deductions (£million) †	2016-17 deductions to high needs block for direct funding of places by EFA (£million) ††	2016-17 high needs block after deductions (£million)	2016-17 funding for induction for newly qualified teachers (£million)	2016-17 additions for cash floor (£million)	
ENGLAND	£4,636.42	7,041,321	32,646.51	2.77	32,649.28	12,644.46	20,004.82	4,281.81	519,176	2,223.01	4,778.05	93,081	444.75	49.73	2,717.49	5,299.87	463.28	4,836.59	10.20	0.00	27,569.10	
201	City of London	8,587.04	207	1.78	-	1.78	0.00	1.78	7,475.52	45	0.34	6,726.00	2	0.01	0.01	0.36	0.31	0.00	0.31	0.00	0.00	2.45
202	Camden	6,233.03	18,709	116.61	-	116.61	7.03	109.59	8,712.78	1,827	15.92	5,766.50	211	1.22	0.30	17.43	32.28	0.36	31.92	0.03	0.00	158.97
203	Greenwich	6,019.53	34,968	210.49	-	210.49	44.33	166.16	5,027.59	3,169	15.93	5,766.50	577	3.33	0.37	19.63	39.10	3.40	35.71	0.05	0.00	221.55
204	Hackney	6,857.79	29,490	202.24	-	202.24	57.09	145.15	7,122.63	3,160	22.51	5,766.50	592	3.41	0.53	26.45	36.44	0.43	36.01	0.04	0.00	207.65
205	Hammersmith and Fulham	6,350.96	16,248	103.19	-	103.19	51.08	52.11	6,285.70	1,805	11.35	5,766.50	167	0.96	0.27	12.58	19.03	2.56	16.47	0.02	0.00	81.18
206	Islington	6,220.88	21,040	130.89	-	130.89	15.58	115.31	7,991.27	1,869	14.94	5,766.50	406	2.34	0.42	17.69	25.80	0.68	25.12	0.03	0.00	158.16
207	Kensington and Chelsea	5,986.76	10,862	65.03	-	65.03	23.00	42.03	6,394.69	1,221	7.81	5,766.50	104	0.60	0.19	8.60	17.48	1.82	15.66	0.02	0.00	66.30
208	Lambeth	6,485.88	32,169	208.64	-	208.64	49.91	158.74	7,463.75	2,864	21.38	5,766.50	535	3.09	0.48	24.95	36.90	2.36	34.55	0.05	0.00	218.28
209	Lewisham	5,966.19	36,579	218.24	-	218.24	26.80	191.43	5,814.37	3,007	17.48	5,766.50	576	3.32	0.39	21.20	43.97	0.85	43.12	0.05	0.00	255.80
210	Southwark	6,462.58	35,870	231.81	-	231.81	107.22	124.59	8,212.00	2,869	23.56	5,766.50	688	3.97	0.35	27.88	38.91	1.78	37.13	0.05	0.00	189.65
211	Tower Hamlets	6,982.07	36,684	256.13	0.77	256.90	22.61	234.28	7,803.99	2,825	22.05	5,766.50	396	2.28	0.58	24.91	43.98	2.03	41.95	0.05	0.00	301.19
212	Wandsworth	5,602.11	26,764	149.93	0.03	149.97	55.78	94.19	4,933.29	3,324	16.40	5,766.50	247	1.42	0.41	18.23	42.72	2.65	40.07	0.04	0.00	152.53
213	Westminster	6,019.90	18,739	112.81	0.05	112.86	63.23	49.63	6,840.91	1,581	10.82	5,766.50	207	1.19	0.32	12.32	24.23	1.89	22.34	0.03	0.00	84.32
301	Barking and Dagenham	5,577.69	36,200	201.91	0.01	201.92	29.14	172.78	4,052.78	2,643	10.71	5,016.00	812	4.07	0.34	15.13	23.75	0.81	22.93	0.05	0.00	210.89
302	Barnet	5,024.49	47,640	239.37	0.27	239.63	94.13	145.51	4,559.76	3,768	17.18	5,253.50	389	2.04	0.34	19.57	41.83	1.98	39.85	0.07	0.00	204.99
303	Bexley	4,635.04	37,878	175.57	-	175.57	126.94	48.62	3,775.52	2,422	9.14	5,016.00	349	1.75	0.21	11.11	27.53	2.04	25.50	0.05	0.00	85.28
304	Brent	5,393.74	41,466	223.66	-	223.66	98.26	125.40	5,930.02	3,176	18.83	5,253.50	595	3.13	0.38	22.34	55.94	3.20	52.73	0.06	0.00	200.54
305	Bromley	4,548.24	42,560	193.57	-	193.57	167.13	26.44	3,899.47	3,247	12.66	5,016.00	368	1.85	0.24	14.75	48.27	6.14	42.13	0.06	0.00	83.38
306	Croydon	4,855.90	49,810	241.87	-	241.87	132.65	109.23	4,564.33	4,023	18.36	5,016.00	544	2.73	0.49	21.59	51.63	2.76	48.88	0.07	0.00	179.76
307	Ealing	5,298.27	44,611	236.36	-	236.36	35.19	201.17	5,653.00	3,802	21.49	5,253.50	648	3.40	0.38	25.28	44.38	0.97	43.42	0.06	0.00	269.93
308	Enfield	5,203.81	49,667	258.46	-	258.46	47.48	210.98	3,947.94	3,346	13.21	5,016.00	817	4.10	0.42	17.73	32.12	1.23	30.89	0.07	0.00	259.66
309	Haringey	5,913.42	33,059	195.49	-	195.49	51.91	143.58	5,345.46	2,450	13.10	5,016.00	407	2.04	0.32	15.46	31.64	1.33	30.30	0.05	0.00	189.39
310	Harrow	4,914.62	31,373	154.19	-	154.19	60.29	93.90	4,320.96	2,327	10.05	5,253.50	314	1.65	0.18	11.89	26.21	1.76	24.45	0.05	0.00	130.27
311	Havering	4,728.70	35,534	168.03	-	168.03	75.34	92.69	3,979.94	2,313	9.21	5,016.00	289	1.45	0.19	10.85	19.49	1.36	18.12	0.05	0.00	121.71
312	Hillingdon	4,872.55	42,862	208.85	0.05	208.90	115.55	93.35	4,897.51	3,395	16.63	5,253.50	453	2.38	0.29	19.30	32.27	4.51	27.76	0.06	0.00	140.47
313	Hounslow	5,197.86	35,248	183.21	-	183.21	73.16	110.05	3,776.97	2,740	10.35	5,253.50	489	2.57	0.28	13.19	33.43	1.39	32.04	0.05	0.00	155.34
314	Kingston upon Thames	4,594.40	20,703	95.12	-	95.12	44.54	50.58	3,737.30	1,708	6.38	5,253.50	214	1.12	0.10	7.61	18.78	1.44	17.34	0.03	0.00	75.56
315	Merton	4,904.42	24,220	118.79	-	118.79	17.27	101.51	3,896.07	2,407	9.38	5,253.50	294	1.54	0.20	11.12	27.76	0.73	27.03	0.04	0.00	139.70
316	Newham	6,127.20	52,531	321.87	-	321.87	55.89	265.97	4,907.87	3,845	18.87	5,016.00	484	2.43	0.60	21.90	41.69	1.44	40.26	0.08	0.00	328.21
317	Redbridge	4,796.03	46,038	220.80	-	220.80	45.58	175.22	4,119.55	3,604	14.85	5,016.00	641	3.22	0.33	18.39	36.32	1.45	34.87	0.07	0.00	228.55
318	Richmond upon Thames	4,502.90	23,601	106.27	-	106.27	37.94	68.33	3,601.23	2,327	8.38	5,253.50	191	1.00	0.10	9.49	20.84	0.60	20.25	0.03	0.00	98.10
319	Sutton	4,670.41	29,979	140.01	-	140.01	67.36	72.66	4,486.36	1,928	8.65	5,253.50	264	1.39	0.15	10.19	31.46	4.12	27.33	0.04	0.00	110.23

Dedicated schools grant: 2016-17 additions		Induction for newly qualified teachers		Cash floor							
		Total 2016-17 funding (£million)	10.20	2015-16 baseline funding			2016-17 funding before cash floor			Cash floor	-2%
		2016-17 schools block pupil numbers (headcount)	2016-17 funding for induction for newly qualified teachers (£million)	2015-16 schools block (£million)	2015-16 early years block (£million)	2015-16 cash floor baseline funding total (£million)	2016-17 schools block (£million)	2016-17 early years block (£million) *	2016-17 cash floor baseline funding total (£million) *	Cash increase (%) *	Extra for cash floor (£million) *
ENGLAND		7,041,321	10.20	32,168.07	2,223.01	34,391.08	32,649.28	2,223.01	34,872.296	1.4%	-
201	City of London	207	0.00	1.73	0.34	2.06	1.78	0.34	2.114	2.5%	-
202	Camden	18,709	0.03	114.62	15.92	130.54	116.61	15.92	132.532	1.5%	-
203	Greenwich	34,968	0.05	202.27	15.93	218.20	210.49	15.93	226.423	3.8%	-
204	Hackney	29,490	0.04	199.58	22.51	222.09	202.24	22.51	224.744	1.2%	-
205	Hammersmith and Fulham	16,248	0.02	103.01	11.35	114.36	103.19	11.35	114.536	0.2%	-
206	Islington	21,040	0.03	129.33	14.94	144.26	130.89	14.94	145.823	1.1%	-
207	Kensington and Chelsea	10,862	0.02	64.83	7.81	72.64	65.03	7.81	72.836	0.3%	-
208	Lambeth	32,169	0.05	205.72	21.38	227.09	208.64	21.38	230.020	1.3%	-
209	Lewisham	36,579	0.05	214.61	17.48	232.09	218.24	17.48	235.721	1.6%	-
210	Southwark	35,870	0.05	228.34	23.56	251.90	231.81	23.56	255.373	1.4%	-
211	Tower Hamlets	36,684	0.05	252.37	22.05	274.42	256.90	22.05	278.942	1.6%	-
212	Wandsworth	26,764	0.04	148.19	16.40	164.59	149.97	16.40	166.365	1.1%	-
213	Westminster	18,739	0.03	112.30	10.82	123.12	112.86	10.82	123.673	0.4%	-
301	Barking and Dagenham	36,200	0.05	194.23	10.71	204.94	201.92	10.71	212.630	3.8%	-
302	Barnet	47,640	0.07	234.54	17.18	251.72	239.63	17.18	256.816	2.0%	-
303	Bexley	37,878	0.05	173.40	9.14	182.55	175.57	9.14	184.710	1.2%	-
304	Brent	41,466	0.06	220.49	18.83	239.32	223.66	18.83	242.491	1.3%	-
305	Bromley	42,560	0.06	190.89	12.66	203.56	193.57	12.66	206.235	1.3%	-
306	Croydon	49,810	0.07	238.69	18.36	257.05	241.87	18.36	260.235	1.2%	-
307	Ealing	44,611	0.06	231.64	21.49	253.13	236.36	21.49	257.854	1.9%	-
308	Enfield	49,667	0.07	256.06	13.21	269.27	258.46	13.21	271.667	0.9%	-
309	Haringey	33,059	0.05	192.59	13.10	205.69	195.49	13.10	208.588	1.4%	-
310	Harrow	31,373	0.05	150.84	10.05	160.90	154.19	10.05	164.241	2.1%	-
311	Havering	35,534	0.05	166.10	9.21	175.31	168.03	9.21	177.235	1.1%	-
312	Hillingdon	42,862	0.06	204.19	16.63	220.82	208.90	16.63	225.522	2.1%	-
313	Hounslow	35,248	0.05	179.20	10.35	189.55	183.21	10.35	193.563	2.1%	-
314	Kingston upon Thames	20,703	0.03	93.39	6.38	99.77	95.12	6.38	101.501	1.7%	-
315	Merton	24,220	0.04	116.85	9.38	126.22	118.79	9.38	128.163	1.5%	-
316	Newham	52,531	0.08	316.52	18.87	335.39	321.87	18.87	340.739	1.6%	-
317	Redbridge	46,038	0.07	215.30	14.85	230.15	220.80	14.85	235.646	2.4%	-
318	Richmond upon Thames	23,601	0.03	102.64	8.38	111.02	106.27	8.38	114.653	3.3%	-
319	Sutton	29,979	0.04	136.38	8.65	145.03	140.01	8.65	148.664	2.5%	-
320	Waltham Forest	37,326	0.05	192.81	14.47	207.28	195.28	14.47	209.745	1.2%	-
330	Birmingham	170,285	0.25	869.92	65.95	935.87	888.62	65.95	954.572	2.0%	-
331	Coventry	46,998	0.07	224.11	12.34	236.45	228.56	12.34	240.905	1.9%	-
332	Dudley	43,156	0.06	191.19	10.64	201.83	192.12	10.64	202.756	0.5%	-
333	Sandwell	49,300	0.07	228.73	12.78	241.52	237.05	12.78	249.830	3.4%	-
334	Solihull	33,486	0.05	142.03	6.78	148.81	143.12	6.78	149.898	0.7%	-
335	Walsall	41,817	0.06	190.95	11.24	202.19	194.95	11.24	206.191	2.0%	-
336	Wolverhampton	34,728	0.05	161.99	11.10	173.09	167.41	11.10	178.507	3.1%	-
340	Knowsley	17,676	0.03	85.47	6.43	91.90	85.40	6.43	91.836	-0.1%	-
341	Liverpool	57,763	0.08	289.00	21.52	310.52	292.88	21.52	314.398	1.2%	-

Dedicated schools grant: 2015-16 high needs block baseline		2015-16 high needs block 2014/15		
		2014-15 high needs block baseline (£million)	Funding of last 5 months of 2014/15 places growth for pre 16 (£million)	Funding of last 4 months of 2014/15 places growth for post 16 (£million)
ENGLAND		5,183.87	9.84	0.91
201	City of London	0.32	-	0.00
202	Camden	32.28 -	0.22 -	0.01
203	Greenwich	37.97	0.10	0.01
204	Hackney	36.09	0.07	0.00
205	Hammersmith and Fulham	18.46 -	0.04 -	0.00
206	Islington	25.29	0.09	0.01
207	Kensington and Chelsea	17.10	0.10	0.02
208	Lambeth	36.49 -	0.29 -	0.01
209	Lewisham	43.42	0.15	0.01
210	Southwark	38.47 -	0.05 -	0.01
211	Tower Hamlets	43.33 -	0.04 -	0.00
212	Wandsworth	41.28	0.11	0.01
213	Westminster	23.99 -	0.04 -	0.00
301	Barking and Dagenham	23.90 -	0.13 -	0.01
302	Barnet	41.30	0.02	0.00
303	Bexley	27.12	0.15	0.01
304	Brent	55.54 -	0.00 -	0.00
305	Bromley	47.78	0.27	0.03
306	Croydon	51.41	0.13	0.01
307	Ealing	43.35	0.27	0.03
308	Enfield	31.02	0.08	0.01
309	Haringey	31.13	0.06	0.00
310	Harrow	25.93 -	0.01 -	0.00
311	Havering	18.87	0.07	0.00
312	Hillingdon	31.49	0.31	0.05
313	Hounslow	33.24	0.07	0.00
314	Kingston upon Thames	18.37	0.01	0.00
315	Merton	27.61	0.09	0.01
316	Newham	40.68	0.06	0.00
317	Redbridge	36.02 -	0.02 -	0.00
318	Richmond upon Thames	20.55	0.21	0.01
319	Sutton	31.28	0.11	0.00
320	Waltham Forest	34.04 -	0.18 -	0.01

330	Birmingham	121.84	0.24	0.02
331	Coventry	29.38	0.05	0.00
332	Dudley	30.31 -	0.05 -	0.00
333	Sandwell	36.52	0.14	0.01
334	Solihull	24.10	0.39	0.03
335	Walsall	28.26 -	0.09 -	0.01
336	Wolverhampton	27.61 -	0.16 -	0.01
340	Knowsley	19.79 -	0.09 -	0.01
341	Liverpool	42.88	0.35	0.03
342	St Helens	17.79	0.16	0.01
343	Sefton	26.66	0.06	0.00
344	Wirral	33.64 -	0.09 -	0.01
350	Bolton	27.15	0.07	0.01
351	Bury	24.08	0.08	0.01
352	Manchester	63.34	0.45	0.04
353	Oldham	24.90	0.10	0.01
354	Rochdale	22.75 -	0.03 -	0.00
355	Salford	29.04	0.34	0.03
356	Stockport	27.14	0.01	0.00
357	Tameside	14.79	0.01	0.00
358	Trafford	23.34	0.03	0.00
359	Wigan	25.60	0.11	0.01
370	Barnsley	18.38 -	0.18 -	0.02
371	Doncaster	27.54	0.04	0.00
372	Rotherham	20.55	0.08	0.01
373	Sheffield	51.79	0.18	0.01
380	Bradford	49.65 -	0.05 -	0.01
381	Calderdale	19.23	0.04	0.01
382	Kirklees	29.71	0.10	0.00
383	Leeds	56.90	0.22	0.03
384	Wakefield	23.56	0.01	0.00
390	Gateshead	20.74	0.02	0.00
391	Newcastle upon Tyne	29.03	0.36	0.02
392	North Tyneside	16.57	0.03	0.00
393	South Tyneside	15.84	0.20	0.01
394	Sunderland	23.05 -	0.00 -	0.00
800	Bath and North East Somerset	15.46	0.13	0.02
801	Bristol, City of	42.26 -	0.12 -	0.01
802	North Somerset	16.71	0.07	0.00
803	South Gloucestershire	25.88 -	0.05 -	0.00
805	Hartlepool	10.36	0.06	0.01
806	Middlesbrough	18.73	0.55	0.03
807	Redcar and Cleveland	14.82	0.02	0.00
808	Stockton-on-Tees	20.59	0.23	0.02
810	Kingston Upon Hull, City of	25.74 -	0.12 -	0.01
811	East Riding of Yorkshire	19.10 -	0.05 -	0.01

812	North East Lincolnshire	15.79 -	0.00 -	0.00
813	North Lincolnshire	14.61	0.02	0.00
815	North Yorkshire	43.24	0.03	0.00
816	York	14.89	0.03	0.00
821	Luton	22.80 -	0.03 -	0.00
822	Bedford Borough	17.11 -	0.02 -	0.00
823	Central Bedfordshire	24.91	0.23	0.02
825	Buckinghamshire	68.38	0.20	0.02
826	Milton Keynes	32.52 -	0.06 -	0.01
830	Derbyshire	61.82	0.18	0.02
831	Derby	26.69	0.09	0.01
835	Dorset	36.82	0.01	0.00
836	Poole	13.03	0.02	0.00
837	Bournemouth	14.46	0.05	0.00
840	Durham	46.19	0.29	0.01
841	Darlington	9.05	0.02	0.00
845	East Sussex	42.82	0.15	0.01
846	Brighton and Hove	23.25 -	0.05 -	0.00
850	Hampshire	90.40	0.10	0.00
851	Portsmouth	15.47	0.03	0.00
852	Southampton	18.11	0.06	0.00
855	Leicestershire	52.34 -	0.03 -	0.01
856	Leicester	40.21 -	0.00 -	0.00
857	Rutland	3.97	0.00	0.00
860	Staffordshire	62.19	0.25	0.03
861	Stoke-on-Trent	28.71 -	0.04 -	0.00
865	Wiltshire	37.12	0.04	0.00
866	Swindon	24.29	0.02	0.00
867	Bracknell Forest	12.85 -	0.03 -	0.01
868	Windsor and Maidenhead	15.77	0.13	0.01
869	West Berkshire	17.55	0.02	0.00
870	Reading	16.63	0.23	0.02
871	Slough	20.51 -	0.07 -	0.00
872	Wokingham	17.59 -	0.07 -	0.01
873	Cambridgeshire	63.80 -	0.13 -	0.02
874	Peterborough	26.99	0.05	0.00
876	Halton	14.19	0.14	0.01
877	Warrington	20.08	0.17	0.01
878	Devon	59.59 -	0.36 -	0.03
879	Plymouth	25.44	0.11	0.01
880	Torbay	14.04	0.10	0.01
881	Essex	114.87	0.42	0.04
882	Southend-on-Sea	16.17	0.09	0.01
883	Thurrock	20.35 -	0.04 -	0.00
884	Herefordshire	13.36 -	0.00 -	0.00
885	Worcestershire	43.73 -	0.17 -	0.01

886	Kent	147.43 -	0.16 -	0.01
887	Medway	32.42 -	0.00 -	0.00
888	Lancashire	98.58	0.73	0.07
889	Blackburn with Darwen	21.67	0.02	0.00
890	Blackpool	16.26 -	0.03 -	0.00
891	Nottinghamshire	56.18 -	0.00 -	0.00
892	Nottingham	24.57	0.16	0.02
893	Shropshire	24.89	0.29	0.04
894	Telford and Wrekin	16.05	0.13	0.00
895	Cheshire East	35.09	0.04	0.01
896	Cheshire West and Chester	41.32	0.16	0.01
908	Cornwall	31.22 -	0.14 -	0.01
909	Cumbria	39.05	0.09	0.02
916	Gloucestershire	51.13	0.01	0.00
919	Hertfordshire	94.75	0.16	0.01
921	Isle of Wight	12.22	0.03	0.00
925	Lincolnshire	61.96 -	0.21 -	0.02
926	Norfolk	65.19	0.44	0.03
928	Northamptonshire	65.74	0.04	0.00
929	Northumberland	30.42	0.16	0.03
931	Oxfordshire	49.16	0.09	0.01
933	Somerset	40.36	0.06	0.01
935	Suffolk	45.90	0.08	0.00
936	Surrey	125.18 -	0.13 -	0.01
937	Warwickshire	53.67	0.14	0.02
938	West Sussex	70.53	0.14	0.01

Block calculations based on 2015 data			Final 2015-16 high needs block		
Increase/ Decrease as a result of the exceptions process for AY2015/16 (£million)	2015-16 additional high needs block top- up funding (£million)	Total 2015-16 indicative high needs block (£million)	2015-16 high needs adjustment to reflect the change from residency to location basis for post-16 (£million)	Increase/ Decrease as a result of the pre and post 16 NMSS exceptions process for AY2015/16 (£million)	Further adjustments to the high needs block (£million)
3.57	47.00	5,245.18	0.61	0.49	0.25
-	0.00	0.32	0.01	-	-
-	0.18	32.23	0.15	-	-
-	0.25	38.33	0.18	-	-
-	0.23	36.39	0.18	-	-
0.07	0.13	18.62	0.38	-	-
0.04	0.15	25.58	0.07	-	-
0.02	0.11	17.34	0.07	-	-
-	0.24	36.43	0.13	-	-
-	0.26	43.84	0.25	-	-
-	0.24	38.65	0.15	-	-
0.22	0.24	43.74	0.15	-	-
0.02	0.22	41.64	0.41	-	-
-	0.16	24.11	0.14	-	-
-	0.23	24.00	0.15	-	-
-	0.35	41.67	0.36	-	-
0.03	0.23	27.55	0.32	-	-
-	0.29	55.83	0.30	-	-
-	0.28	48.37	0.44	-	-
-	0.37	51.91	0.67	-	-
-	0.31	43.96	0.13	-	-
0.01	0.33	31.45	0.00	-	-
-	0.05	31.38	0.42	-	-
-	0.23	26.15	0.18	-	-
-	0.21	19.16	0.18	-	-
0.02	0.28	32.15	0.30	0.05	-
-	0.24	33.55	0.40	-	-
0.07	0.15	18.60	0.11	-	-
-	0.18	27.90	0.33	-	-
0.06	0.32	41.13	0.07	-	-
0.02	0.30	36.31	0.35	-	-
-	0.17	20.94	0.29	-	-
-	0.18	31.58	0.28	-	-
0.13	0.25	34.23	0.00	-	-

-	1.15	123.24	0.06	-	-
0.01	0.31	29.76	0.03	-	-
0.27	0.27	30.79	0.01	-	-
-	0.31	36.98	0.05	-	-
0.07	0.18	24.78	0.07	-	-
-	0.26	28.41	0.06	-	-
-	0.23	27.66	0.01	-	-
-	0.13	19.83	0.13	-	-
-	0.38	43.64	0.32	0.01	-
-	0.15	18.11	0.30	-	-
-	0.22	26.95	0.15	-	-
-	0.27	33.82	0.12	0.03	-
-	0.27	27.50	0.05	-	-
-	0.17	24.34	0.17	-	-
-	0.48	64.31	0.23	-	-
0.29	0.23	25.53	0.05	-	-
-	0.20	22.92	0.10	-	-
0.15	0.21	29.77	0.33	-	-
0.12	0.24	27.50	0.73	-	-
-	0.20	15.00	0.27	-	-
-	0.21	23.58	0.51	-	-
-	0.27	26.00	0.04	-	-
0.22	0.20	18.60	0.18	-	-
-	0.26	27.84	0.04	-	-
-	0.23	20.86	0.08	-	-
-	0.49	52.48	0.05	-	-
-	0.56	50.15	0.18	-	-
-	0.18	19.47	0.31	-	-
-	0.40	30.21	0.05	-	-
0.07	0.68	57.90	0.44	0.01	-
-	0.28	23.85	0.00	-	-
-	0.16	20.92	0.16	-	-
0.29	0.24	29.93	0.14	0.07	-
-	0.16	16.76	0.98	-	-
-	0.12	16.17	0.11	-	-
-	0.22	23.27	0.06	-	-
-	0.15	15.76	0.07	-	-
0.14	0.38	42.65	0.15	-	0.13
-	0.17	16.95	0.01	-	-
-	0.24	26.06	0.09	-	0.13
-	0.08	10.48	0.01	-	0.02
-	0.13	19.44	0.04	-	0.10
-	0.11	14.95	0.06	-	-
0.03	0.17	21.04	0.09	-	0.04
-	0.22	25.83	0.05	-	-
-	0.26	19.31	0.21	-	0.01

-	0.14	15.92	0.05	-	-
-	0.14	14.78	0.11	-	-
-	0.48	43.76	0.22	-	-
0.05	0.16	15.13	0.05	-	-
0.06	0.22	23.05	0.03	-	-
-	0.15	17.23	0.02	-	-
-	0.23	25.39	0.04	-	-
0.10	0.48	69.17	0.18	-	-
-	0.02	32.70	0.03	-	-
0.19	0.63	62.85	0.47	-	-
-	0.24	27.02	0.52	-	0.01
-	0.32	37.16	0.04	-	-
-	0.12	13.18	0.43	-	-
-	0.14	14.66	0.25	-	-
-	0.42	46.91	0.33	-	-
0.08	0.09	9.24	-	-	-
-	0.43	43.41	0.65	-	-
-	0.22	23.41	0.50	-	-
0.02	1.15	91.68	0.03	-	0.06
-	0.19	15.69	0.01	-	-
0.04	0.21	18.42	0.01	-	-
0.02	0.57	52.89	0.05	-	-
-	0.33	40.53	0.05	-	-
-	0.03	4.00	0.03	-	-
-	0.69	63.17	0.38	-	-
0.03	0.22	28.92	0.39	-	-
0.09	0.42	37.67	0.28	-	-
-	0.19	24.50	0.00	-	-
-	0.11	12.93	0.33	-	-
-	0.13	16.05	0.04	-	-
-	0.14	17.71	1.45	-	0.06
-	0.14	17.03	0.32	-	-
-	0.16	20.59	0.00	-	-
-	0.15	17.66	0.30	-	0.03
-	0.54	64.19	0.06	-	-
-	0.18	27.22	0.00	-	-
-	0.11	14.46	0.12	-	-
-	0.18	20.44	0.04	-	-
-	0.59	59.80	0.23	-	0.13
-	0.22	25.78	0.08	-	-
-	0.10	14.25	0.01	-	-
-	1.22	116.55	0.15	-	-
-	0.15	16.42	0.10	-	-
-	0.16	20.47	0.07	-	-
0.07	0.15	13.57	0.03	-	-
-	0.46	44.02	0.45	-	0.04

	0.12	1.34	148.71	0.56 -	0.01	-
	-	0.25	32.67	0.18	-	-
	0.02	1.00	100.40	0.52	-	-
	-	0.15	21.84	0.02	-	-
	0.11	0.12	16.45	0.00	-	-
	-	0.66	56.84	0.12	0.03	-
	0.13	0.29	25.17	0.65	-	-
	0.09	0.25	25.57	0.11	-	-
-	0.17	0.16	16.18	0.03	-	-
	0.09	0.30	35.52	0.36	-	-
	0.03	0.27	41.79	0.07	-	-
	-	0.43	31.50	0.01	0.01	-
	-	0.38	39.54	0.13	-	-
	-	0.51	51.64	0.01	-	-
	0.01	1.05	95.98	0.13	-	-
	-	0.11	12.36	0.15	-	-
	-	0.58	62.31	0.24	-	-
	-	0.68	66.34	-	-	-
	-	0.65	66.42	0.19	-	0.08
	0.05	0.25	30.90	0.38	-	-
	0.09	0.59	49.92	0.30	-	-
	0.10	0.44	40.97	0.07	-	-
-	0.16	0.61	46.43	0.14	-	-
	0.04	1.03	126.11	0.90	0.16	-
	-	0.45	54.28	0.02 -	0.01	-
	-	0.68	71.38	0.29 -	0.03	-

2015-16 high needs block (£million)
5,246.54
0.31
32.08
38.52
36.22
19.00
25.51
17.28
36.30
43.59
38.51
43.59
42.06
23.97
23.85
41.32
27.23
55.53
47.93
51.24
43.83
31.46
31.80
25.96
18.98
32.50
33.15
18.50
27.57
41.06
35.96
20.65
31.86
34.23

123.30
29.73
30.81
36.93
24.71
28.36
27.67
19.70
43.98
18.40
27.09
33.98
27.55
24.17
64.07
25.58
22.82
29.44
28.23
14.73
24.08
25.96
18.42
27.80
20.78
52.44
49.97
19.78
30.16
58.35
23.85
20.76
30.15
17.74
16.06
23.21
15.83
42.63
16.96
25.84
10.49
19.58
14.89
20.99
25.89
19.11

15.87	
14.67	
43.97	
15.18	
23.01	
17.26	
25.35	
69.00	
32.67	
62.37	
27.53	
37.12	
13.61	
14.41	
46.58	
9.24	
44.06	
23.91	
91.77	
15.68	
18.42	
52.84	
40.48	
3.98	
63.55	
28.52	
37.39	
24.50	
12.60	
16.02	
19.10	
16.71	
20.60	
17.98	
64.14	
27.22	
14.34	
20.48	
60.16	
25.70	
14.24	
116.69	
16.52	
20.40	
13.60	
44.51	

149.26
32.49
99.88
21.83
16.45
56.74
25.83
25.45
16.21
35.17
41.86
31.51
39.42
51.65
96.11
12.51
62.07
66.34
66.32
30.52
50.22
40.90
46.30
127.17
54.29
71.64

Dedicated schools grant: 2016-17 high needs block allocations				
		Final 2015-16 High Needs Block (£million)	Summer term funding for places agreed as a part of the AY2015/16 exceptions process (£million)	Total adjustment to reflect the change from residency to location basis for post-16 in FY2016-17 (£million)
ENGLAND		5,246.54	1.86	0.31
201	City of London	0.31	- -	0.00
202	Camden	32.08	- -	0.07
203	Greenwich	38.52	-	0.09
204	Hackney	36.22	- -	0.09
205	Hammersmith and Fulham	19.00	-	0.19
206	Islington	25.51	0.02 -	0.04
207	Kensington and Chelsea	17.28	0.02 -	0.03
208	Lambeth	36.30	- -	0.06
209	Lewisham	43.59	- -	0.13
210	Southwark	38.51	- -	0.07
211	Tower Hamlets	43.59	0.05 -	0.08
212	Wandsworth	42.06	0.01	0.21
213	Westminster	23.97	- -	0.07
301	Barking and Dagenham	23.85	- -	0.07
302	Barnet	41.32	- -	0.18
303	Bexley	27.23	0.02 -	0.16
304	Brent	55.53	- -	0.15
305	Bromley	47.93	- -	0.22
306	Croydon	51.24	- -	0.34
307	Ealing	43.83	- -	0.06
308	Enfield	31.46	0.00	0.00
309	Haringey	31.80 -	0.03	0.21
310	Harrow	25.96	- -	0.09
311	Havering	18.98	- -	0.09
312	Hillingdon	32.50	0.02	0.15
313	Hounslow	33.15	- -	0.20
314	Kingston upon Thames	18.50	0.03 -	0.05
315	Merton	27.57	- -	0.16
316	Newham	41.06	0.04 -	0.03
317	Redbridge	35.96	0.02 -	0.18
318	Richmond upon Thames	20.65	- -	0.15
319	Sutton	31.86	-	0.14
320	Waltham Forest	34.23	0.07	-
330	Birmingham	123.30	-	0.03
331	Coventry	29.73	0.00 -	0.02
332	Dudley	30.81	0.13	0.01
333	Sandwell	36.93	- -	0.03
334	Solihull	24.71	0.05 -	0.03
335	Walsall	28.36	- -	0.03
336	Wolverhampton	27.67	-	0.00
340	Knowsley	19.70	- -	0.06
341	Liverpool	43.98	-	0.16

342	St Helens	18.40	-	0.15
343	Sefton	27.09	-	0.07
344	Wirral	33.98	-	0.06
350	Bolton	27.55	-	0.03
351	Bury	24.17	- -	0.08
352	Manchester	64.07	- -	0.12
353	Oldham	25.58	0.21	0.03
354	Rochdale	22.82	- -	0.05
355	Salford	29.44	0.11 -	0.16
356	Stockport	28.23	0.07	0.36
357	Tameside	14.73	- -	0.13
358	Trafford	24.08	-	0.25
359	Wigan	25.96	- -	0.02
370	Barnsley	18.42	0.16 -	0.09
371	Doncaster	27.80	- -	0.02
372	Rotherham	20.78	- -	0.04
373	Sheffield	52.44	- -	0.02
380	Bradford	49.97	- -	0.09
381	Calderdale	19.78	-	0.16
382	Kirklees	30.16	- -	0.03
383	Leeds	58.35	-	0.22
384	Wakefield	23.85	0.06 -	0.00
390	Gateshead	20.76	0.04 -	0.08
391	Newcastle upon Tyne	30.15	-	0.07
392	North Tyneside	17.74	-	0.49
393	South Tyneside	16.06	- -	0.06
394	Sunderland	23.21	- -	0.03
800	Bath and North East Somerset	15.83	-	0.03
801	Bristol, City of	42.63	0.06 -	0.08
802	North Somerset	16.96	-	0.01
803	South Gloucestershire	25.84	- -	0.05
805	Hartlepool	10.49 -	0.02 -	0.00
806	Middlesbrough	19.58	-	0.02
807	Redcar and Cleveland	14.89	- -	0.03
808	Stockton-on-Tees	20.99	0.02 -	0.04
810	Kingston Upon Hull, City of	25.89	-	0.03
811	East Riding of Yorkshire	19.11	0.01 -	0.10
812	North East Lincolnshire	15.87	- -	0.02
813	North Lincolnshire	14.67	- -	0.05
815	North Yorkshire	43.97	-	0.11
816	York	15.18	-	0.02
821	Luton	23.01	0.05 -	0.02
822	Bedford Borough	17.26	-	0.01
823	Central Bedfordshire	25.35	- -	0.02
825	Buckinghamshire	69.00	0.07 -	0.09
826	Milton Keynes	32.67 -	0.01 -	0.01
830	Derbyshire	62.37	0.02 -	0.24
831	Derby	27.53	-	0.26
835	Dorset	37.12	- -	0.02
836	Poole	13.61	-	0.22
837	Bournemouth	14.41	- -	0.13
840	Durham	46.58	- -	0.17
841	Darlington	9.24	0.05	-
845	East Sussex	44.06	-	0.33
846	Brighton and Hove	23.91	-	0.25
850	Hampshire	91.77 -	0.02	0.01
851	Portsmouth	15.68	- -	0.00
852	Southampton	18.42	0.03 -	0.00

855	Leicestershire	52.84	0.02 -	0.03
856	Leicester	40.48	- -	0.03
857	Rutland	3.98	- -	0.01
860	Staffordshire	63.55	-	0.19
861	Stoke-on-Trent	28.52	- -	0.20
865	Wiltshire	37.39	0.06 -	0.14
866	Swindon	24.50	-	0.00
867	Bracknell Forest	12.60	- -	0.16
868	Windsor and Maidenhead	16.02	- -	0.02
869	West Berkshire	19.10	-	0.72
870	Reading	16.71	- -	0.16
871	Slough	20.60	-	0.00
872	Wokingham	17.98	-	0.15
873	Cambridgeshire	64.14	- -	0.03
874	Peterborough	27.22	- -	0.00
876	Halton	14.34	- -	0.06
877	Warrington	20.48	-	0.02
878	Devon	60.16	-	0.12
879	Plymouth	25.70	- -	0.04
880	Torbay	14.24	- -	0.01
881	Essex	116.69	-	0.07
882	Southend-on-Sea	16.52	-	0.05
883	Thurrock	20.40	- -	0.03
884	Herefordshire	13.60	0.05	0.01
885	Worcestershire	44.51	-	0.23
886	Kent	149.26	0.09	0.28
887	Medway	32.49	- -	0.09
888	Lancashire	99.88 -	0.01 -	0.26
889	Blackburn with Darwen	21.83	- -	0.01
890	Blackpool	16.45	0.05	-
891	Nottinghamshire	56.74	- -	0.06
892	Nottingham	25.83	0.02	0.33
893	Shropshire	25.45	0.07 -	0.06
894	Telford and Wrekin	16.21 -	0.08	0.01
895	Cheshire East	35.17	0.04 -	0.18
896	Cheshire West and Chester	41.86	0.04	0.03
908	Cornwall	31.51	-	0.00
909	Cumbria	39.42	- -	0.06
916	Gloucestershire	51.65	-	0.00
919	Hertfordshire	96.11	0.01	0.06
921	Isle of Wight	12.51	-	0.08
925	Lincolnshire	62.07	- -	0.12
926	Norfolk	66.34	-	-
928	Northamptonshire	66.32	0.06 -	0.09
929	Northumberland	30.52	0.02 -	0.19
931	Oxfordshire	50.22	0.06	0.15
933	Somerset	40.90	0.01 -	0.04
935	Suffolk	46.30	- -	0.07
936	Surrey	127.17	0.03	0.45
937	Warwickshire	54.29	-	0.01
938	West Sussex	71.64	-	0.15

* From the 2016-17 financial year place funding for pre 16 and post 16 pupils in non-maintained special
An adjustment has been made to local authorities' high needs baseline funding on the basis of 2015 to

2016-17 high needs block calculations based on 2015-16 data				
Total adjustment as a result of the pre and post 16 NMSS exceptions process and LA 999 to location change for FY2016-17 (£million)	Total adjustment for EFA direct NMSS place funding in FY2016-17 (£million) *	Total indicative FY2016-17 High Needs Block(£million)	2016-17 additional high needs block top- up funding (£million)	Adjustment for AY2016/17 place change request process for FE and CCP places (£million)
0.25 -	36.67	5,212.29	92.50	-4.92
-	-	0.31	0.01	0.00
-	-	32.01	0.35	-0.07
-	-	38.61	0.50	0.00
-	-	36.13	0.45	-0.14
- -	0.42	18.78	0.26	0.00
-	-	25.49	0.31	0.00
-	-	17.26	0.22	0.00
-	-	36.24	0.47	0.20
-	-	43.46	0.51	0.00
-	-	38.43	0.47	0.00
-	-	43.57	0.48	-0.06
-	-	42.27	0.45	0.00
-	-	23.90	0.33	0.00
-	-	23.78	0.46	-0.50
-	-	41.14	0.70	0.00
-	-	27.09	0.45	0.00
-	-	55.38	0.57	-0.01
-	-	47.71	0.56	0.00
-	-	50.90	0.73	0.00
-	-	43.77	0.62	0.00
-	-	31.46	0.66	0.00
- -	0.73	31.24	0.45	-0.05
-	-	25.87	0.45	-0.11
-	-	18.89	0.43	0.17
0.02 -	0.98	31.71	0.56	0.00
-	-	32.95	0.48	0.00
-	-	18.48	0.30	0.00
-	-	27.41	0.35	0.00
-	-	41.07	0.63	0.00
-	-	35.80	0.59	-0.07
-	-	20.50	0.34	0.00
- -	0.90	31.10	0.36	0.00
-	-	34.30	0.50	-0.04
-	-	123.33	2.26	0.11
-	-	29.71	0.62	0.04
-	-	30.95	0.53	-0.01
-	-	36.90	0.61	0.00
-	-	24.73	0.36	0.00
-	-	28.33	0.51	0.00
-	-	27.67	0.45	-0.28
-	-	19.64	0.25	0.00
0.01 -	0.63	43.51	0.74	0.00

-	-	0.49	18.06	0.29	0.00
-	-	0.42	26.74	0.42	0.00
0.02	-	0.86	33.19	0.53	-0.02
-	-	0.18	27.40	0.52	0.08
-	-	-	24.09	0.33	0.00
-	-	-	63.96	0.95	0.07
-	-	-	25.82	0.45	0.00
-	-	-	22.77	0.40	0.00
-	-	-	29.39	0.42	0.00
-	-	1.35	27.31	0.48	0.00
-	-	-	14.60	0.39	0.00
-	-	1.03	23.31	0.42	0.00
-	-	-	25.94	0.54	0.00
-	-	-	18.48	0.39	0.00
-	-	0.22	27.56	0.51	-0.02
-	-	-	20.74	0.44	0.04
-	-	0.23	52.18	0.97	-0.37
-	-	-	49.88	1.09	-0.36
-	-	0.50	19.43	0.36	-0.01
-	-	0.13	30.00	0.78	-0.06
0.00	-	0.65	57.92	1.33	-0.45
-	-	-	23.91	0.54	-0.07
-	-	-	20.72	0.32	0.00
0.03	-	0.84	29.41	0.48	-0.02
-	-	1.44	16.79	0.32	0.10
-	-	-	16.00	0.23	0.00
-	-	-	23.18	0.43	-0.04
-	-	-	15.86	0.30	0.00
-	-	-	42.61	0.75	-0.06
-	-	-	16.96	0.34	0.00
-	-	-	25.80	0.46	-0.06
-	-	-	10.46	0.16	0.00
-	-	-	19.60	0.26	-0.17
-	-	-	14.86	0.21	-0.05
-	-	-	20.97	0.34	0.00
-	-	-	25.91	0.44	0.00
-	-	-	19.02	0.52	0.00
-	-	-	15.85	0.27	0.16
-	-	-	14.62	0.28	0.00
-	-	0.62	43.46	0.94	-0.07
-	-	-	15.20	0.32	-0.04
-	-	-	23.04	0.43	0.04
-	-	-	17.27	0.29	0.00
-	-	-	25.33	0.46	0.00
-	-	0.45	68.53	0.94	-0.08
-	-	-	32.64	0.52	-0.15
-	-	-	62.16	1.23	0.00
-	0.01	1.34	26.45	0.46	0.00
-	-	0.54	36.56	0.62	-0.12
-	-	1.10	12.73	0.24	0.00
-	-	-	14.28	0.29	0.00
-	-	-	46.41	0.82	0.08
-	-	-	9.30	0.18	0.00
-	-	1.69	42.70	0.85	0.00
-	-	0.90	23.25	0.43	-0.01
0.03	-	0.91	90.88	2.25	0.07
-	-	-	15.68	0.37	-0.04
-	-	-	18.44	0.42	0.00

	-	-	52.83	1.12	-0.08
	-	-	40.45	0.64	0.00
	-	-	3.96	0.06	0.00
	-	-	63.74	1.35	0.00
	-	-	28.33	0.44	-0.04
	-	-	37.31	0.82	0.00
	-	-	24.50	0.38	-0.04
	-	-	12.43	0.22	0.00
	- -	0.27	15.73	0.27	0.00
-	0.03 -	1.96	17.83	0.28	0.00
	-	-	16.55	0.28	0.00
	-	-	20.60	0.31	0.00
	0.02 -	0.74	17.41	0.30	0.00
	-	-	64.11	1.08	-0.28
	-	-	27.21	0.36	-0.07
	-	-	14.28	0.22	0.00
	- -	0.32	20.18	0.35	0.00
	0.06 -	1.10	59.24	1.16	0.00
	-	-	25.66	0.43	-0.16
	-	-	14.23	0.20	-0.05
	- -	0.91	115.86	2.40	-0.13
	-	-	16.57	0.30	0.00
	-	-	20.36	0.31	0.00
	-	-	13.65	0.28	0.04
	0.02 -	0.76	44.00	0.90	0.00
-	0.01 -	1.24	148.39	2.64	-0.50
	-	-	32.40	0.50	-0.23
	-	-	99.61	1.96	-0.43
	-	-	21.82	0.30	-0.02
	-	-	16.51	0.23	0.00
	0.01 -	0.76	55.93	1.30	0.06
	- -	0.94	25.23	0.57	0.00
	-	-	25.46	0.48	0.00
	-	-	16.14	0.31	0.00
	- -	0.12	34.91	0.59	0.00
	-	-	41.94	0.53	0.00
	0.00 -	0.12	31.40	0.85	0.00
	-	-	39.36	0.74	0.00
	- -	0.26	51.39	0.99	0.00
	- -	0.40	95.78	2.08	0.00
	- -	0.41	12.18	0.20	0.00
	-	-	61.95	1.14	0.19
	-	-	66.34	1.34	-0.04
	-	-	66.28	1.28	-0.12
	- -	0.21	30.14	0.48	-0.11
	- -	0.65	49.78	1.16	-0.10
	-	-	40.87	0.87	0.00
	-	-	46.23	1.20	0.00
	0.08 -	4.19	123.54	2.04	-0.26
-	0.01 -	0.23	54.06	0.89	-0.16
-	0.01 -	1.53	70.24	1.34	0.09

schools (NMSS) will not be included in the high needs block. Place funding will no longer be based on 2016 academic year place numbers at NMSS.

Total 2016-17 HN Block before deductions (£million)	5,299.87
	0.31
	32.28
	39.10
	36.44
	19.03
	25.80
	17.48
	36.90
	43.97
	38.91
	43.98
	42.72
	24.23
	23.75
	41.83
	27.53
	55.94
	48.27
	51.63
	44.38
	32.12
	31.64
	26.21
	19.49
	32.27
	33.43
	18.78
	27.76
	41.69
	36.32
	20.84
	31.46
	34.76
	125.71
	30.38
	31.47
	37.51
	25.09
	28.84
	27.84
	19.89
	44.25

18.35
27.16
33.71
28.00
24.42
64.98
26.26
23.16
29.81
27.79
14.98
23.73
26.47
18.87
28.05
21.22
52.79
50.61
19.79
30.73
58.80
24.38
21.04
29.87
17.21
16.24
23.58
16.16
43.30
17.30
26.20
10.62
19.68
15.02
21.31
26.35
19.54
16.27
14.89
44.33
15.48
23.51
17.56
25.79
69.39
33.01
63.39
26.91
37.07
12.97
14.57
47.32
9.47
43.54
23.67
93.20
16.00
18.86

53.87
41.10
4.02
65.09
28.73
38.13
24.84
12.65
15.99
18.12
16.83
20.91
17.71
64.90
27.51
14.50
20.53
60.40
25.93
14.38
118.13
16.87
20.68
13.97
44.90
150.53
32.66
101.15
22.09
16.74
57.29
25.80
25.94
16.45
35.50
42.47
32.25
40.09
52.39
97.86
12.38
63.28
67.64
67.44
30.51
50.83
41.74
47.43
125.32
54.79
71.67

e included in the DSG baseline, nor will it be part of the place deductions process.

Dedicated schools grant: 2016-17 high needs block deductions		Recoupment Academies (SEN units and Resource			
		Pre-16 SEN Places			Post-16 SE
		April 2016- August 2016	September 2016- March 2017	SEN places allocation (£million)	April 2016- July 2016
ENGLAND		8,622	8,370	84.75	2,288
201	City of London	0	0	0.00	0
202	Camden	0	0	0.00	0
203	Greenwich	41	41	0.41	154
204	Hackney	15	15	0.15	7
205	Hammersmith and Fulham	8	8	0.08	12
206	Islington	0	0	0.00	1
207	Kensington and Chelsea	24	24	0.24	3
208	Lambeth	21	27	0.24	4
209	Lewisham	16	16	0.16	11
210	Southwark	18	18	0.18	28
211	Tower Hamlets	34	39	0.37	0
212	Wandsworth	57	60	0.59	50
213	Westminster	59	59	0.59	27
301	Barking and Dagenham	39	39	0.39	0
302	Barnet	107	118	1.13	28
303	Bexley	134	134	1.34	41
304	Brent	47	47	0.47	69
305	Bromley	292	308	3.01	42
306	Croydon	190	190	1.90	31
307	Ealing	0	0	0.00	15
308	Enfield	0	0	0.00	1
309	Haringey	20	0	0.08	93
310	Harrow	21	32	0.27	6
311	Havering	18	18	0.18	4
312	Hillingdon	55	55	0.55	20
313	Hounslow	100	102	1.01	11
314	Kingston upon Thames	73	73	0.73	16
315	Merton	24	24	0.24	11
316	Newham	31	31	0.31	0
317	Redbridge	39	50	0.45	23
318	Richmond upon Thames	38	38	0.38	11
319	Sutton	117	117	1.17	37
320	Waltham Forest	69	60	0.64	1
330	Birmingham	346	351	3.49	13
331	Coventry	10	10	0.10	7
332	Dudley	14	8	0.11	1
333	Sandwell	47	47	0.47	14
334	Solihull	89	89	0.89	0
335	Walsall	30	25	0.27	18
336	Wolverhampton	25	25	0.25	18
340	Knowsley	0	0	0.00	0
341	Liverpool	21	21	0.21	3
342	St Helens	0	0	0.00	0
343	Sefton	23	23	0.23	8
344	Wirral	110	90	0.98	28
350	Bolton	9	9	0.09	6
351	Bury	12	0	0.05	0
352	Manchester	36	37	0.37	9

353	Oldham	24	24	0.24	3
354	Rochdale	12	5	0.08	4
355	Salford	0	0	0.00	0
356	Stockport	34	34	0.34	0
357	Tameside	8	8	0.08	2
358	Trafford	36	30	0.33	12
359	Wigan	27	18	0.22	0
370	Barnsley	45	45	0.45	0
371	Doncaster	15	5	0.09	28
372	Rotherham	18	18	0.18	8
373	Sheffield	93	92	0.92	1
380	Bradford	54	53	0.53	21
381	Calderdale	0	0	0.00	35
382	Kirklees	34	34	0.34	6
383	Leeds	19	19	0.19	13
384	Wakefield	91	68	0.78	6
390	Gateshead	36	36	0.36	5
391	Newcastle upon Tyne	67	67	0.67	0
392	North Tyneside	6	6	0.06	0
393	South Tyneside	0	0	0.00	2
394	Sunderland	129	131	1.30	2
800	Bath and North East Somerset	0	0	0.00	7
801	Bristol, City of	291	248	2.66	44
802	North Somerset	0	0	0.00	1
803	South Gloucestershire	77	81	0.79	36
805	Hartlepool	35	35	0.35	1
806	Middlesbrough	263	292	2.80	12
807	Redcar and Cleveland	30	30	0.30	1
808	Stockton-on-Tees	65	65	0.65	4
810	Kingston Upon Hull, City of	0	0	0.00	9
811	East Riding of Yorkshire	0	0	0.00	5
812	North East Lincolnshire	0	0	0.00	0
813	North Lincolnshire	0	0	0.00	0
815	North Yorkshire	0	0	0.00	19
816	York	26	26	0.26	10
821	Luton	28	28	0.28	6
822	Bedford Borough	54	58	0.56	11
823	Central Bedfordshire	36	36	0.36	6
825	Buckinghamshire	88	88	0.88	54
826	Milton Keynes	19	19	0.19	19
830	Derbyshire	47	29	0.37	47
831	Derby	50	50	0.50	11
835	Dorset	74	62	0.67	15
836	Poole	0	0	0.00	9
837	Bournemouth	20	17	0.18	15
840	Durham	20	20	0.20	2
841	Darlington	37	37	0.37	0
845	East Sussex	108	104	1.06	6
846	Brighton and Hove	0	0	0.00	0
850	Hampshire	97	97	0.97	2
851	Portsmouth	23	23	0.23	0
852	Southampton	14	14	0.14	0
855	Leicestershire	121	116	1.18	53
856	Leicester	0	0	0.00	0
857	Rutland	25	25	0.25	11
860	Staffordshire	0	0	0.00	6
861	Stoke-on-Trent	0	0	0.00	7
865	Wiltshire	366	347	3.55	21
866	Swindon	111	111	1.11	7

867	Bracknell Forest	9	9	0.09	7
868	Windsor and Maidenhead	24	23	0.23	32
869	West Berkshire	69	74	0.72	22
870	Reading	37	37	0.37	6
871	Slough	122	122	1.22	8
872	Wokingham	0	0	0.00	22
873	Cambridgeshire	82	90	0.87	93
874	Peterborough	100	46	0.69	7
876	Halton	20	20	0.20	0
877	Warrington	41	41	0.41	11
878	Devon	47	49	0.48	7
879	Plymouth	77	79	0.78	101
880	Torbay	50	52	0.51	2
881	Essex	169	169	1.69	2
882	Southend-on-Sea	30	30	0.30	0
883	Thurrock	95	95	0.95	2
884	Herefordshire	0	0	0.00	0
885	Worcestershire	97	99	0.98	4
886	Kent	383	389	3.86	32
887	Medway	327	305	3.14	8
888	Lancashire	0	0	0.00	10
889	Blackburn with Darwen	14	14	0.14	1
890	Blackpool	19	19	0.19	0
891	Nottinghamshire	0	0	0.00	1
892	Nottingham	30	36	0.33	18
893	Shropshire	16	22	0.19	11
894	Telford and Wrekin	8	0	0.03	0
895	Cheshire East	35	35	0.35	27
896	Cheshire West and Chester	15	15	0.15	6
908	Cornwall	164	169	1.67	12
909	Cumbria	61	57	0.59	40
916	Gloucestershire	20	20	0.20	1
919	Hertfordshire	71	53	0.61	13
921	Isle of Wight	12	12	0.12	14
925	Lincolnshire	39	12	0.23	0
926	Norfolk	110	94	1.01	0
928	Northamptonshire	258	248	2.52	64
929	Northumberland	93	93	0.93	47
931	Oxfordshire	67	68	0.68	16
933	Somerset	56	56	0.56	14
935	Suffolk	85	61	0.71	92
936	Surrey	192	190	1.91	30
937	Warwickshire	0	1	0.01	10
938	West Sussex	126	137	1.32	8

* Places in AP free schools opened from September 2015 will be funded directly by EFA, with no deduction. This will be updated in March 2016, with the 2016 to 2017 academic year place numbers for the September.

Special provision)					Special Academic	
SEN Places		Pre-16 AP Places			Pre-16 SEN Places	
August 2016- March 2017	SEN places allocation (£million)	April 2016- August 2016	September 2016- March 2017	AP places allocation (£million)	April 2016- August 2016	September 2016- March 2017
2,268	13.65	107	69	0.85	17,221	17,818
0	0.00	0	0	0.00	0	0
0	0.00	0	0	0.00	0	0
154	0.92	0	0	0.00	152	152
7	0.04	0	0	0.00	0	0
12	0.07	0	0	0.00	0	0
1	0.01	0	0	0.00	0	0
3	0.02	0	0	0.00	56	56
4	0.02	0	0	0.00	0	0
11	0.07	0	0	0.00	0	0
28	0.17	0	0	0.00	71	71
0	0.00	0	0	0.00	0	0
50	0.30	0	0	0.00	0	0
27	0.16	0	0	0.00	0	0
0	0.00	0	0	0.00	0	0
28	0.17	0	0	0.00	0	0
41	0.25	0	0	0.00	0	0
69	0.41	0	0	0.00	122	124
42	0.25	0	0	0.00	45	45
26	0.17	0	0	0.00	0	0
15	0.09	0	0	0.00	0	0
1	0.01	0	0	0.00	0	0
93	0.56	0	0	0.00	0	0
6	0.04	0	0	0.00	80	80
4	0.02	0	0	0.00	91	91
20	0.12	0	0	0.00	222	222
11	0.07	0	0	0.00	0	0
16	0.10	0	0	0.00	0	0
11	0.07	0	0	0.00	0	0
0	0.00	0	0	0.00	50	50
23	0.14	0	0	0.00	0	0
11	0.07	0	0	0.00	0	0
37	0.22	0	0	0.00	257	257
1	0.01	0	0	0.00	523	565
13	0.08	0	0	0.00	662	689
7	0.04	0	0	0.00	221	211
1	0.01	0	0	0.00	0	0
14	0.08	0	0	0.00	0	0
0	0.00	0	0	0.00	80	80
18	0.11	0	0	0.00	0	0
18	0.11	0	0	0.00	281	281
0	0.00	0	0	0.00	36	36
3	0.02	0	0	0.00	0	0
0	0.00	0	0	0.00	0	0
8	0.05	0	0	0.00	0	0
28	0.17	0	0	0.00	0	0
6	0.04	0	0	0.00	0	0
0	0.00	0	0	0.00	0	0
9	0.05	11	0	0.05	178	185

3	0.02	0	0	0.00	263	306
4	0.02	0	0	0.00	0	0
0	0.00	0	0	0.00	165	184
0	0.00	0	0	0.00	0	0
2	0.01	0	0	0.00	66	66
12	0.07	0	0	0.00	238	238
0	0.00	0	0	0.00	0	0
0	0.00	0	0	0.00	327	352
28	0.17	74	47	0.58	0	0
8	0.05	0	0	0.00	0	0
1	0.01	0	0	0.00	0	0
21	0.13	0	0	0.00	206	226
35	0.21	0	0	0.00	0	0
6	0.04	0	0	0.00	0	0
13	0.08	0	0	0.00	0	0
6	0.04	0	0	0.00	0	0
5	0.03	0	0	0.00	94	94
0	0.00	0	0	0.00	160	160
0	0.00	0	0	0.00	0	0
2	0.01	0	0	0.00	0	0
1	0.01	10	10	0.10	363	363
7	0.04	0	0	0.00	320	326
44	0.26	0	0	0.00	0	0
1	0.01	0	0	0.00	0	0
37	0.22	0	0	0.00	0	0
1	0.01	0	0	0.00	106	106
12	0.07	0	0	0.00	0	0
1	0.01	0	0	0.00	112	114
4	0.02	0	0	0.00	459	480
9	0.05	0	0	0.00	257	257
5	0.03	0	0	0.00	0	0
0	0.00	0	0	0.00	294	294
0	0.00	0	0	0.00	0	0
19	0.11	0	0	0.00	74	74
10	0.06	0	0	0.00	0	0
5	0.03	0	0	0.00	0	0
11	0.07	0	0	0.00	222	244
6	0.04	0	0	0.00	176	182
54	0.32	0	0	0.00	114	126
19	0.11	0	0	0.00	54	59
47	0.28	0	0	0.00	0	0
11	0.07	0	0	0.00	0	0
15	0.09	0	0	0.00	66	66
9	0.05	0	0	0.00	99	104
15	0.09	0	0	0.00	90	90
2	0.01	0	0	0.00	187	187
0	0.00	0	0	0.00	224	224
6	0.04	0	0	0.00	513	513
0	0.00	0	0	0.00	0	0
2	0.01	0	0	0.00	279	294
0	0.00	12	12	0.12	214	214
0	0.00	0	0	0.00	0	0
50	0.31	0	0	0.00	454	454
0	0.00	0	0	0.00	99	126
11	0.07	0	0	0.00	0	0
5	0.03	0	0	0.00	471	466
7	0.04	0	0	0.00	0	0
21	0.13	0	0	0.00	173	202
7	0.04	0	0	0.00	36	36

7	0.04	0	0	0.00	0	0
32	0.19	0	0	0.00	0	0
22	0.13	0	0	0.00	0	0
6	0.04	0	0	0.00	116	116
8	0.05	0	0	0.00	29	33
22	0.13	0	0	0.00	0	0
92	0.55	0	0	0.00	176	176
7	0.04	0	0	0.00	0	0
0	0.00	0	0	0.00	64	64
11	0.07	0	0	0.00	0	0
7	0.04	0	0	0.00	0	0
101	0.61	0	0	0.00	0	0
2	0.01	0	0	0.00	202	211
2	0.01	0	0	0.00	614	679
0	0.00	0	0	0.00	200	200
2	0.01	0	0	0.00	60	60
0	0.00	0	0	0.00	128	128
4	0.02	0	0	0.00	406	418
28	0.18	0	0	0.00	198	214
8	0.05	0	0	0.00	427	450
10	0.06	0	0	0.00	0	0
1	0.01	0	0	0.00	0	0
0	0.00	0	0	0.00	173	218
1	0.01	0	0	0.00	129	129
18	0.11	0	0	0.00	80	84
11	0.07	0	0	0.00	326	334
0	0.00	0	0	0.00	0	0
28	0.17	0	0	0.00	42	42
5	0.03	0	0	0.00	130	148
12	0.07	0	0	0.00	110	110
40	0.24	0	0	0.00	58	58
1	0.01	0	0	0.00	90	90
13	0.08	0	0	0.00	370	367
14	0.08	0	0	0.00	0	0
0	0.00	0	0	0.00	821	814
0	0.00	0	0	0.00	59	54
64	0.38	0	0	0.00	804	819
47	0.28	0	0	0.00	0	0
15	0.09	0	0	0.00	349	368
14	0.08	0	0	0.00	0	0
88	0.54	0	0	0.00	497	497
30	0.18	0	0	0.00	250	260
10	0.06	0	0	0.00	211	255
8	0.05	0	0	0.00	0	0

tion from DSG. However, a deduction will be made for places in AP free schools opened before 1
mber 2016 to March 2017 period.

Deductions to the 2016-17 high needs block for direct						
ies						
ces	Post-16 SEN Places			Pre-16 AP Places		
SEN places allocation (£million)	April 2016- July 2016	August 2016- March 2017	SEN places allocation (£million)	April 2016- August 2016	September 2016- March 2017	AP places allocation (£million)
175.69	3,039	3,006	30.17	137	137	1.37
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
1.52	51	51	0.51	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.56	33	33	0.33	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.71	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
1.23	41	41	0.41	0	0	0.00
0.45	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.80	0	0	0.00	0	0	0.00
0.91	0	0	0.00	0	0	0.00
2.22	28	28	0.28	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.50	54	54	0.54	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
2.57	0	0	0.00	0	0	0.00
5.47	124	124	1.24	0	0	0.00
6.78	97	97	0.97	60	60	0.60
2.15	20	20	0.20	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.80	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
2.81	10	10	0.10	0	0	0.00
0.36	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
1.82	95	95	0.95	0	0	0.00

2.88	118	118	1.18	0	0	0.00
0.00	0	0	0.00	0	0	0.00
1.76	36	36	0.36	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.66	0	0	0.00	0	0	0.00
2.38	15	15	0.15	0	0	0.00
0.00	0	0	0.00	0	0	0.00
3.42	67	67	0.67	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
2.18	121	121	1.21	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.94	13	13	0.13	0	0	0.00
1.60	10	0	0.03	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
3.63	127	104	1.12	0	0	0.00
3.23	86	86	0.86	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
1.06	45	45	0.45	0	0	0.00
0.00	0	0	0.00	0	0	0.00
1.13	33	33	0.33	0	0	0.00
4.71	96	96	0.96	0	0	0.00
2.57	60	60	0.60	0	0	0.00
0.00	0	0	0.00	0	0	0.00
2.94	17	17	0.17	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.74	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
2.35	32	32	0.32	0	0	0.00
1.79	14	14	0.14	0	0	0.00
1.21	24	24	0.24	0	0	0.00
0.57	6	6	0.06	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.66	19	19	0.19	0	0	0.00
1.02	18	18	0.18	0	0	0.00
0.90	0	0	0.00	56	56	0.56
1.87	8	8	0.08	0	0	0.00
2.24	24	24	0.24	0	0	0.00
5.13	33	33	0.33	0	0	0.00
0.00	0	0	0.00	0	0	0.00
2.88	0	0	0.00	0	0	0.00
2.14	28	28	0.28	0	0	0.00
0.00	0	0	0.00	0	0	0.00
4.54	151	151	1.51	0	0	0.00
1.15	24	24	0.24	0	0	0.00
0.00	0	0	0.00	0	0	0.00
4.68	154	154	1.54	0	0	0.00
0.00	0	0	0.00	0	0	0.00
1.90	24	24	0.24	0	0	0.00
0.36	0	0	0.00	0	0	0.00

0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
1.16	9	9	0.09	0	0	0.00
0.31	0	0	0.00	13	13	0.13
0.00	0	0	0.00	0	0	0.00
1.76	37	37	0.37	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.64	28	28	0.28	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
2.07	23	23	0.23	0	0	0.00
6.52	142	142	1.42	0	0	0.00
2.00	7	7	0.07	0	0	0.00
0.60	13	13	0.13	0	0	0.00
1.28	50	50	0.50	8	8	0.08
4.13	62	62	0.62	0	0	0.00
2.07	51	51	0.51	0	0	0.00
4.40	104	104	1.04	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.00	0	0	0.00	0	0	0.00
1.99	16	16	0.16	0	0	0.00
1.29	33	33	0.33	0	0	0.00
0.82	21	21	0.21	0	0	0.00
3.31	71	71	0.71	0	0	0.00
0.00	0	0	0.00	0	0	0.00
0.42	6	6	0.06	0	0	0.00
1.40	20	20	0.20	0	0	0.00
1.10	0	0	0.00	0	0	0.00
0.58	32	32	0.32	0	0	0.00
0.90	0	0	0.00	0	0	0.00
3.68	9	9	0.09	0	0	0.00
0.00	0	0	0.00	0	0	0.00
8.17	100	100	1.00	0	0	0.00
0.56	0	0	0.00	0	0	0.00
8.13	119	119	1.19	0	0	0.00
0.00	0	0	0.00	0	0	0.00
3.60	49	49	0.49	0	0	0.00
0.00	0	0	0.00	0	0	0.00
4.97	7	7	0.07	0	0	0.00
2.56	42	42	0.42	0	0	0.00
2.37	32	32	0.32	0	0	0.00
0.00	0	0	0.00	0	0	0.00

September 2015.

at funding of places by the EFA

AP Academies & Free schools *						Maintained Schools
Pre- 16 SEN places			Pre-16 AP Places			Post-16 SEN places
April 2016- August 2016	September 2016- March 2017	SEN places allocation (£million)	April 2016- August 2016	September 2016- March 2017	AP places allocation (£million) *	April 2016- July 2016
85	95	1	4,129	3,920	40.07	10,117
0	0	0.00	0	0	0.00	0
0	0	0.00	0	4	0.02	16
0	0	0.00	1	0	0.00	0
0	0	0.00	0	3	0.02	20
15	15	0.15	177	175	1.76	20
0	0	0.00	0	4	0.02	64
0	0	0.00	71	64	0.67	0
0	0	0.00	162	163	1.63	13
0	0	0.00	7	6	0.06	49
0	0	0.00	4	4	0.04	68
0	0	0.00	22	38	0.31	68
0	0	0.00	0	0	0.00	173
10	10	0.10	74	70	0.72	28
0	0	0.00	0	4	0.02	38
0	0	0.00	1	0	0.00	61
0	0	0.00	3	0	0.01	44
0	0	0.00	6	5	0.05	48
0	0	0.00	152	149	1.50	92
0	0	0.00	4	9	0.07	59
0	0	0.00	7	0	0.03	73
0	0	0.00	0	0	0.00	121
0	0	0.00	58	62	0.60	6
0	0	0.00	25	0	0.10	53
0	0	0.00	0	0	0.00	25
0	0	0.00	52	50	0.51	82
0	0	0.00	0	0	0.00	29
0	0	0.00	0	0	0.00	61
0	0	0.00	2	1	0.01	30
0	0	0.00	1	14	0.09	0
0	0	0.00	1	9	0.06	68
0	0	0.00	0	0	0.00	15
0	0	0.00	0	0	0.00	13
0	0	0.00	0	3	0.02	20
0	0	0.00	167	88	1.21	406
0	0	0.00	0	0	0.00	75
0	0	0.00	2	2	0.02	73
0	0	0.00	3	1	0.02	59
0	0	0.00	3	2	0.02	74
0	0	0.00	0	0	0.00	85
0	0	0.00	0	0	0.00	52
0	0	0.00	5	1	0.03	46
0	0	0.00	71	61	0.65	214
0	0	0.00	0	0	0.00	48
0	0	0.00	13	0	0.05	65
0	0	0.00	93	81	0.86	106
0	0	0.00	0	0	0.00	88
0	0	0.00	0	0	0.00	57
0	0	0.00	0	0	0.00	71

0	0	0.00	0	0	0.00	0
0	0	0.00	0	0	0.00	74
0	0	0.00	0	0	0.00	40
0	0	0.00	0	0	0.00	63
0	0	0.00	0	0	0.00	0
0	0	0.00	0	0	0.00	35
0	0	0.00	193	193	1.93	135
0	0	0.00	99	99	0.99	0
0	0	0.00	0	3	0.02	66
0	0	0.00	0	0	0.00	94
0	0	0.00	0	0	0.00	122
0	0	0.00	0	0	0.00	53
0	0	0.00	0	0	0.00	51
0	0	0.00	0	0	0.00	52
0	0	0.00	0	4	0.02	226
0	0	0.00	0	0	0.00	75
0	0	0.00	0	0	0.00	28
0	0	0.00	0	0	0.00	60
0	0	0.00	0	0	0.00	59
0	0	0.00	0	0	0.00	30
0	0	0.00	0	0	0.00	0
0	0	0.00	0	0	0.00	0
0	0	0.00	0	0	0.00	134
0	0	0.00	0	0	0.00	38
0	0	0.00	0	0	0.00	39
0	0	0.00	0	0	0.00	0
0	0	0.00	0	0	0.00	78
0	0	0.00	0	0	0.00	35
0	0	0.00	0	0	0.00	0
0	0	0.00	70	142	1.12	15
0	0	0.00	0	0	0.00	36
0	0	0.00	110	172	1.46	0
0	0	0.00	20	20	0.20	18
0	0	0.00	19	19	0.19	120
0	0	0.00	0	0	0.00	66
0	0	0.00	1	0	0.00	21
0	0	0.00	55	55	0.55	14
0	0	0.00	60	66	0.63	74
0	0	0.00	0	0	0.00	144
0	0	0.00	195	195	1.95	124
0	0	0.00	9	0	0.04	131
0	0	0.00	27	10	0.17	52
0	0	0.00	0	0	0.00	51
0	0	0.00	48	48	0.48	0
0	0	0.00	0	0	0.00	39
0	0	0.00	0	0	0.00	75
0	0	0.00	0	0	0.00	0
0	0	0.00	140	140	1.40	59
0	0	0.00	0	0	0.00	46
0	0	0.00	62	42	0.50	128
0	0	0.00	0	0	0.00	0
0	0	0.00	0	0	0.00	8
0	0	0.00	0	0	0.00	86
0	0	0.00	0	0	0.00	99
0	0	0.00	0	0	0.00	0
0	0	0.00	0	0	0.00	252
0	0	0.00	0	0	0.00	26
0	0	0.00	1	0	0.00	35
0	0	0.00	0	0	0.00	51

0	0	0.00	0	0	0.00	50
0	0	0.00	0	0	0.00	24
0	0	0.00	0	0	0.00	79
0	0	0.00	0	0	0.00	8
60	70	0.66	92	92	0.92	34
0	0	0.00	0	0	0.00	43
0	0	0.00	36	0	0.15	117
0	0	0.00	0	0	0.00	76
0	0	0.00	1	0	0.00	14
0	0	0.00	0	0	0.00	35
0	0	0.00	160	160	1.60	100
0	0	0.00	0	0	0.00	39
0	0	0.00	0	0	0.00	21
0	0	0.00	5	37	0.24	178
0	0	0.00	32	28	0.30	75
0	0	0.00	107	108	1.08	43
0	0	0.00	0	0	0.00	14
0	0	0.00	118	76	0.94	81
0	0	0.00	0	0	0.00	425
0	0	0.00	0	0	0.00	22
0	0	0.00	113	116	1.15	344
0	0	0.00	70	8	0.34	24
0	0	0.00	0	0	0.00	31
0	0	0.00	18	7	0.12	149
0	0	0.00	17	1	0.08	76
0	0	0.00	0	0	0.00	0
0	0	0.00	48	48	0.48	0
0	0	0.00	0	0	0.00	37
0	0	0.00	0	0	0.00	96
0	0	0.00	230	230	2.30	55
0	0	0.00	0	0	0.00	117
0	0	0.00	28	5	0.15	59
0	0	0.00	45	42	0.43	141
0	0	0.00	0	0	0.00	40
0	0	0.00	29	0	0.12	90
0	0	0.00	348	345	3.46	152
0	0	0.00	230	230	2.30	26
0	0	0.00	0	0	0.00	131
0	0	0.00	106	106	1.06	60
0	0	0.00	0	0	0.00	115
0	0	0.00	0	0	0.00	0
0	0	0.00	0	0	0.00	183
0	0	0.00	0	0	0.00	139
0	0	0.00	0	0	0.00	241

Special Schools		Maintained Mainstream Schools			Hospital Academies	
SEN Places		Post-16 SEN Places			Hospital Academies	
August 2016- March 2017	SEN places allocation (£million)	April 2016- July 2016	August 2016- March 2017	SEN places allocation (£million)	April 2016- August 2016 (£million)	September 2016- March 2017 (£million)
10,111	101.13	1,024	1,018	6.12	3.45	5.13
0	0.00	0	0	0.00	0.00	0.00
16	0.16	30	30	0.18	0.00	0.00
0	0.00	5	5	0.03	0.00	0.00
20	0.20	3	3	0.02	0.00	0.00
20	0.20	50	50	0.30	0.00	0.00
64	0.64	1	1	0.01	0.00	0.00
0	0.00	0	0	0.00	0.00	0.00
13	0.13	23	23	0.14	0.08	0.11
49	0.49	12	12	0.07	0.00	0.00
68	0.68	0	0	0.00	0.00	0.00
68	0.68	112	112	0.67	0.00	0.00
173	1.73	5	5	0.03	0.00	0.00
28	0.28	7	7	0.04	0.00	0.00
38	0.38	3	3	0.02	0.00	0.00
61	0.61	11	11	0.07	0.00	0.00
44	0.44	0	0	0.00	0.00	0.00
48	0.48	24	24	0.14	0.00	0.00
92	0.92	0	0	0.00	0.00	0.00
59	0.59	5	5	0.03	0.00	0.00
73	0.73	20	20	0.12	0.00	0.00
121	1.21	3	3	0.02	0.00	0.00
6	0.06	5	5	0.03	0.00	0.00
53	0.53	3	3	0.02	0.00	0.00
25	0.25	0	0	0.00	0.00	0.00
82	0.82	2	2	0.01	0.00	0.00
29	0.29	3	3	0.02	0.00	0.00
61	0.61	0	0	0.00	0.00	0.00
30	0.30	18	18	0.11	0.00	0.00
0	0.00	0	0	0.00	0.00	0.00
68	0.68	20	20	0.12	0.00	0.00
15	0.15	0	0	0.00	0.00	0.00
13	0.13	5	5	0.03	0.00	0.00
20	0.20	3	3	0.02	0.15	0.00
406	4.06	0	0	0.00	1.41	1.98
75	0.75	3	3	0.02	0.00	0.00
73	0.73	0	0	0.00	0.00	0.00
59	0.59	6	6	0.04	0.00	0.00
74	0.74	0	0	0.00	0.00	0.00
85	0.85	1	1	0.01	0.00	0.00
52	0.52	3	3	0.02	0.00	0.00
46	0.46	0	0	0.00	0.00	0.00
214	2.14	5	5	0.03	0.00	0.00
48	0.48	4	4	0.02	0.00	0.00
65	0.65	7	7	0.04	0.00	0.00
106	1.06	21	21	0.13	0.00	0.00
88	0.88	27	27	0.16	0.00	0.00
57	0.57	9	9	0.05	0.00	0.00
71	0.71	0	0	0.00	0.00	0.00

0	0.00	2	0	0.00	0.00	0.00
74	0.74	4	4	0.02	0.00	0.00
40	0.40	0	3	0.01	0.00	0.00
63	0.63	0	0	0.00	0.00	0.00
0	0.00	0	0	0.00	0.00	0.00
0	0.12	3	3	0.02	0.00	0.00
135	1.35	3	3	0.02	0.00	0.00
0	0.00	0	0	0.00	0.00	0.00
66	0.66	0	0	0.00	0.00	0.00
94	0.94	3	3	0.02	0.00	0.00
122	1.22	0	0	0.00	0.00	0.00
53	0.53	35	35	0.21	0.00	0.00
51	0.51	10	10	0.06	0.00	0.00
52	0.52	0	0	0.00	0.00	0.00
226	2.26	20	20	0.12	0.00	0.00
75	0.75	0	0	0.00	0.00	0.00
28	0.28	0	0	0.00	0.00	0.00
60	0.60	1	1	0.01	0.00	0.00
59	0.59	8	8	0.05	0.00	0.00
30	0.30	3	3	0.02	0.00	0.00
0	0.00	3	3	0.02	0.00	0.00
0	0.00	4	4	0.02	0.00	0.00
134	1.34	25	25	0.15	0.00	0.00
38	0.38	6	6	0.04	0.00	0.00
39	0.39	3	3	0.02	0.00	0.00
0	0.00	0	0	0.00	0.00	0.00
78	0.78	0	0	0.00	0.00	0.00
35	0.35	0	0	0.00	0.00	0.00
0	0.00	2	2	0.01	0.00	0.00
15	0.15	7	7	0.04	0.15	0.20
36	0.36	6	6	0.04	0.00	0.00
0	0.00	0	0	0.00	0.00	0.00
18	0.18	0	0	0.00	0.00	0.00
120	1.20	45	45	0.27	0.00	0.00
66	0.66	4	4	0.02	0.00	0.00
21	0.21	0	0	0.00	0.00	0.00
14	0.14	2	2	0.01	0.00	0.00
74	0.74	2	2	0.01	0.00	0.00
144	1.44	14	14	0.08	0.00	0.00
124	1.24	30	30	0.18	0.00	0.00
131	1.31	30	30	0.18	0.00	0.00
52	0.52	12	12	0.07	0.00	0.00
51	0.51	12	16	0.09	0.00	0.00
0	0.00	8	8	0.05	0.34	0.47
39	0.39	0	0	0.00	0.00	0.00
75	0.75	2	2	0.01	0.00	0.00
0	0.00	0	0	0.00	0.00	0.00
59	0.59	0	0	0.00	0.00	0.00
46	0.46	10	10	0.06	0.00	0.00
128	1.28	2	2	0.01	0.00	0.18
0	0.00	0	0	0.00	0.00	0.00
8	0.08	0	0	0.00	0.23	0.32
86	0.86	5	5	0.03	0.00	0.00
99	0.99	1	1	0.01	0.00	0.00
0	0.00	0	0	0.00	0.00	0.00
252	2.52	4	4	0.02	0.00	0.00
26	0.26	0	0	0.00	0.00	0.00
35	0.35	1	1	0.01	0.00	0.00
51	0.51	0	0	0.00	0.00	0.00

50	0.50	19	19	0.11	0.00	0.00
24	0.24	0	0	0.00	0.00	0.00
79	0.79	8	8	0.05	0.00	0.00
8	0.08	5	5	0.03	0.00	0.00
34	0.34	5	5	0.03	0.05	0.07
43	0.43	9	9	0.05	0.00	0.00
117	1.17	0	0	0.00	0.00	0.00
76	0.76	5	5	0.03	0.00	0.00
14	0.14	0	0	0.00	0.00	0.00
35	0.35	0	0	0.00	0.00	0.00
100	1.00	6	6	0.04	0.68	0.95
39	0.39	4	4	0.02	0.00	0.00
21	0.21	4	4	0.02	0.00	0.00
178	1.78	0	0	0.00	0.00	0.00
75	0.75	0	0	0.00	0.00	0.00
43	0.43	0	0	0.00	0.00	0.00
14	0.14	0	0	0.00	0.00	0.00
81	0.81	0	0	0.00	0.00	0.00
425	4.25	6	6	0.04	0.00	0.00
22	0.22	0	0	0.00	0.00	0.32
344	3.44	7	7	0.04	0.00	0.00
24	0.24	11	0	0.02	0.00	0.00
31	0.31	0	0	0.00	0.00	0.00
149	1.49	0	0	0.00	0.00	0.00
76	0.76	0	0	0.00	0.00	0.00
0	0.00	14	14	0.08	0.00	0.00
0	0.00	0	0	0.00	0.00	0.00
37	0.37	7	7	0.04	0.00	0.00
96	0.96	3	3	0.02	0.00	0.00
55	0.55	21	21	0.13	0.37	0.52
117	1.17	16	16	0.10	0.00	0.00
59	0.59	0	0	0.00	0.00	0.00
141	1.41	1	1	0.01	0.00	0.00
40	0.40	16	16	0.10	0.00	0.00
90	0.90	0	0	0.00	0.00	0.00
152	1.52	0	0	0.00	0.00	0.00
26	0.26	2	2	0.01	0.00	0.00
131	1.31	24	24	0.14	0.00	0.00
60	0.60	1	1	0.01	0.00	0.00
115	1.15	0	0	0.00	0.00	0.00
0	0.00	0	0	0.00	0.00	0.00
212	2.02	7	7	0.04	0.00	0.00
139	1.39	3	3	0.02	0.00	0.00
241	2.41	29	29	0.17	0.00	0.00

nies	Total deduction to 2016-17 High Needs Block for direct funding of places by EFA (£million)
8.58	463.28
0.00	0.00
0.00	0.36
0.00	3.40
0.00	0.43
0.00	2.56
0.00	0.68
0.00	1.82
0.19	2.36
0.00	0.85
0.00	1.78
0.00	2.03
0.00	2.65
0.00	1.89
0.00	0.81
0.00	1.98
0.00	2.04
0.00	3.20
0.00	6.14
0.00	2.76
0.00	0.97
0.00	1.23
0.00	1.33
0.00	1.76
0.00	1.36
0.00	4.51
0.00	1.39
0.00	1.44
0.00	0.73
0.00	1.44
0.00	1.45
0.00	0.60
0.00	4.12
0.15	7.75
3.39	20.57
0.00	3.26
0.00	0.86
0.00	1.20
0.00	2.45
0.00	1.23
0.00	3.81
0.00	0.85
0.00	3.05
0.00	0.50
0.00	1.02
0.00	3.20
0.00	1.17
0.00	0.67
0.00	3.95

0.00	4.32
0.00	0.87
0.00	2.53
0.00	0.97
0.00	0.75
0.00	3.06
0.00	3.52
0.00	5.53
0.00	1.52
0.00	1.19
0.00	2.15
0.00	4.79
0.00	0.78
0.00	0.90
0.00	2.67
0.00	1.56
0.00	1.74
0.00	2.91
0.00	0.70
0.00	0.33
0.00	6.17
0.00	4.16
0.00	4.41
0.00	0.42
0.00	1.42
0.00	1.87
0.00	3.65
0.00	2.12
0.00	6.36
0.35	4.88
0.00	0.43
0.00	4.57
0.00	0.38
0.00	2.51
0.00	1.00
0.00	0.53
0.00	4.00
0.00	3.72
0.00	4.18
0.00	4.30
0.00	2.17
0.00	1.33
0.00	2.21
0.81	2.59
0.00	2.12
0.00	2.92
0.00	2.85
0.00	8.54
0.00	0.52
0.18	5.84
0.00	2.77
0.55	0.77
0.00	8.43
0.00	2.38
0.00	0.32
0.00	8.80
0.00	0.30
0.00	6.17
0.00	2.02

0.00	0.75
0.00	0.67
0.00	1.69
0.00	1.77
0.12	3.78
0.00	0.62
0.00	4.87
0.00	1.52
0.00	1.26
0.00	0.83
1.62	4.78
0.00	1.80
0.00	3.06
0.00	11.66
0.00	3.42
0.00	3.20
0.00	2.00
0.00	7.50
0.00	10.91
0.32	9.18
0.00	4.69
0.00	0.75
0.00	2.65
0.00	3.23
0.00	2.31
0.00	4.36
0.00	0.51
0.00	1.41
0.00	2.76
0.89	6.71
0.00	2.99
0.00	1.84
0.00	6.30
0.00	0.70
0.00	10.42
0.00	6.55
0.00	14.80
0.00	2.67
0.00	6.52
0.00	1.79
0.00	6.28
0.00	7.13
0.00	4.16
0.00	3.96

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DEDICATED SCHOOLS GRANT - OUTTURN 2015-16					
BUDGET DESCRIPTION	2015-16 BUDGET	2015-16 SPEND	2015-16 OTHER RESERVE MOVEMENTS	2015-16 TOTAL SPEND	2015-16 OUTTURN
	£	£	£		£
GRANTS					
Dedicated Schools Grant	(201,461,000)	(201,461,000)		(201,461,000)	0
Sixth Form Funding	(4,666,244)	(4,666,246)		(4,666,246)	(2)
TOTAL INCOME	(206,127,244)	(206,127,246)	0	(206,127,246)	(2)
DEVOLVED RESOURCES					
Schools ISB (Including 6th Form)					
Nursery Schools	2,534,260	2,534,260		2,534,260	0
Primary Schools	119,548,437	119,548,437		119,548,437	0
Secondary Schools	20,976,127	20,976,127		20,976,127	0
Special Schools	11,902,333	11,902,333		11,902,333	0
PRUs	2,723,756	2,723,756		2,723,756	0
TOTAL DEVOLVED RESOURCES	157,684,913	157,684,913	0	157,684,913	0
CENTRAL EXPENDITURE					
Centrally Retained					
Growth Fund - Rising Rolls	1,129,952	844,807		844,807	(285,145)
Growth Fund - Additional Classes	3,757,512	3,600,300		3,600,300	(157,212)
Gordon Brown	60,000	67,475		67,475	7,475
Wembley Learning Zone	81,000	81,947		81,947	947
Blanket Licences	185,932	185,932		185,932	0
Duke of Edinburgh				0	0
Centrally Retained	5,214,396	4,780,461	0	4,780,461	(433,935)
De-Delegations					
Maternity Grant	220,067	41,878		41,878	(178,189)
Trade Union Facilities Funding	86,473	240,144		240,144	153,671
Licences	5,792	5,980		5,980	188
Schools Causing Concern	250,000	212,675		212,675	(37,325)
FSM Eligibility	27,703	27,703		27,703	0
De-Delegations	590,035	528,381	0	528,381	(61,654)
Early Years	12,070,433	12,697,077	(631,765)	12,065,313	(5,120)
Early Years Pupil Premium	384,000	384,000		384,000	0
Inclusion & Alternative Education Services	2,600,491	2,405,876		2,405,876	(194,615)
Pupil & Parent Services	2,471,822	2,080,920		2,080,920	(390,902)
School Effectiveness	635,107	635,107		635,107	0
SEN	20,417,716	20,486,800		20,486,800	69,084
SEN Transport	936,597	1,019,373		1,019,373	82,776
Youth Services	114,000	114,000		114,000	0
Induction for NQTs	58,000	58,000		58,000	0
Support Services	2,005,334	2,485,910		2,485,910	480,576
CERA	944,400	728,569		728,569	(215,831)
<i>Dedicated Schools Grant (Central Expenditure Budget holding)</i>				0	0
Other Central Expenditure	42,637,900	43,095,633	(631,765)	42,463,868	(174,032)
TOTAL CENTRAL EXPENDITURE	48,442,331	48,404,474	(631,765)	47,772,709	(669,622)
TOTAL EXPENDITURE	206,127,244	206,089,387	(631,765)	205,457,622	(669,622)
BALANCE	0	(37,859)	(631,765)	(669,624)	(669,624)

Schools Balances are reported as spent, because any under or overspend is entered as a separate reserve movement.

DEDICATED SCHOOLS GRANT - RESERVES 2015-16

DSG RESERVE B/F	349,429
DSG UNDERSPEND	669,624
DSG RESERVE C/F	1,019,053

		budgets
Growth	B00339 Rising Rolls Contingency etc	1,129,952.00
Growth	B00343 Out Of School - Pupils Without A Place	3,757,512.00
Centrally Retained	B00092 Gordon Brown Outdoor Education Centre	60,000.00
De-Delegation	B00045 Schools Causing Concern	250,000.00
Centrally Retained	B00061 Wembley Learning Zone	81,000.00
De-Delegation	B00334 Maternity & Jury Service	348,107.00
De-Delegation	B00337 Subscriptions	231,455.00
De-Delegation	B00398 Targeted School Meals	27,703.00
Early Years	B00035 Early Years - Inclusion Support Team	115,584.00
Early Years	B00149 Children with Disabilities team	182,759.00
Early Years	B00284 NEG 2	3,130,000.00
Early Years	B00285 NEG 3 & 4	6,432,145.00
Early Years	B00288 DSG - Early Years Service	1,758,085.00
Early Years	B00289 Common Assessment Framework (CAF)	400,000.00
Early Years	B00314 Willows Nursery	51,860.00
		12,070,433.00
Early Years Pupil Premium	B00031 EARLY YEARS PUPIL PREMIUM	384,000.00
Inclusion & Alternative Education	B00053 Education Welfare Service	51,348.00
Inclusion & Alternative Education	B00083 Alternative Education - Management	745,808.00
Inclusion & Alternative Education	B00085 Alternative Education - Day 6 Exclusion	100,000.00
Inclusion & Alternative Education	B00176 The Virtual School (LAC Education Team)	419,800.00
Inclusion & Alternative Education	B00468 EOTAS - Commissioned Services	500,000.00
Inclusion & Alternative Education	B00478 EOTAS - Inclusion Services	783,535.00
Pupil & Parent Services	B00001 Educational Psychology	252,850.00
Pupil & Parent Services	B00020 Medical Needs	177,512.00
Pupil & Parent Services	B00024 BDHIS Brent Deaf And Hearing Impaired Service	314,404.00
Pupil & Parent Services	B00025 BEDOS Brent Education Disabilities Of Special	340,606.00
Pupil & Parent Services	B00026 BOAT Brent Outreach Autism Team	287,173.00
Pupil & Parent Services	B00182 Speech & Language Therapy	346,116.00
Pupil & Parent Services	B00342 Communication & Support Services	742,462.00
Pupil & Parent Services	B00351 Home To School Travel	10,699.00
School Effectiveness	B00027 School Improvement - Core	635,107.00
SEN	B00003 SEN Assessment Service	344,037.00
SEN	B00010 Statemented Pupils in OB Mainstream	1,846,992.00
SEN	B00011 OLEA Day Special	1,468,968.00
SEN	B00012 OLEA Residential Special	104,148.00
SEN	B00013 Independent Day Special	6,838,384.00
SEN	B00014 Independent Residential Special	700,000.00
SEN	B00015 Recoupment Income	-306,636.00
SEN	B00016 Hospital (Health Needs) Education Placements	125,580.00
SEN	B00019 Statemented Pupils in IB Mainstream	1,982,252.00
SEN	B00021 Education Otherwise For Statemented Pupils	140,000.00
SEN	B00023 Academies Statementing Support	5,210,766.00
SEN	B00055 SEN Advisory	162,959.00
SEN	B00471 HIGH NEEDS SERVICE - POST 16	1,800,266.00
SEN Transport	B00022 SEN Transport	936,597.00
Youth Services	B00210 YOS GENERAL FUND	114,000.00

Induction for NQTs	B00065 APPROPRIATE BODY SERVICE (INDUCT	58,000.00
Support Services	B00134 Directors Office - Childrens Social Care	35,606.00
Support Services	B00151 No Recourse to Public Funds Team	60,000.00
Support Services	B00161 Care Planning Service Management Team	88,245.00
Support Services	B00173 Commissioning & Access To Resources T	93,564.00
Support Services	B00184 TaMHS Targeted Mental Health in Schools	105,000.00
Support Services	B00196 Residential Care Children's Homes	698,610.00
Support Services	B00331 PRC	603,580.00
Support Services	B00336 Schools Forum	33,696.00
Support Services	B00353 Directors Office - Children & Young People	94,060.00
Support Services	B00371 Dedicated Schools Grant (ISB holding, CEI	17,615.00
Support Services	B00439 Directors Office - Early Help & Education	94,060.00
Support Services		-99,823.40
Support Services	B00376 School Conversions to Academies	
CERA	B00441 CERA (Capital Expenditure from Revenue /	944,400.00
Support Services	B00038 SACRE Standing Advisory Council for Religious Education	
Support Services	B00076 Alternative Education Services	
Support Services	B00077 Exclusions Service	
Support Services	B00078 Pupil Referral Units	
Support Services	B00088 Ashley College (Key Stage 1/2 PRU)	
Support Services	B00298 Hope CC, Three Trees CC and Granville CC	
Support Services	B00399 School Meals Grant	
Support Services	B07004 PERFORMANCE AND MANAGEMENT INFORMATION TE	

ytd (incl dsgr +	budget + variance			
844,807.24	844,807.24	Growth		
3,600,299.82	3,600,299.82	Growth		
67,474.92	67,474.92	Centrally Retained		
212,675.21	212,675.21	De-Delegation		
81,946.67	81,946.67	Centrally Retained		
284,966.86	284,966.86	De-Delegation	41,878.30	240,143.56 2,945.00
89,144.19	89,144.19	De-Delegation	191,912.59	-102,768.40 89,144.19
27,703.00	27,703.00	De-Delegation		
#N/A			0.00	
#N/A			0.00	
#N/A			0.00	
229,511.92	229,511.96	Early Years		
811,095.94	182,759.00	Early Years		
2,240,588.68	2,872,353.35	Early Years		
7,321,556.32	7,321,556.32	Early Years		
1,639,036.56	1,639,036.56	Early Years		
1,021,410.24	400,000.00	Early Years		
-19,292.59	51,860.00	Early Years		
13,243,907.07			0.00	
#N/A			0.00	
384,000.00	384,000.00	Early Years Pupil Premium		
#N/A	#N/A		0.00	
394,800.30	51,348.00	Inclusion & Alternative Education Services		
762,655.23	762,655.23	Inclusion & Alternative Education Services		
521.37	521.37	Inclusion & Alternative Education Services		
385,417.35	385,417.35	Inclusion & Alternative Education Services		
508,868.84	508,868.84	Inclusion & Alternative Education Services		
697,065.44	697,065.44	Inclusion & Alternative Education Services		
#N/A	#N/A		0.00	
381,800.91	271,304.91	Pupil & Parent Services		
53,797.89	53,797.89	Pupil & Parent Services		
403,984.55	326,885.55	Pupil & Parent Services		
311,845.33	326,051.33	Pupil & Parent Services		
216,190.04	279,083.04	Pupil & Parent Services		
392,126.22	332,126.22	Pupil & Parent Services		
483,108.32	483,108.36	Pupil & Parent Services		
8,562.40	8,562.40	Pupil & Parent Services		
#N/A	#N/A		0.00	
703,388.20	635,107.00	School Effectiveness		
#N/A	#N/A		0.00	
655,650.34	366,428.30	SEN		
1,619,000.93	1,619,000.93	SEN		
1,814,737.50	1,814,737.50	SEN		
0.00	0.00	SEN		
6,780,465.30	6,780,465.30	SEN		
403,921.55	403,921.55	SEN		
-680,732.20	-680,732.20	SEN		
119,430.00	119,430.00	SEN		
3,275,797.57	3,275,797.57	SEN		
205,502.04	205,502.04	SEN		
5,007,867.78	5,007,867.78	SEN		
118,286.90	118,286.90	SEN		
1,456,094.63	1,456,094.63	SEN		
#N/A	#N/A		0.00	
1,156,651.17	1,019,373.17	SEN Transport		
#N/A	#N/A		0.00	
553,633.86	114,000.00	Youth Services		
#N/A	#N/A		0.00	

58,000.00	58,000.00	Induction for NQTs
#N/A	#N/A	0.00
959,907.28	814,907.28	Support Services
246,488.66	60,000.00	Support Services
582,482.00	88,245.00	Support Services
1,255,538.52	117,362.38	Support Services
103,533.28	103,533.28	Support Services
3,573,167.88	698,610.00	Support Services
350.00	350.00	Support Services
2,457.63	2,457.63	Support Services
238,660.25	143,720.25	Support Services
-15,000.00	-15,000.00	Support Services
-38,473.30	-89,413.30	Support Services
#N/A	-99,823.40	Support Services
1,284,396.02	614,772.19	Support Services
728,569.48	728,569.48	CERA
#N/A	#N/A	0.00
2,935.00	2,935.00	Support Services
-10,514.37	-10,514.37	Support Services
-2,965.00	-2,965.00	Support Services
58,997.90	58,997.90	Support Services
-606.27	-606.27	Support Services
75,017.42	0.00	Support Services
-1,659.00	-1,659.00	Support Services
380,904.70	0.00	Support Services
#N/A	#N/A	0.00

SEE PD12 BM FINAL
185,932.13 5,980.46

Tuesday 03 May 2016

Children and Young People

**YTD TRx IS UP TO DATE AS OF 30
(INCLUDES ANY POSTED 15-16 ACCRUALS)**

R11	R12	Cost Centre Description
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AD42	B00038	SACRE Standing Advisory Council for Religious
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AG00	B00076	Alternative Education Services
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AG10	B00077	Exclusions Service
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AG20	B00078	Pupil Referral Units
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AG32	B00088	Ashley College (Key Stage 1/2 PRU)
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CL22	B00298	Hope CC, Three Trees CC and Granville CC
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DM40	B00376	School Conversions to Academies
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DN18	B00399	School Meals Grant
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P005	B07004	PERFORMANCE AND MANAGEMENT INFORMATION
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Month 12

March 2016

2015-16 Budget Monitoring Summary by Cost Centre (includ

Full Year Budget	Funded by GF	Funded by DSG Control Total	
0/04/16 LS & RESERVES)		as at 31/12/99	
41,337,455	41,337,455	0	00

0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
43,450	43,450	0
0	0	0
0	0	0
333,520	333,520	0

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ding PER13-16 posted as of 30/04/16)

YTD Transaction Amount	Full Year Budget	Full Year Budget Variance (To YTD TRx)	Last Forecast
42,966,756	41,337,455	1,629,301	41,350,106

2,935	0	2,935	2,500
(10,514)	0	(10,514)	0
(2,965)	0	(2,965)	0
58,998	0	58,998	47,407
(606)	0	(606)	0
75,017	43,450	31,567	74,567
1,284,396	0	1,284,396	134,777
(1,659)	0	(1,659)	0
380,905	333,520	47,385	333,520

**Last
Forecast
Variance**

12,651

**YEAR-END
USE ONLY**

**YEAR-END
USE ONLY**

**YEAR-END
USE ONLY**

**Accruals
(Not in YTD)**

**Reserves
(Not in YTD)**

**Net Accr. & Resv.
(Not in YTD)**

0

0

0

2,500

0

0

47,407

0

31,117

134,777

0

0

0

0

0

0

0

0

0

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Revised YTD i.e. incl. Adjustments Accruals & Reserves CYP Final	Revised YTD Variance CYP Final	Revised YTD Variance GF	Revised YTD Variance DSG
42,966,756	1,629,301	1,629,301	0

2,935	2,935	2,935
(10,514)	(10,514)	(10,514)
(2,965)	(2,965)	(2,965)
58,998	58,998	58,998
(606)	(606)	(606)
75,017	31,567	31,567
1,284,396	1,284,396	1,284,396
(1,659)	(1,659)	(1,659)
380,905	47,385	47,385

↑	↑	↑	↑	↑
1 2014-15 Final Outturn	2 2013-14 Final Outturn	3 2012-13 Final Outturn	4 2011-12 Final Outturn	5 2010-11 Final Outturn

NT to check/in progress

NT to give to SENAS

Full Year
Budget

B00001	Educational Psychology	363,346.00
B00003	SEN Assessment Service	633,259.04
B00010	Statemented Pupils in OB Mainstream	1,846,992.00
B00011	OLEA Day Special	1,468,968.00
B00012	OLEA Residential Special	104,148.00
B00013	Independent Day Special	6,838,384.00
B00014	Independent Residential Special	700,000.00
B00015	Recoupment Income	-306,636.00
B00016	Hospital (Health Needs) Education Placements	125,580.00
B00019	Statemented Pupils in IB Mainstream	1,982,252.00
B00020	Medical Needs	177,512.00
B00021	Education Otherwise For Statemented Pupils	140,000.00
B00022	SEN Transport	1,073,875.00
B00023	Academies Statementing Support	5,210,766.00
B00024	BDHIS Brent Deaf And Hearing Impaired Service	391,503.00
B00025	BEDOS Brent Education Disabilities Of Sight	326,400.00
B00026	BOAT Brent Outreach Autism Team	224,280.00
B00027	School Improvement - Core	826,573.00
B00031	EARLY YEARS PUPIL PREMIUM	384,000.00
B00035	Early Years - Inclusion Support Team	115,583.96
B00045	Schools Causing Concern	250,000.00
B00053	Education Welfare Service	421,430.00
B00055	SEN Advisory	162,959.00
B00061	Wembley Learning Zone	81,000.00
B00065	APPROPRIATE BODY SERVICE (INDUCTION FOR NQT:	58,000.00
B00083	Alternative Education - Management	745,808.00
B00085	Alternative Education - Day 6 Exclusion	100,000.00
B00092	Gordon Brown Outdoor Education Centre	60,000.00
B00134	Directors Office - Childrens Social Care	180,606.00
B00149	Children with Disabilities team	762,888.00
B00151	No Recourse to Public Funds Team	300,000.04
B00161	Care Planning Service Management Team	387,068.00
B00173	Commissioning & Access To Resources Team	561,604.00
B00176	The Virtual School (LAC Education Team)	419,800.00
B00182	Speech & Language Therapy	406,116.00
B00184	TaMHS Targeted Mental Health in Schools	105,000.00
B00196	Residential Care Children's Homes	3,600,000.00
B00210	YOS GENERAL FUND	669,478.00
B00284	NEG 2	3,130,000.00
B00285	NEG 3 & 4	6,432,145.00
B00288	DSG - Early Years Service	1,758,085.00
B00289	Common Assessment Framework (CAF)	971,410.00
B00314	Willows Nursery	76,860.04
B00331	PRC	603,580.00
B00334	Maternity & Jury Service	348,107.00
B00336	Schools Forum	33,696.00
B00337	Subscriptions	231,455.00
B00339	Rising Rolls Contingency etc	1,129,952.00

B00342	Communication & Support Services	742,461.96
B00343	Out Of School - Pupils Without A Place	3,757,512.00
B00351	Home To School Travel	10,699.00
B00353	Directors Office - Children & Young People	189,000.00
B00371	Dedicated Schools Grant (ISB holding, CEL items and Oth	17,615.00
B00038	SACRE Standing Advisory Council for Religious Education	0.00
B00076	Alternative Education Services	0.00
B00077	Exclusions Service	0.00
B00078	Pupil Referral Units	0.00
B00088	Ashley College (Key Stage 1/2 PRU)	0.00
B00298	Hope CC, Three Trees CC and Granville CC	43,450.00
B00376	School Conversions to Academies	0.00
B00399	School Meals Grant	0.00
B07004	PERFORMANCE AND MANAGEMENT INFORMATION TE	333,520.00
B00398	Targeted School Meals	27,703.00
B00439	Directors Office - Early Help & Education	145,000.00
B00441	CERA (Capital Expenditure from Revenue Account)	944,400.00
B00468	EOTAS - Commissioned Services	500,000.00
B00471	HIGH NEEDS SERVICE - POST 16	1,800,266.00
B00478	EOTAS - Inclusion Services	783,535.00
Total	Children and Young People	92,503,542.00

B00370	Dedicated Schools Grant (Income and Other Receipts)	-201,461,000.00
B00382	EFA 6th Form Funding	-4,666,244.00
Total	School Funding	-206,127,244.00

B00079	Brent River College (Key Stage 4 PRU)	1,030,166.00
B00081	Brent River College (Key Stage 3 PRU)	714,865.00
B00086	Ashley College (Health Needs Education Service)	978,725.00
B71000	Curzon Crescent	603,765.81
B71001	Fawood	771,666.53
B71003	College Green	449,971.77
B71004	Granville Plus Nursery	708,855.55
B72000	Anson	1,971,758.24
B72003	Brentfield	3,137,660.82
B72006	Byron Court	2,925,104.03
B72007	Carlton Vale Infs	1,173,664.92
B72017	Harlesden	1,513,601.20
B72018	Mount Stewart Jnrs	1,539,802.59
B72019	Mount Stewart Infs	1,547,057.25
B72020	Uxendon Manor	2,224,359.80
B72024	Kingsbury Green	3,473,293.29
B72028	Leopold	3,342,932.34
B72030	Lyon Park Jnrs	2,296,240.24
B72031	Lyon Park Infs	2,097,835.47
B72033	Malorees Inf	1,183,506.97
B72034	Northview	1,280,900.29
B72038	Park Lane	2,192,879.34
B72039	Preston Park	3,745,100.39
B72041	Roe Green Jnr	2,106,553.90
B72042	Roe Green Inf	2,905,844.90
B72049	Barham	3,981,277.77
B72053	Wykeham	2,724,836.24

B72055	Elsley	2,171,603.83
B72056	Donnington	1,238,384.40
B72057	STONEBRIDGE SCHOOL	3,095,978.12
B72064	Newfield	2,338,893.57
B72066	Mitchell Brook	2,833,501.13
B72067	Furness	2,702,516.03
B72068	Chalkhill	2,584,466.86
B72070	Salisbury	3,051,965.61
B72071	Oliver Goldsmith	2,144,549.56
B72073	Mora	2,275,008.43
B72074	Fryent	3,165,417.28
B72075	Braintcroft	3,749,977.13
B73301	Christchurch	1,037,798.27
B73302	John Keble	2,236,392.26
B73303	Princess Frederica	1,906,542.45
B73305	St Andrew and St Francis	558,965.44
B73308	St Mary's CofE	1,645,130.05
B73500	Our Lady Of Grace Jnrs	1,250,284.58
B73501	St Joseph's Junior	1,349,188.00
B73505	St Mary Magdalen's	1,713,874.44
B73506	St Robert Southwell	2,079,861.35
B73507	Convent of J&M	1,667,341.39
B73508	Our Lady Of Lourdes	1,216,848.05
B73509	St Joseph's Infants	1,302,283.78
B73510	Our Lady Of Grace Inf	1,160,765.19
B73511	ST MARGARET CLITHEROW	1,255,583.82
B73601	Sinai	2,547,026.66
B73602	St Mary's RC	2,017,574.12
B73603	Torah Temimah	913,521.51
B73605	Wembley Primary	4,085,122.09
B74033	JFS	10,743,671.72
B75200	Oakington Manor	3,866,728.96
B75202	Malorees Junior	1,208,406.54
B75203	St Joseph's Primary NW10	2,542,689.10
B75204	Kilburn Park	1,164,877.05
B75406	St Gregorys	4,999,662.35
B75407	Newman Catholic College	5,232,793.25
B75949	Islamia	2,105,160.42
B77005	Phoenix Arch	931,034.46
B77006	Manor House	3,544,502.02
B77009	The Village	7,426,796.08
Total	Schools	154,961,157.00

Funded by GF	Funded by DSG Control Total	Revised YTD i.e. incl. Adjustments Accruals & Reserves	Revised YTD Variance	Revised YTD Variance GF
110,496.00	252,850.00	381,800.91	18,454.91	0.00
289,222.04	344,037.00	655,650.34	22,391.30	0.00
0.00	1,846,992.00	1,619,000.93	-227,991.07	0.00
0.00	1,468,968.00	1,814,737.50	345,769.50	0.00
0.00	104,148.00	0.00	-104,148.00	0.00
0.00	6,838,384.00	6,780,465.30	-57,918.70	0.00
0.00	700,000.00	403,921.55	-296,078.45	0.00
0.00	-306,636.00	-680,732.20	-374,096.20	0.00
0.00	125,580.00	119,430.00	-6,150.00	0.00
0.00	1,982,252.00	3,275,797.57	1,293,545.57	0.00
0.00	177,512.00	53,797.89	-123,714.11	0.00
0.00	140,000.00	205,502.04	65,502.04	0.00
137,278.00	936,597.00	1,156,651.17	82,776.17	0.00
0.00	5,210,766.00	5,007,867.78	-202,898.22	0.00
77,099.00	314,404.00	403,984.55	12,481.55	0.00
-14,206.00	340,606.00	311,845.33	-14,554.67	0.00
-62,893.00	287,173.00	216,190.04	-8,089.96	0.00
191,466.00	635,107.00	703,388.20	-123,184.80	-123,184.80
0.00	384,000.00	384,000.00	0.00	0.00
-0.04	115,584.00	229,511.92	113,927.96	0.00
0.00	250,000.00	212,675.21	-37,324.79	0.00
370,082.00	51,348.00	394,800.30	-26,629.70	-26,629.70
0.00	162,959.00	118,286.90	-44,672.10	0.00
0.00	81,000.00	81,946.67	946.67	0.00
0.00	58,000.00	58,000.00	0.00	0.00
0.00	745,808.00	762,655.23	16,847.23	0.00
0.00	100,000.00	521.37	-99,478.63	0.00
0.00	60,000.00	67,474.92	7,474.92	0.00
145,000.00	35,606.00	959,907.28	779,301.28	0.00
580,129.00	182,759.00	811,095.94	48,207.94	48,207.94
240,000.04	60,000.00	246,488.66	-53,511.38	-53,511.38
298,823.00	88,245.00	582,482.00	195,414.00	195,414.00
468,040.00	93,564.00	1,255,538.52	693,934.52	670,136.14
0.00	419,800.00	385,417.35	-34,382.65	0.00
60,000.00	346,116.00	392,126.22	-13,989.78	0.00
0.00	105,000.00	103,533.28	-1,466.72	0.00
2,901,390.00	698,610.00	3,573,167.88	-26,832.12	-26,832.12
555,478.00	114,000.00	553,633.86	-115,844.14	-115,844.14
0.00	3,130,000.00	2,240,588.68	-889,411.32	0.00
0.00	6,432,145.00	7,321,556.32	889,411.32	0.00
0.00	1,758,085.00	1,639,036.56	-119,048.44	0.00
571,410.00	400,000.00	1,021,410.24	50,000.24	50,000.24
25,000.04	51,860.00	-19,292.59	-96,152.63	-96,152.63
0.00	603,580.00	350.00	-603,230.00	0.00
0.00	348,107.00	284,966.86	-63,140.14	0.00
0.00	33,696.00	2,457.63	-31,238.37	0.00
0.00	231,455.00	89,144.19	-142,310.81	0.00
0.00	1,129,952.00	844,807.24	-285,144.76	0.00

-0.04	742,462.00	483,108.32	-259,353.64	0.00
0.00	3,757,512.00	3,600,299.82	-157,212.18	0.00
0.00	10,699.00	8,562.40	-2,136.60	0.00
94,940.00	94,060.00	238,660.25	49,660.25	0.00
0.00	17,615.00	-15,000.00	-32,615.00	0.00
0.00	0.00	2,935.00	2,935.00	
0.00	0.00	-10,514.37	-10,514.37	
0.00	0.00	-2,965.00	-2,965.00	
0.00	0.00	58,997.90	58,997.90	
0.00	0.00	-606.27	-606.27	
43,450.00	0.00	75,017.42	31,567.42	31,567.42
0.00	0.00	1,284,396.02	1,284,396.02	
0.00	0.00	-1,659.00	-1,659.00	
333,520.00	0.00	380,904.70	47,384.70	47,384.70
0.00	27,703.00	27,703.00	0.00	0.00
50,940.00	94,060.00	-38,473.30	-183,473.30	0.00
0.00	944,400.00	728,569.48	-215,830.52	0.00
0.00	500,000.00	508,868.84	8,868.84	0.00
0.00	1,800,266.00	1,456,094.63	-344,171.37	0.00
0.00	783,535.00	697,065.44	-86,469.56	
41,337,455.00	51,166,087.00	94,132,844.98	1,629,302.98	1,629,300.53

0.00	-201,461,000.00	-201,461,000.00	0.00	0.00
0.00	-4,666,244.00	-4,666,246.00	-2.00	0.00
0.00	-206,127,244.00	-206,127,246.00	-2.00	0.00

0.00	1,030,166.00	1,030,166.00	0.00	0.00
0.00	714,865.00	714,865.00	0.00	0.00
0.00	978,725.00	978,725.00	0.00	0.00
0.00	603,765.81	603,766.00	0.19	0.00
0.00	771,666.53	771,667.00	0.47	0.00
0.00	449,971.77	449,972.00	0.23	0.00
0.00	708,855.55	708,856.00	0.45	0.00
0.00	1,971,758.24	1,971,758.00	-0.24	0.00
0.00	3,137,660.82	3,137,661.00	0.18	0.00
0.00	2,925,104.03	2,925,104.00	-0.03	0.00
0.00	1,173,664.92	1,173,665.00	0.08	0.00
0.00	1,513,601.20	1,513,601.00	-0.20	0.00
0.00	1,539,802.59	1,539,803.00	0.41	0.00
0.00	1,547,057.25	1,547,057.00	-0.25	0.00
0.00	2,224,359.80	2,224,360.00	0.20	0.00
0.00	3,473,293.29	3,473,293.00	-0.29	0.00
0.00	3,342,932.34	3,342,932.00	-0.34	0.00
0.00	2,296,240.24	2,296,240.00	-0.24	0.00
0.00	2,097,835.47	2,097,835.00	-0.47	0.00
0.00	1,183,506.97	1,183,507.00	0.03	0.00
0.00	1,280,900.29	1,280,901.00	0.71	0.00
0.00	2,192,879.34	2,192,879.00	-0.34	0.00
0.00	3,745,100.39	3,745,100.00	-0.39	0.00
0.00	2,106,553.90	2,106,554.00	0.10	0.00
0.00	2,905,844.90	2,905,845.00	0.10	0.00
0.00	3,981,277.77	3,981,278.00	0.23	0.00
0.00	2,724,836.24	2,724,836.00	-0.24	0.00

0.00	2,171,603.83	2,171,604.00	0.17	0.00
0.00	1,238,384.40	1,238,384.00	-0.40	0.00
0.00	3,095,978.12	3,095,978.00	-0.12	0.00
0.00	2,338,893.57	2,338,894.00	0.43	0.00
0.00	2,833,501.13	2,833,501.00	-0.13	0.00
0.00	2,702,516.03	2,702,516.00	-0.03	0.00
0.00	2,584,466.86	2,584,467.00	0.14	0.00
0.00	3,051,965.61	3,051,966.00	0.39	0.00
0.00	2,144,549.56	2,144,550.00	0.44	0.00
0.00	2,275,008.43	2,275,008.00	-0.43	0.00
0.00	3,165,417.28	3,165,417.00	-0.28	0.00
0.00	3,749,977.13	3,749,977.00	-0.13	0.00
0.00	1,037,798.27	1,037,798.00	-0.27	0.00
0.00	2,236,392.26	2,236,392.00	-0.26	0.00
0.00	1,906,542.45	1,906,542.28	-0.17	0.00
0.00	558,965.44	558,966.00	0.56	0.00
0.00	1,645,130.05	1,645,130.00	-0.05	0.00
0.00	1,250,284.58	1,250,285.00	0.42	0.00
0.00	1,349,188.00	1,349,188.10	0.10	0.00
0.00	1,713,874.44	1,713,874.00	-0.44	0.00
0.00	2,079,861.35	2,079,861.00	-0.35	0.00
0.00	1,667,341.39	1,667,341.00	-0.39	0.00
0.00	1,216,848.05	1,216,848.00	-0.05	0.00
0.00	1,302,283.78	1,302,284.00	0.22	0.00
0.00	1,160,765.19	1,160,765.00	-0.19	0.00
0.00	1,255,583.82	1,255,584.00	0.18	0.00
0.00	2,547,026.66	2,547,027.00	0.34	0.00
0.00	2,017,574.12	2,017,574.00	-0.12	0.00
0.00	913,521.51	913,522.00	0.49	0.00
0.00	4,085,122.09	4,085,122.00	-0.09	0.00
0.00	10,743,671.72	10,743,671.50	-0.22	0.00
0.00	3,866,728.96	3,866,728.66	-0.30	0.00
0.00	1,208,406.54	1,208,407.00	0.46	0.00
0.00	2,542,689.10	2,542,689.00	-0.10	0.00
0.00	1,164,877.05	1,164,877.00	-0.05	0.00
0.00	4,999,662.35	4,999,663.01	0.66	0.00
0.00	5,232,793.25	5,232,793.00	-0.25	0.00
0.00	2,105,160.42	2,105,160.00	-0.42	0.00
0.00	931,034.46	931,034.00	-0.46	0.00
0.00	3,544,502.02	3,544,502.00	-0.02	0.00
0.00	7,426,796.08	7,426,796.00	-0.08	0.00
0.00	154,961,157.00	154,961,156.55	-0.45	0.00

Revised YTD	DSG Budget	DSG Outturn	DSG Variance
Variance DSG			
18,454.91	252,850.00	271,304.91	18,454.91
22,391.30	344,037.00	366,428.30	22,391.30
-227,991.07	1,846,992.00	1,619,000.93	-227,991.07
345,769.50	1,468,968.00	1,814,737.50	345,769.50
-104,148.00	104,148.00	0.00	-104,148.00
-57,918.70	6,838,384.00	6,780,465.30	-57,918.70
-296,078.45	700,000.00	403,921.55	-296,078.45
-374,096.20	-306,636.00	-680,732.20	-374,096.20
-6,150.00	125,580.00	119,430.00	-6,150.00
1,293,545.57	1,982,252.00	3,275,797.57	1,293,545.57
-123,714.11	177,512.00	53,797.89	-123,714.11
65,502.04	140,000.00	205,502.04	65,502.04
82,776.17	936,597.00	1,019,373.17	82,776.17
-202,898.22	5,210,766.00	5,007,867.78	-202,898.22
12,481.55	314,404.00	326,885.55	12,481.55
-14,554.67	340,606.00	326,051.33	-14,554.67
-8,089.96	287,173.00	279,083.04	-8,089.96
0.00	635,107.00	635,107.00	0.00
0.00	384,000.00	384,000.00	0.00
113,927.96	115,584.00	229,511.96	113,927.96
-37,324.79	250,000.00	212,675.21	-37,324.79
0.00	51,348.00	51,348.00	0.00
-44,672.10	162,959.00	118,286.90	-44,672.10
946.67	81,000.00	81,946.67	946.67
0.00	58,000.00	58,000.00	0.00
16,847.23	745,808.00	762,655.23	16,847.23
-99,478.63	100,000.00	521.37	-99,478.63
7,474.92	60,000.00	67,474.92	7,474.92
779,301.28	35,606.00	814,907.28	779,301.28
0.00	182,759.00	182,759.00	0.00
0.00	60,000.00	60,000.00	0.00
0.00	88,245.00	88,245.00	0.00
23,798.38	93,564.00	117,362.38	23,798.38
-34,382.65	419,800.00	385,417.35	-34,382.65
-13,989.78	346,116.00	332,126.22	-13,989.78
-1,466.72	105,000.00	103,533.28	-1,466.72
0.00	698,610.00	698,610.00	0.00
0.00	114,000.00	114,000.00	0.00
-889,411.32	3,130,000.00	2,240,588.68	-889,411.32
889,411.32	6,432,145.00	7,321,556.32	889,411.32
-119,048.44	1,758,085.00	1,639,036.56	-119,048.44
0.00	400,000.00	400,000.00	0.00
0.00	51,860.00	51,860.00	0.00
-603,230.00	603,580.00	350.00	-603,230.00
-63,140.14	348,107.00	284,966.86	-63,140.14
-31,238.37	33,696.00	2,457.63	-31,238.37
-142,310.81	231,455.00	89,144.19	-142,310.81
-285,144.76	1,129,952.00	844,807.24	-285,144.76

-259,353.64	742,462.00	483,108.36	-259,353.64	
-157,212.18	3,757,512.00	3,600,299.82	-157,212.18	
-2,136.60	10,699.00	8,562.40	-2,136.60	
49,660.25	94,060.00	143,720.25	49,660.25	
-32,615.00	17,615.00	-15,000.00	-32,615.00	
2,935.00	0.00	2,935.00	2,935.00	
-10,514.37	0.00	-10,514.37	-10,514.37	
-2,965.00	0.00	-2,965.00	-2,965.00	
58,997.90	0.00	58,997.90	58,997.90	
-606.27	0.00	-606.27	-606.27	
	0.00	0.00	0.00	
1,284,396.02	0.00	1,284,396.02	1,284,396.02	
-1,659.00	0.00	-1,659.00	-1,659.00	
	0.00	0.00	0.00	
0.00	27,703.00	27,703.00	0.00	
-183,473.30	94,060.00	-89,413.30	-183,473.30	
-215,830.52	944,400.00	728,569.48	-215,830.52	
8,868.84	500,000.00	508,868.84	8,868.84	
-344,171.37	1,800,266.00	1,456,094.63	-344,171.37	
-86,469.56	783,535.00	697,065.44	-86,469.56	
2.45	48,442,331.00	48,442,333.11	2.11	37,861.16
0.00	-201,461,000.00	-201,461,000.00	0.00	
-2.00	-4,666,244.00	-4,666,246.00	-2.00	
-2.00	-206,127,244.00	-206,127,246.00	-2.00	
0.00	1,030,166.00	1,030,166.00	0.00	
0.00	714,865.00	714,865.00	0.00	
0.00	978,725.00	978,725.00	0.00	
0.19	603,765.81	603,766.00	0.19	
0.47	771,666.53	771,667.00	0.47	
0.23	449,971.77	449,972.00	0.23	
0.45	708,855.55	708,856.00	0.45	
-0.24	1,971,758.24	1,971,758.00	-0.24	
0.18	3,137,660.82	3,137,661.00	0.18	
-0.03	2,925,104.03	2,925,104.00	-0.03	
0.08	1,173,664.92	1,173,665.00	0.08	
-0.20	1,513,601.20	1,513,601.00	-0.20	
0.41	1,539,802.59	1,539,803.00	0.41	
-0.25	1,547,057.25	1,547,057.00	-0.25	
0.20	2,224,359.80	2,224,360.00	0.20	
-0.29	3,473,293.29	3,473,293.00	-0.29	
-0.34	3,342,932.34	3,342,932.00	-0.34	
-0.24	2,296,240.24	2,296,240.00	-0.24	
-0.47	2,097,835.47	2,097,835.00	-0.47	
0.03	1,183,506.97	1,183,507.00	0.03	
0.71	1,280,900.29	1,280,901.00	0.71	
-0.34	2,192,879.34	2,192,879.00	-0.34	
-0.39	3,745,100.39	3,745,100.00	-0.39	
0.10	2,106,553.90	2,106,554.00	0.10	
0.10	2,905,844.90	2,905,845.00	0.10	
0.23	3,981,277.77	3,981,278.00	0.23	
-0.24	2,724,836.24	2,724,836.00	-0.24	

0.17	2,171,603.83	2,171,604.00	0.17
-0.40	1,238,384.40	1,238,384.00	-0.40
-0.12	3,095,978.12	3,095,978.00	-0.12
0.43	2,338,893.57	2,338,894.00	0.43
-0.13	2,833,501.13	2,833,501.00	-0.13
-0.03	2,702,516.03	2,702,516.00	-0.03
0.14	2,584,466.86	2,584,467.00	0.14
0.39	3,051,965.61	3,051,966.00	0.39
0.44	2,144,549.56	2,144,550.00	0.44
-0.43	2,275,008.43	2,275,008.00	-0.43
-0.28	3,165,417.28	3,165,417.00	-0.28
-0.13	3,749,977.13	3,749,977.00	-0.13
-0.27	1,037,798.27	1,037,798.00	-0.27
-0.26	2,236,392.26	2,236,392.00	-0.26
-0.17	1,906,542.45	1,906,542.28	-0.17
0.56	558,965.44	558,966.00	0.56
-0.05	1,645,130.05	1,645,130.00	-0.05
0.42	1,250,284.58	1,250,285.00	0.42
0.10	1,349,188.00	1,349,188.10	0.10
-0.44	1,713,874.44	1,713,874.00	-0.44
-0.35	2,079,861.35	2,079,861.00	-0.35
-0.39	1,667,341.39	1,667,341.00	-0.39
-0.05	1,216,848.05	1,216,848.00	-0.05
0.22	1,302,283.78	1,302,284.00	0.22
-0.19	1,160,765.19	1,160,765.00	-0.19
0.18	1,255,583.82	1,255,584.00	0.18
0.34	2,547,026.66	2,547,027.00	0.34
-0.12	2,017,574.12	2,017,574.00	-0.12
0.49	913,521.51	913,522.00	0.49
-0.09	4,085,122.09	4,085,122.00	-0.09
-0.22	10,743,671.72	10,743,671.50	-0.22
-0.30	3,866,728.96	3,866,728.66	-0.30
0.46	1,208,406.54	1,208,407.00	0.46
-0.10	2,542,689.10	2,542,689.00	-0.10
-0.05	1,164,877.05	1,164,877.00	-0.05
0.66	4,999,662.35	4,999,663.01	0.66
-0.25	5,232,793.25	5,232,793.00	-0.25
-0.42	2,105,160.42	2,105,160.00	-0.42
-0.46	931,034.46	931,034.00	-0.46
-0.02	3,544,502.02	3,544,502.00	-0.02
-0.08	7,426,796.08	7,426,796.00	-0.08
-0.45	157,684,913.00	157,684,912.55	-0.45

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Pupil & Parent Services
 SEN
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 Pupil & Parent Services
 Pupil & Parent Services
 Pupil & Parent Services
 School Effectiveness
 Early Years Pupil Premium
 Early Years
 De-Delegation
 Inclusion & Alternative Education Services
 SEN
 Centrally Retained
 Induction for NQTs
 Inclusion & Alternative Education Services
 Inclusion & Alternative Education Services
 Centrally Retained
 Support Services
 Early Years
 Support Services
 Support Services
 Support Services
 Support Services
 Inclusion & Alternative Education Services
 Pupil & Parent Services
 Support Services
 Support Services
 Youth Services
 Early Years
 Early Years
 Early Years
 Early Years
 Early Years
 Support Services
 De-Delegation
 Support Services
 De-Delegation
 Growth

Pupil & Parent Services

Growth

Pupil & Parent Services

Support Services

Support Services

Support Services

Support Services

Support Services

Support Services

Support Services

Support Services

Support Services

Support Services

Support Services

De-Delegation

Support Services

CERA

Inclusion & Alternative Education Services

SEN

Inclusion & Alternative Education Services

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DEDICATED SCHOOLS GRANT - BUDGET 2016-17

BUDGET DESCRIPTION	2016-17 BUDGET £	2015-16 BUDGET £	Changes £
GRANTS			
Dedicated Schools Grant	(195,042,789)	(201,461,000)	(6,418,211)
Sixth Form Funding	(3,765,161)	(4,666,244)	(901,083)
TOTAL INCOME	(198,807,950)	(206,127,244)	(7,319,294)
DEVOLVED RESOURCES			
Schools ISB (Including 6th Form)			
Nursery Schools	2,392,008	2,534,260	(142,252)
Primary Schools	113,403,611	119,548,437	(6,144,826)
Secondary Schools	15,591,373	20,976,127	(5,384,754)
Special Schools	13,547,041	11,902,333	1,644,708
PRUs	2,723,755	2,723,756	(1)
TOTAL DEVOLVED RESOURCES	147,657,788	157,684,913	(10,027,125)
CENTRAL EXPENDITURE			
Centrally Retained			
Growth Fund - Rising Rolls	1,129,952	1,129,952	0
Growth Fund - Additional Classes	3,500,000	3,757,512	(257,512)
Gordon Brown	60,000	60,000	0
Wembley Learning Zone	88,000	81,000	7,000
Blanket Licences	191,252	185,932	5,320
Duke of Edinburgh	19,050		19,050
De-Delegations			
Maternity Grant	215,204	220,067	(4,863)
Trade Union Facilities Funding	81,075	86,473	(5,398)
Licences	6,006	5,792	214
Schools Causing Concern	250,000	250,000	0
FSM Eligibility	27,750	27,703	47
Early Years	13,493,433	12,070,433	1,423,000
Early Years Pupil Premium	384,000	384,000	0
Inclusion & Alternative Education Services	2,600,491	2,600,491	0
Pupil & Parent Services	2,471,822	2,471,822	0
School Effectiveness	1,212,107	635,107	577,000
SEN	20,417,716	20,417,716	0
SEN Transport	936,597	936,597	0
Youth Services	114,000	114,000	0
Induction for NQTs	58,000	58,000	0
Support Services	2,005,334	2,005,334	0
CERA	944,400	944,400	0
<i>Dedicated Schools Grant (Central Expenditure Budget holding)</i>	<i>943,973</i>		<i>943,973</i>
TOTAL CENTRAL EXPENDITURE	51,150,162	48,442,331	2,707,831
TOTAL EXPENDITURE	198,807,950	206,127,244	(7,319,294)

DEDICATED SCHOOLS GRANT - BUDGET 2016-17

BUDGET DESCRIPTION	2016-17 BUDGET	2015-16 BUDGET	Changes
	£	£	£
BALANCE	(0)	0	0

TYPE	SCHOOL NAME	BUDGET			Reason
		2016-17	2015-16	Change	
Primary	Anson	1,946,209	1,971,758	-25,549	
Primary	Avigdor Hirsch Torah Temimah	937,878	913,522	24,356	
Primary	Barham	4,084,251	3,981,278	102,973	
Primary	Braintcroft	3,670,622	3,749,977	-79,355	
Primary	Brentfield	3,209,888	3,137,661	72,227	
Primary	Byron Court	3,205,668	2,925,104	280,564	
Primary	Carlton Vale Infants	1,004,331	1,173,665	-169,334	
Primary	Chalkhill	2,547,073	2,584,467	-37,394	
Primary	Christ Church CE	1,058,703	1,037,798	20,905	
Primary	Convent of Jesus & Mary RC Infants	1,664,214	1,667,341	-3,127	
Primary	Donnington	1,190,965	1,238,384	-47,419	
Primary	Elsley	2,294,774	2,171,604	123,170	
Primary	Fryent	3,574,643	3,165,417	409,226	
Primary	Furness		2,702,516	-2,702,516	Academy Conversion 1st April
Primary	Harlesden	1,678,192	1,513,601	164,591	
Primary	Islamia	2,125,578	2,105,160	20,418	
Primary	John Keble CE	2,149,366	2,236,392	-87,026	
Primary	Kilburn Park	1,065,701	1,164,877	-99,176	
Primary	Kingsbury Green	3,391,937	3,473,293	-81,356	
Primary	Leopold	3,734,075	3,342,932	391,143	
Primary	Lyon Park	4,515,441			
Primary	Lyon Park Infants		2,097,835	121,366	School Merger 1st April
Primary	Lyon Park Juniors		2,296,240		
Primary	Malorees Infants	1,223,902	1,183,507	40,395	
Primary	Malorees Juniors	1,130,301	1,208,407	-78,106	
Primary	Mitchell Brook	2,912,549	2,833,501	79,048	
Primary	Mora	2,208,964	2,275,008	-66,044	
Primary	Mount Stewart Infants	1,442,379	1,547,057	-104,678	
Primary	Mount Stewart Juniors	1,633,261	1,539,803	93,458	
Primary	Newfield	2,322,541	2,338,894	-16,353	
Primary	Northview	1,268,881	1,280,900	-12,019	
Primary	Oakington Manor		3,866,729	-3,866,729	Academy Conversion 1st April
Primary	Oliver Goldsmith	2,102,184	2,144,550	-42,366	
Primary	Our Lady of Grace RC Infants	1,185,345	1,160,765	24,580	
Primary	Our Lady of Grace RC Juniors	1,244,066	1,250,285	-6,219	
Primary	Our Lady of Lourdes RC	1,201,873	1,216,848	-14,975	
Primary	Park Lane	2,175,864	2,192,879	-17,015	
Primary	Preston Park	3,759,346	3,745,100	14,246	
Primary	Princess Frederica CE	1,841,747	1,906,542	-64,795	
Primary	Roe Green Infants	3,008,913	2,905,845	103,068	
Primary	Roe Green Juniors	2,105,645	2,106,554	-909	
Primary	Salusbury	3,074,722	3,051,966	22,756	
Primary	Sinai Jewish	2,528,106	2,547,027	-18,921	
Primary	St Andrew and Francis CE		558,966	-558,966	Academy Conversion 2015-16
Primary	St Joseph's RC	2,661,491	2,542,689	118,802	
Primary	St Joseph's RC Infants	1,269,774	1,302,284	-32,510	
Primary	St Joseph's RC Juniors	1,308,879	1,349,188	-40,309	
Primary	St Margaret Clitherow	1,290,386	1,255,584	34,802	
Primary	St Mary Magdalen's RC	1,703,187	1,713,874	-10,687	
Primary	St Mary's CE	1,589,901	1,645,130	-55,229	
Primary	St Mary's RC	1,639,258	2,017,574	-378,316	
Primary	St Robert Southwell RC	2,111,355	2,079,861	31,494	
Primary	Stonebridge	3,171,635	3,095,978	75,657	
Primary	Uxendon Manor	2,491,291	2,224,360	266,931	
Primary	Wembley	4,073,871	4,085,122	-11,251	
Primary	Wykeham	2,672,485	2,724,836	-52,351	

TYPE	SCHOOL NAME	BUDGET			Reason
		2016-17	2015-16	Change	
Secondary	JFS	10,577,731	10,743,672	-165,941	
Secondary	Newman RC	5,013,642	5,232,793	-219,151	
Secondary	St Gregory's RC		4,999,663	-4,999,663	Academy Conversion 2015-16
Special	Manor	4,500,823	3,544,502	956,321	
Special	Phoenix Arch	1,160,213	931,034	229,179	
Special	The Village	7,886,005	7,426,796	459,209	
Nursery	College Green	416,709	449,972	-33,263	
Nursery	Curzon Crescent	682,606	603,766	78,840	
Nursery	Fawood	681,387	771,667	-90,280	
Nursery	Granville Plus	611,306	708,856	-97,550	
PRUs	Brent River College - Stag Lane (KS3)	714,865	714,865	0	
PRUs	Brent River College - Poplar Grove	1,030,166	1,030,166	0	
PRUs	Ashley College (BETS/HNES)	978,725	978,725	0	
		147,657,789	157,684,912	-10,027,123	

School Type			
Nursery	2,392,008	2,534,261	-142,253
Primary	113,403,611	119,548,435	-6,144,824
Secondary	15,591,373	20,976,128	-5,384,755
Special	13,547,041	11,902,332	1,644,709
PRUs	2,723,756	2,723,756	0
	147,657,789	157,684,912	-10,027,123

Reason for Change	
Academy Conversion	-12,127,874
Other	2,100,751
	-10,027,123

For Consultation & Information

7. Updated Scheme for Financing Schools & Schools Financial Regulations

1.0 SUMMARY

- 1.1 This report details the changes to be implemented to the Scheme for Financing Schools and the Schools Financial Regulations, and will become effective after approval/consultation with the Schools Forum

2.0 RECOMMENDATIONS

- 2.1 The Schools Forum is requested to approve the Scheme for Financing Schools 2016-17
Voting is open to all maintained school members.
- 2.2 The Schools Forum is being formally consulted on the Brent Schools Financial Regulations 2016-17
Open to formal comment from all maintained school members.

3.0 BACKGROUND

- 3.1 Local Authorities are required to publish schemes for financing schools which clearly sets out the financial relationship between the Local Authority and the schools that they maintain.
- 3.2 In addition to the Scheme for Financing Schools, Brent also maintains a Schools Financial Regulations which is supplementary to the Scheme and to the LA's own Financial Regulations. These regulations provide more detailed financial guidance, and specifies the procedures and key control measures that must be implemented in schools to ensure public accountability and to prevent financial risk. It also sets out the responsibilities of the LA in relation to maintained schools, and of the Governing Board and Head Teachers to which funding has been delegated.
- 3.3 Both documents are reviewed annually. Where changes apply to the scheme, the LA is required to obtain approval from the Schools Forum. Where changes apply to the Schools Financial Regulations, the Schools Forum is consulted prior to implementation.

4.0 DETAIL

- 4.1 All changes applied in this revision are in line with *Schemes for Financing Schools – Statutory Guidance for LAs* issued by the DfE in December 2015, changes to the LA's own regulations, the EU Public Procurement Regulations and all relevant regulations.
- 4.2 The 2016-17 Scheme for Financing Schools is attached as Appendix A, with all changes to this being detailed in Appendix B. This will become immediately effective after the approval of the Schools Forum.
- 4.3 The 2016-17 Schools Financial Regulations is attached as Appendix C, with all changes to the Schools Financial Regulations are detailed in Appendix D. This will become effective after this consultation with the Schools Forum, provided no changes are suggested. The 2015-16 Schools Financial Regulations became effective in December after a working task group was set up with key officers and a cross-section of headers to review in detail.
- 4.4 In summary, the changes applied are:
 - a) The Governing Body is now referred to as the Governing Board, as per the Governance Handbook that was issued by the DfE in November 2015.
 - b) The EU Procurement limits have now changed and is detailed in Section 2.10 of the Scheme for Financing Schools and in Section G.3 of the Regulations.
 - c) The LA's definition of a high value contracts has increased to £500k, rather than the previous £250k.
 - d) The requirements for the audit of non-official funds has been clarified, and is line with the SFVS and guidance provided to schools.
 - e) Clarification has also been included in the Regulations to clarify that the annual 3 year budget must be approved by the full governing body and cannot be delegated to a sub-committee of the governing body.

5.0 BACKGROUND PAPERS

1. Schemes for Financing Schools – Statutory Guidance for LAs, December 2015 ;
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/486440/Scheme_for_Financing_Schools_Dec_2015.pdf

6.0 APPENDICES

- A. Scheme for Financing Schools 2016-17;
- B. Summary of Changes – Scheme for Financing Schools – 2016-17;
- C. Brent Schools Financial Regulations 2016-17;
- D. Summary of Changes – Schools Financial Regulations – 2016-17

CONTACT OFFICERS

Norwena Thomas
Senior Finance Analyst

0208 937 3068

	Current Wording	Previous Wording
Throughout	Governing Board	Governing Body <i>(The Governing Body is now referred to as the Governing Board as outlined in the Governance Handbook November 2015)</i>
Throughout	Cabinet	The LA's Cabinet <i>(For clarification)</i>
2.8	An audit of these funds should be carried out annually by an auditor appointed by the Governing Board, as minuted in Governing Board minutes. The audit must be completed within three months of the end of each financial year. In the interests of accountability, the auditor should not be an employee and should be independent of the school with no association to the fund. Funds in excess of £20k must be audited by a qualified accountant who will provide a certificate in accordance with published professional standards. Funds below £20k does not need to be audited by a qualified accountant, but must be audited by a suitable individual familiar with the principles of accountancy. A report of the audit must be submitted to the Governing Board	An audit of these funds should be carried out annually by an auditor appointed by the Governing Body, as minuted in Governing Body minutes. In the interests of accountability, the auditor should not be an employee and should be independent of the school. A report of the audit must be submitted to the Governing Body.
2.8	Official (delegated funding) and non-official (voluntary and private funds) should never be mixed. Any income which properly relates to the school's delegated budget should not be credited to a non-official fund. Any expenditure, such as staffing costs, which properly relates to the school's delegated budget should not be paid from the non-official fund.	Official (delegated funding) and non-official (voluntary and private funds) should never be mixed. Any income which properly relates to the school's delegated budget should not be credited to a non-official fund.
2.10	See chart <ul style="list-style-type: none"> Low Value Contract - £25,000 - £164,175 Medium Value Contract - £164,176 - £499,999 High Value Contract - £500,000+ EU Thresholds: <ul style="list-style-type: none"> Supplies & Services (excluding Schedule 3 Services) - £164,176+ Schedule 3 Services - £589,148+ Works - £4,104,394 	See revised chart <ul style="list-style-type: none"> Low Value Contract - £25,000 - £172,513 Medium Value Contract - £164,176 - £249,999 High Value Contract - £250,000+ EU Thresholds: <ul style="list-style-type: none"> Supplies & Services (excluding Schedule 3 Services) - £172,514+ Schedule 3 Services - £650,000+ Works - £4,332,012

	Current Wording	Previous Wording
2.10	<p>Medium Value Contract</p> <p>Schools are required to undertake a competitive tendering exercise. This tendering exercise must be commenced by placing a contract notice (advert) in OJEU (Official Journal of the EU) if the Public Contract Regulations 2015 apply in full to the procurement. For all tender exercises, it is necessary to advertise on Contracts Finder (a web-based facility operated by or on behalf of the Cabinet Office) and publish a public notice on the London Tenders Portal. Please refer to the Schools Financial Regulations for further detail.</p>	<p>Medium Value Contract</p> <p>Schools are required to undertake a competitive tendering exercise. This tendering exercise must be commenced by placing a contract notice (advert) in OJEU (Official Journal of the EU) if the Public Contract Regulations 2015 apply in full to the procurement. For all tender exercises, it is necessary to advertise on Contracts Finder (a web-based facility operated by or on behalf of the Cabinet Office) and publish a public notice on the London Tenders Portal. Please refer to the Schools Financial Regulations for further detail.</p>
2.10	<p>High Value Contract</p> <p>Schools must seek and obtain the LA's Cabinet approval before the procurement process is started. In seeking the LA's Cabinet approval to tender, the Governing Board shall address the pre-tender considerations set out in the LA's Contract Standing Order 89, to include details of the criteria for evaluation and award. The tender exercise will be as for Medium Value Contracts. Following receipt and evaluation of bids, further Cabinet authority should be sought prior to awarding the contract.</p>	<p>High Value Contract</p> <p>Schools must seek and obtain Cabinet approval before the procurement process is started. In seeking Cabinet approval to tender, the Governing Body shall address the pre-tender considerations set out in the LA's Contract Standing Order 89, to include details of the criteria for evaluation and award. The tender exercise will be as for Medium Value Contracts. Following receipt and evaluation of bids, further Cabinet authority should be sought to award the contract.</p>
4.2	<p>Surplus balances held by schools as permitted under this scheme are subject to the following restrictions:</p> <p>a) If the result of steps a-c is a sum greater than 5% of the current year's Budget Share for secondary schools, 8% for nursery, primary and special schools, or £10,000 (where that is greater than either percentage threshold), then the LA will consider the excess balances by review and may recommend the clawback of any excessive surplus or direct the use of these funds within the school for specific purposes in future financial years.</p>	<p>Surplus balances held by schools as permitted under this scheme are subject to the following restrictions:</p> <p>d) If the result of steps a-c is a sum greater than 5% of the current year's Budget Share for secondary schools, 8% for primary and special schools, or £10,000 (where that is greater than either percentage threshold), then the LA will consider the excess balances by review and may recommend the clawback of any excessive surplus or direct the use of these funds within the school for specific purposes in future financial years.</p>



SCHEME FOR FINANCING SCHOOLS

2016-17

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(Updated May 2016)

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SECTION 12: Responsibility for Repairs and Maintenance

SECTION 13: Community Facilities

ANNEX A: List of Maintained Schools (to which this scheme applies as at May 2016)

SECTION 1: INTRODUCTION

1.1. The Funding Framework

The funding framework is set out in the legislative provisions in s.45 – s.53 of the School Standards and Framework Act 1998 (the Act).

Under this legislation, the local authority (LA) will determine for itself on an annual basis, the size of the schools budget and their non-schools education budget – although at a minimum an LA must appropriate its entire Dedicated Schools Grant (DSG) to the schools budget.

The categories of expenditure which fall within the two budgets are prescribed under regulations made by the Secretary of State, but included within the two, taken together, is all expenditure, direct and indirect, on the LA's maintained schools except for capital and certain miscellaneous items.

LAs may deduct funds from their schools budget for purposes specified in regulations made by the Secretary of State under s.45A of the Act (the centrally retained expenditure). The amounts to be deducted for these purposes are decided by the LA annually, subject to any limits or conditions (including gaining the approval of their Schools Forum or the Secretary of State in certain instances) as prescribed by the Secretary of State. The balance of the schools budget remaining after deduction of the centrally retained expenditure is termed the Individual Schools Budget (ISB).

Expenditure items in the non-schools education budget must be retained centrally (although earmarked allocations may be made to schools).

LAs must distribute the ISB amongst their maintained schools using a formula which accords with regulations made by the Secretary of State, and enables the calculation of a budget share for each maintained school. This budget share is then delegated to the Governing Board of the school concerned, unless the school is a new school which has not yet received a delegated budget, or the right to a delegated budget has been suspended in accordance with s.51 of the Act.

The financial controls within which delegation works are set out in the London Borough of Brent's Scheme for Financing Schools (this document), and also in the London Borough of Brent's Schools Financial Regulations in accordance with s.48 of the Act and regulations made under that section.

All proposals to revise the scheme must be approved by the Schools Forum, though the LA may apply to the Secretary of State for approval in the event of the forum rejecting a proposal or approving it subject to modifications that are not acceptable to the LA.

Subject to the provisions made by or under the scheme, Governing Boards of schools may spend such amounts of their budget shares as they think fit for any purposes of their school* and for any additional purposes prescribed by the Secretary of State in regulations made under s.50 of the Act. (*s.50 has been amended to provide that amounts spent by a Governing Board on providing community facilities or services under s.27 of the Education Act 2002 are treated as if they were amounts spent for the purposes of the school (s.50(3A) of the Act.)

An LA may suspend a school's right to a delegated budget if the provisions of this scheme (or rules applied by the scheme) have been substantially or persistently breached, or if the budget

share has not been managed satisfactorily. A school's right to a delegated budget share may also be suspended for other reasons (s.17 to the Act) but in that case there is no right to appeal.

The LA is obliged to publish each year a statement setting out details of its planned schools budget and other expenditure on children's services, showing the amounts to be centrally retained and funding delegated to schools. After each financial year the LA must publish a statement showing out-turn expenditure at both central level and for each school, and the balances held in respect of each school.

The detailed publication requirements for financial statements are set out in directions issued by the Secretary of State, but each school must receive a copy of each year's budget and outturn statements so far as they relate to that school or central expenditure. Brent's section 251 budget and outturn statements detailing this information can be found on the LA's website at <http://www.brent.gov.uk/your-council/transparency-in-brent/performance-and-spending/budgets-and-finance/section-251-statements/>.

Regulations also require an LA to publish their scheme and any revisions to it on a website accessible to the general public, by the date that any revisions come into force, together with a statement that the revised scheme comes into force on that date.

1.2. The Role of the Scheme

This scheme sets out the financial relationship between the LA and the maintained schools which it funds. The schools maintained by Brent as at May 2016, and therefore covered by this scheme, are listed in Annex A.

This scheme contains requirements relating to financial management and related issues and is binding on both the LA and on schools.

1.2.1. Application of the Scheme to the LA and maintained schools

This scheme applies in respect of all community, nursery, voluntary, foundation (including trust), community special or foundation special schools and pupil referral units (PRUs) maintained by the LA, as listed for information in Annex A. It does not apply to schools situated in Brent which are maintained by another LA, nor does it apply to academies.

1.3. Publication of the Scheme

Schools will be notified of any changes to this scheme, via the Schools Extranet, and a full copy will be placed on the Schools Extranet.

In addition, this scheme will be published on the LA's website which is accessible to the general public together with a statement stating the date the revised scheme comes into force.

1.4. Revision of the Scheme

Any proposed revisions to the scheme will be the subject of consultation with the Governing Board and Head Teacher at every Brent maintained school prior to seeking approval from the Schools Forum.

All proposed revisions will be submitted to the schools forum for approval by the members of the Schools Forum representing maintained schools. If the Schools Forum does not approve

the changes or approves the changes subject to modifications which are not acceptable to the LA, the LA may apply to the Secretary of State for approval.

1.5. Delegation of Financial Powers to the Head Teacher

Governing Boards should consider the extent to which they wish to delegate their financial powers to the Head Teacher, and must record their decision (and any revisions to that decision) in the minutes of the Governing Board meeting.

The Head Teacher and Governing Board are responsible for producing an annual budget plan for each financial year which must be approved by the Governing Board or by a sub-committee of the Governing Board and submitted to the LA by the deadline set by the LA.

Whilst Brent has no desire to impose uniformity on schools, the following are suggestions on the levels of delegation that should be considered:

- To ensure the effective management of resources, Governing Boards are advised to delegate the responsibility for day to day financial management to the Head Teacher, subject to the establishment of appropriate arrangements for the exercise of that delegated authority.
- The Head Teacher should present the first formal budget plan for each financial year to the Finance Committee and subsequently to the full Governing Board for approval prior to submission to Brent.
- The Governing Board should ensure that the Head Teacher reports progress on a regular basis to the full Governing Board or a finance committee of the Governing Board.
- Financial limits should be defined for the authorisation of orders, invoices and virements between budget heads by the Head Teacher. The level of these limits will depend to a large extent on the size of the school budget and the pattern of expenditure. The limits should not inhibit day to day financial management, but should not place undue responsibility on the Head Teacher.
- The Head Teacher is responsible to the Governing Board for the maintenance of financial controls within the school. The Head Teacher should ensure that the financial controls are maintained in the absence of key staff and should ensure that all staff are adequately trained. The Head Teacher should be responsible for amending and updating financial procedures in line with Audit, Brent or government recommendations. Such changes should be reported back to the Governing Board.
- The Head Teacher should ensure that recommendations arising from Internal Audit reports are addressed in accordance with the agreed action plan and that all reports are reviewed by the Governing Board or relevant sub-committee.
- The Head Teacher should oversee the administration of the personnel function within the school and ensure that an adequate division of duties exists.
- The Head Teacher should ensure that effective procedures exist for the backing up of computer-based systems and that they are followed. The Head Teacher should also ensure that adequate security measures are in place to protect financial data.
- The Head Teacher should liaise with the LA, its agents or insurers over matters relating to insurance, and report back to the Governing Board on important issues.
- The Head Teacher should ensure that stocks are secure, maintained at a reasonable level or independently stock-checked on a periodic basis. Valuable items should also be secured and checked regularly.

- The Governing Board should establish a charging policy for the provision of goods and services. The Head Teacher is responsible to the Governing Board for carrying out this policy and accounting for the income generated. Discretion over the provision of goods and services should lie with the Head Teacher in consultation with the Governing Board.
- The Head Teacher should ensure the security of money held on the premises and ensure that such money is banked on a weekly basis. If money is not banked daily, then money should be held securely and should not exceed insurance limits e.g. in a safe or a locked drawer.
- The Governing Board should agree an appropriate level of petty cash and the Head Teacher is responsible to the Governing Board for the proper management of the petty cash.

1.6. Maintenance of Schools

The LA is responsible for maintaining the schools covered by the scheme, and this includes the duty of defraying all the expenses of maintaining them (except in the case of a voluntary aided school where some of the expenses are, by statute, payable by the Governing Board). Part of the way a LA maintains its schools are through the funding system put in place under s.45 – s.53 of the Act.

SECTION 2: FINANCIAL CONTROLS

2.1. General Procedures

2.1.1. Application of Financial Controls to Schools

In managing their delegated budgets schools must abide by the LA's requirements on financial controls and monitoring as contained in this scheme and the Schools Financial Regulations.

2.1.2. Provision of Financial Information and Reports

Schools are required to provide the LA with details of anticipated and actual expenditure and income, in a form determined by the LA and by the deadlines set by the LA which will be issued annually in the year end closing of accounts guidance. The format provided by the LA will take account of Consistent Financial Reporting (CFR) framework.

In addition, schools are required to submit a monthly FIN1 return (bank reconciliation), a quarterly budget monitoring report showing clearly the forecasted year end position and quarterly VAT returns in the format prescribed by the LA. Where schools are experiencing cashflow difficulties, they may submit monthly VAT returns to help with management of their cashflow. For schools in deficit, budget monitoring reports are required each month. These must all be reviewed and signed by the Head Teacher in a timely manner and all supporting/backing documents should be submitted at the same time as the return.

The timetable for the submission of all financial returns will be notified to schools via the Schools Extranet.

The LA will discharge its monitoring role and ensure that schools are effectively managing the resources delegated to them by the monitoring of these returns and by the review of internal audit reports.

In the event that any of the required returns are not being received by the LA in a timely manner, the LA reserves the right to send in their officers to provide the required information, which may also result in a *Note of Concern* issued as set out in section 2.15 below.

2.1.3. Payment of Salaries; Payment of Bills

Schools are responsible for the correct payment of all salaries, bills and relevant taxes relating to its budget share unless the LA has agreed to perform this on behalf of the school through a separate service level agreement.

Schools should ensure that payments for invoices are made within 30 days of the invoice date. This is both a central government and an LA policy. Where an invoice is disputed, the query should be raised with the supplier as soon as known. The invoice should subsequently be cleared promptly for payment once the query has been resolved or a credit note has been received. All invoices should be cleared, or queries raised, prior to long holiday periods.

Any costs including penalties, legal or administrative costs incurred as a result of a school's non or late payment of bills or salaries are chargeable to the school's budget share.

2.1.4. Control of Assets

Inventories must be maintained by all schools. The inventories must contain an adequate description of furniture, fittings, equipment, plant and machinery and other moveable non capital assets held for the purposes of the school, including items purchased, donated, leased or on loan/hired from other schools or other sources.

Asset registers are useful both as a deterrent to theft (through the annual checks) but also as a prime document in the event of an insurance claim. The importance of keeping records and ensuring their accuracy should therefore be acknowledged by schools.

DfE guidance suggests that all items which have a purchase price above £1,000 (ex VAT) should be included in the inventory. However, Brent strongly suggests that schools record all items above £100. This guidance is notwithstanding any specific requirements relating to the retention of records for areas such as grant conditions, insurance or leases. Head Teachers should use their discretion in deciding whether to include items of a lesser value, although a register must be kept in some form for such items. Schools should give particular consideration to recording 'portable and desirable' items (e.g. digital cameras) that may fall below the recommended levels referred to above.

Head Teachers should keep a separate record of inventory items taken off the school premises. Head Teachers are responsible for the control and proper use of all items on the inventory and for arranging that a check is carried out at not greater than annual intervals to ensure that all items are accounted for. Head Teachers should ensure that the inventory is certified by the individual responsible for performing the check.

Head Teachers are responsible for ensuring that proper records are kept in relation to the accounts and custody of any stocks and stores in the school for which the Chief Finance Officer requires such controls to be established.

Head Teachers are responsible for maintaining proper security for all buildings, stocks, stores, furniture, vehicles, equipment, plant, money, sensitive data etc. under their control. Keys to safes and similar receptacles shall be carried on the person of those responsible at all times; the loss of any such keys must be reported to the Strategic Director of Children & Young People without delay.

2.1.5. Accounting Policies (including Year End Procedures)

The Chief Finance Officer is responsible for determining the LA's accounting policies. Each Head Teacher is responsible for ensuring that these policies are adhered to and applied consistently in units' accounts. The underlying principles include:

- The accounts should be a fair presentation of the school's financial position and transactions in respect of that financial year.
- Income and expenditure should relate to the services provided in the same accounting period (the financial year). In revenue accounts, provision must be made for income and expenditure earned/used irrespective of when the amounts are actually paid or received.
- The accounts should be prepared on a prudent basis with income only being included to the extent that it is likely to be received; proper allowance should be made for all known liabilities and losses.

Schools must abide by the procedures issued annually by the LA for the year end closing of accounts procedures and other accounting policies.

- The year end procedures are set out in the Schools Closing Guidance issued every year in January which includes a closedown timetable which must be adhered to.
- The financial information system of the LA will be the statutory accounts for each school and will be used to assess financial performance.
- Head Teachers must ensure that accounting procedures and financial records are maintained accurately and kept up to date.

2.1.6. Writing off of Debts

Debts in respect of income due to the schools delegated budget and collected by them which are found to be irrecoverable, may be written off only by resolution of the Governing Board in accordance with the Schools Financial Regulations. The write-off of property, i.e. stocks and surplus assets, should be treated in the same way. All write-offs should be initiated by a written report from the Head Teacher, and should be formally considered and approved by the full Governing Board and recorded in the minutes of the meeting. This cannot be delegated to a committee of the Governing Board.

The amount of any debt written-off will be borne by the delegated budget of the school to which the income would have been due. All appropriate budgets/forecasts should be amended to reflect this.

Where the invoice exceeds £1k the Governing Board must notify and obtain approval from Chief Finance Officer before writing off the debt. Any proposed write-off that exceeds £3k will also be reported to the LA's Cabinet. All requests for approval must be submitted to the Schools' Finance Team.

All write-offs must be correctly recorded in the accounts, by reversal of the original income transaction. All documentation relating to the write-off and approval of this should be retained by the school. No property that has been written-off can be sold or otherwise disposed of.

2.2. Basis of Accounting

Schools are free to use any accounting software they choose, providing any reports are submitted to the LA in the required format, and provided that they meet the costs of modification to provide output required by the LA. Schools may therefore account for expenditure and income during the financial year on their internal systems using either a cash or accruals basis. Reports submitted to the authority in accordance with this scheme must however be amended, where necessary, at the year end to an accruals basis in order to comply with the LA's requirements.

2.3. Submission of Budget Plans

Each school is required to submit a formal budget plan approved by the Governing Board, no later than 1st June each year. The LA would however consider it good practice for Governing Boards to agree their budget plan prior to the start of the new financial year.

The budget plan must show the school's intentions for expenditure in the current and the following two financial years, and details of any assumptions made underpinning the budget plan. In determining the budget plan, schools are required to take into account any estimated surplus or deficit at the previous financial year end to 31st March. The budget plan should be a numerical reflection of the school's development plan (SDP) and should be prepared to

reflect the full year effect of decisions made in the current year, the estimated effect of pupil number increases and decreases and any other development issues.

The Governing Board is not permitted to set a budget which plans for a cumulative deficit at the end of any of the financial years, except where the LA has authorised such a budget.

The format of the budget plan and any supporting documents shall comply with the budget template provided and the *Budget Preparation Guidelines* issued by the LA each year, which takes into account the Consistent Financial Reporting (CFR) framework and the desirability of compatibility with that.

Evidence of approval must be submitted at the same time as the budget plan. A Budget Approval form is issued by the LA each year which needs to be signed by the Head Teacher and the Chair of Governors. An extract of the minutes of the Governing Board meeting can also be submitted for further evidence.

The LA will supply schools with all income and expenditure data which it holds which is necessary to efficient planning by schools and an annual plan showing when this information will be available.

2.3.1. Submission of Financial Forecast

As part of budget management, schools are required to undertake regular forecasts of outturn against budget. Schools are required to provide a full year forecast as at the end of each quarter as part of the budget monitoring submissions to the Schools Finance Team.

These forecasts will be used to confirm if schools are undertaking effective financial planning and to identify any potential budgetary problems in future years. In addition, these will be used as evidence to support the LA's assessment of the Schools Financial Value Standards (SFVS).

2.4. Efficiency and Value for Money

Schools must seek to achieve efficiencies and value for money, to optimise the use of their resources and to invest in teaching and learning. Schools must do so whilst taking into account the LA's purchasing, tendering and contracting requirements outlined in section 2.10.

Head Teachers and governors are required to determine how to secure better value for money for their school. There are significant variations between similar schools, and so it is important for schools to review their current expenditure, compare it to other schools and think about how to make improvements.

Given that school's delegated budgets account for a very high proportion of LA spending, it is important that schools are able to demonstrate that they are following best value principles in their expenditure.

2.5. Virement

A virement is the transfer of funds from one budget line to another. It is an administrative exercise that provides a degree of flexibility in spending a budget to deal with changing circumstances and/or unexpected developments.

Provided overall spending is contained within the total delegated budgets, schools may vire freely between budget heads in the expenditure of their budget share. However there needs to be appropriate control arrangements established, and Governing Boards are advised to establish criteria for virements and financial limits above which the approval of the governors is required, in their Schemes of Delegation. Decisions should be recorded in Governing Board minutes.

2.6. Audit: General

All maintained schools fall within both the internal and external audit regime determined by the LA, and schools are required to co-operate with both of these.

The LA's maintained schools will be the subject of regular internal audit to review the management of the school's finances and its stewardship of public money on behalf of the LA. Internal audit of schools will be based on a rolling programme, it is expected that each school will be subject to an internal audit review approximately once every 2-3 years.

Schools must allow internal and external auditors access, for the purpose of programmed internal audit or adhoc investigations, to such premises, documents and assets, as the auditors consider necessary. The school staff must provide auditors with any explanations they consider necessary.

The Head Teacher should consider and respond promptly to recommendations in audit reports and report to the Governing Board on the results of audits and any actions required by the school.

The Head Teacher should immediately notify the internal auditors and the Schools Finance team of any suspected irregularities involving fraud, bribery, theft or corruption of cash, stores, stocks or any other property held for the purposes of the school or in any other way affecting school finances or any breach of financial regulations.

2.7. Separate External Audits

In instances where a school wishes to seek an additional source of assurance at its own expense, a Governing Board is permitted to spend funds from its budget share to obtain external audit certification of its accounts, separate from any LA internal or external audit process. Where a school chooses to seek such an additional audit it does not remove the requirement that the school must also be subject to and co-operate with the LA's internal and external auditors. In the event of a difference of opinion between the LA's external auditors and a Governing Board appointed auditor, the views of the LA's external auditor will prevail.

2.8. Audit of Voluntary and Private Funds

Schools are also required to provide annual audit certificates to the LA's internal auditors in respect of voluntary and private funds held by them together with the accounts of any trading organisations which they control. A school refusing to provide audit certificates to the LA as required by this scheme is in breach and the LA may choose to take action on that basis.

Both voluntary and private funds come under the definition of *non-official funds* or *school funds*. Such funds are those funds which do not contain official monies/ delegated funding from the LA and is controlled wholly or in part by the Head Teacher by reason of his/her

employment by the school. Although such funds are not public money, parents and other benefactors are entitled to the same standards of stewardship in regard to them.

An audit of these funds should be carried out annually by an auditor appointed by the Governing Board, as minuted in Governing Board minutes. The audit must be completed within three months of the end of each financial year. In the interests of accountability, the auditor should not be an employee and should be independent of the school with no association to the fund. Funds in excess of £20k must be audited by a qualified accountant who will provide a certificate in accordance with published professional standards. Funds below £20k does not need to be audited by a qualified accountant, but must be audited by a suitable individual familiar with the principles of accountancy. A report of the audit must be submitted to the Governing Board.

Governors have responsibility for the oversight of the management of these funds. The Head Teacher should be held accountable for the good management of these funds. It is therefore recommended that governors should be kept informed about these funds, and therefore in addition to the annual report received, governors should also receive interim reports. These reports should include details of income received, major items of expenditure and the balance of the funds, supported by certified reconciliations.

Official (delegated funding) and non-official (voluntary and private funds) should never be mixed. Any income which properly relates to the school's delegated budget should not be credited to a non-official fund. Any expenditure, such as staffing costs, which properly relates to the school's delegated budget should not be paid from the non-official fund.

Voluntary and private funds are not eligible to reclaim VAT on expenditure, unless separately registered for VAT.

2.9. Register of Business Interests

The Governing Board of each school must have in place a register that lists for each member of the Governing Board, the Head Teacher and staff:

- any business interests they or any member of their immediate family have;
- details of any other educational establishments that they govern;
- any relationships between school staff and members of the Governing Board.

The register must be kept up to date with notification of changes and through annual review of entries, or when a new governor is appointed or elected. This also needs to be done when the term of office of an existing governor expires and he/she is re-appointed/re-elected, and should be made available for inspection by governors, staff, parents and the LA. This register must be published on a publicly accessible website.

Declaration of any interests, including pecuniary, should be raised as a standing agenda item at every full Governing Board and finance committee meeting and such declarations should be minuted.

Governors, the Head Teacher and any member of staff must refrain from the decision making process or taking any action where they or any member of their immediate family has a business or pecuniary interest.

Further guidance can be found with the Register of Business & Personal Interest form.

2.10. Purchasing, Tendering and Contracting Requirements

Schools are required to abide by the LA's financial regulations and standing orders in purchasing, tendering and contracting matters, including leasing. This includes a requirement to assess in advance, where relevant, the health and safety competence of contractors, taking account of the LA's policies and procedures. Nothing within these requirements shall be construed as requiring schools to:

- a) do anything incompatible with any of the provisions of this Scheme for Financing Schools, or any statutory provision, or any EU Procurement Directive;
- b) seek LA officer countersignature for any contract for goods or services;
- c) select suppliers only from an approved list;
- d) seek fewer than three tenders or quotations in respect of any contract with a value exceeding £25,000, subject to specific listed exceptions.

The Governing Board/ Head Teacher must ensure that they consider quality, economy and efficiency when purchasing supplies, goods, equipment, services and works.

Although Governing Boards are empowered to enter into contracts in their own right (Education Act 2002, Paragraph 3 of Schedule 1), and also may do so where they have a clear statutory obligation (e.g. contracts made by Aided or Foundation Schools for the employment of staff), in most cases they do so on behalf of the LA as maintainer of the School and the owner of the funds in the budget share. It is a particular government requirement that all Schools shall approve and abide by both Financial Regulations and Contract Procedure Rules. In Brent, the Scheme for Financing Schools requires all Schools to adopt the corporate models of these governance documents, which have been formulated to account for the particular financial and operational arrangements that exist within Schools.

All procurement by schools maintained by the LA must therefore comply with EU Public Procurement Legislation (the Public Contracts Regulations 2015), the LA's Financial Regulations and Contract Standing Orders. Each Head Teacher shall maintain and supply the Chief Finance Officer with such information as is required for corporate compliance with these rules.

An electronic version of the LA's Constitution encompassing the Financial Regulations and Contract Standing Orders can be obtained here: <http://www.brent.gov.uk/your-council/about-brent-council/council-structure-and-how-we-work/our-constitution/>

The table below sets out different categories of contract, depending on the value of the contract (over the life of the contract, including any possible extension) for Supplies, Services and Works.

Contract Value

It is a mandatory requirement to estimate a contract value at the start of a procurement. The value of the contract must be calculated over the entire length of the contract, including any period of extension(s) anticipated.

Supplies & Services		Works	
Very Low Value Contract	£0 < £24,999	Very Low Value Contract	£0 < £24,999
Low Value Contract	£25,000 < £164,175	Low Value Contract	£25,000 < £249,999
Medium Value Contract	£164,176 < £499,999	Medium Value Contract	£250,000 < £499,999
High Value Contract	> £500,000	High Value Contract	> £500,000
EU Threshold Values: <u>Supplies & Services (excluding Schedule 3 Services)</u> from 1 st January 2016 > £164,176 <u>Schedule 3 Services</u> from 1 st January 2016 > £589,148		EU Threshold Values: <u>Works</u> from 1 st January 2016 > £4,104,394	

A Schedule 3 Service is defined as those social, educational and other specific services listed in Schedule 3 of the Public Contracts Regulations 2015.

- **Very Low Value Contract** – No formal procurement procedures apply to Very Low Value Contracts, except the requirement to secure best value. The best way for schools to demonstrate value for money is either by seeking three competitive written quotes, using an Approved List (where one exists), or using the Online Market Place. Whilst the use of these procedures is not mandatory, it is however a mandatory requirement to keep an auditable record to demonstrate how value for money has been achieved.
- **Low Value Contract** – Schools are required to seek at least three written quotations from potential providers and record the quotes sought and/or obtained for audit and probity purposes. Alternatively the contract may be procured through the Online Market Place. Alternatively the contract may be procured through the Online Market Place.
- **Medium Value Contract** – Schools are required to undertake a competitive tendering exercise. This tendering exercise must be commenced by placing a contract notice (advert) in OJEU (Official Journal of the EU) if the Public Contract Regulations 2015 apply in full to the procurement. Please refer to the Schools Financial Regulations for further detail.
- **High Value Contract** – Schools must seek and obtain the LA's Cabinet approval before the procurement process is started. In seeking the LA's Cabinet approval to tender, the Governing Board shall address the pre-tender considerations set out in the LA's Contract Standing Order 89, to include details of the criteria for evaluation and award. The tender exercise will be as for Medium Value Contracts. Following receipt and evaluation of bids, further Cabinet authority should be sought prior to awarding the contract.

When valuing a rolling contract with no defined termination date, the contract should be valued over a period of 48 months.

The fact that the LA has let a contract in accordance with the Public Contract Regulations 2015 does not automatically mean that the school is a party to the contract or able to access the contract's supplies, services or works. For the purposes of EU Public Procurement Directives schools are viewed as discrete units and therefore have to be specifically named (individually or as a class) to benefit from a LA let contract. As discrete units, schools can consider collaboration arrangements not only with the LA, but also with other schools in the area, e.g. via the use of framework agreements, joint procurements, etc. to realise economies of scale.

For further details please refer to Brent's Schools Finance Regulations 2016-17.

2.11. Application of Contracts to Schools

Although Governing Boards are empowered under paragraph 3 of Schedule 1 to the Education Act 2002 to enter into contracts, in most cases they do so on behalf of the LA as maintainer of the school and the owner of the funds in the budget share.

Other contracts may be made solely on behalf of the Governing Board when the Governing Board has clear statutory obligations – for example, contracts made by aided or foundation schools for the employment of staff.

Schools have the right to opt out of LA arranged contracts. Schools are only bound into LA arranged contracts through scheme provisions. Without such cover they are free to leave a LA arranged contract at any time. Schools will be bound by any internal contract they have freely entered into with the LA.

2.12. Central Funds and Earmarking

The LA can make sums available to schools from central funds, in the form of allocations which are additional to and separate from the schools' budget shares. Such allocations will be subject to conditions setting out the purpose or purposes for which the funds may be used: and while these conditions need not preclude virement (except, of course, where the funding is supported by a specific grant which the LA itself is not permitted to vire), this should not be carried to the point of assimilating the allocations into the school's budget share. This will also include allocations for pupils with statements of Special Educational Need.

Such earmarked funding from centrally retained funds can only be spent on the purposes for which it is given, or on other budget heads for which earmarked funding is given, and is not vired into the budget share. Schools must be able to demonstrate that this requirement has been complied with in their accounts.

Any earmarked funds must be returned to the LA if not spent within any period stipulated by the LA over which schools are allowed to use the funding.

Under no circumstances will the LA deduct interest from schools in relation to payments of devolved specific grants.

2.13. Spending for the purposes of the school

Governing Boards are free (in accordance with s.50(3) of the Act) to spend budget shares *for the purposes of the school* to include pupils at other maintained schools, academies and community facilities, subject to regulations made by the Secretary of State and any provisions of the scheme.

By virtue of s.50(3A) (which came into force on 1st April 2011), amounts spent by Governing Boards on community facilities or services under s.27 of the Education Act 2002 will be treated as if spent for any purposes of the school to include pupils on roll at other maintained schools, academies and community facilities.

Governing Boards may not incur expenditure from the school budget for purposes which are properly the responsibility of other agencies.

2.14. Capital Spending from Budget Shares

Governing Boards can use their budget shares to meet the cost of capital expenditure on the school premises. This includes expenditure by the Governing Board of a voluntary aided school on work which is their responsibility under paragraph 3 of Schedule 3 of the Act.

Capital expenditure is money spent to acquire, improve or upgrade physical assets such as buildings and machinery which provides benefits for a period exceeding one year. This may include work on the school site, playing fields, buildings, vehicles or other equipment.

The LA applies a de-minimis limit of £5,000, below which items of expenditure are not capitalised. If the expected capital expenditure from the budget share in any one year is expected to exceed £25,000 in Primary and Special Schools or £50,000 in Secondary Schools, the Governing Board must notify the LA prior to committing funds and take into account any advice from the Strategic Director of Children & Young People as to the merits of the proposed expenditure.

Where the premises are owned by the LA or have voluntary controlled status, then the Governing Board should seek the consent of the LA to the proposed works, but such consent by the LA can only be withheld only health and safety grounds. This includes the extension of buildings, any internal or external alterations to existing buildings, the construction of new buildings and any external works impacting on play areas or playing fields.

These provisions ensure compliance with the current School Premises Regulations and the DfE Construction Standards, and health and safety regulations. In addition, these provisions will not affect expenditure from any capital allocation made available by the LA outside the delegated budget share.

2.15. Notice of Concern

The LA may issue a *Notice of Concern* to the Governing Board of any school it maintains where, in the opinion of the Chief Finance Officer and the Strategic Director of Children & Young People, the school has failed to comply with any provisions of the scheme, or where actions need to be taken to safeguard the financial position of the LA or the school.

Such a notice will set out the reasons and evidence for it being made and may place on the Governing Board restrictions, limitations or prohibitions in relation to the management of funds delegated to it. These may include:

- Insisting that relevant staff undertake appropriate training to address any identified weaknesses in the financial management of the school;
- Insisting that an appropriately trained/qualified person chairs the finance committee of the Governing Board;
- Placing more stringent restrictions or conditions on the day to day financial management of a school than the scheme requires for all schools – such as the provision of monthly budget monitoring reports to the LA which clearly shows current income and expenditure and a projected full year forecast;
- Insisting on monthly financial monitoring meetings at the school attended by LA officers;
- Requiring a Governing Board to buy into the LA's Schools Finance packages and services;
- Imposing restrictions or limitations on the manner in which a school manages extended school activity funded from within its delegated budget share – for example by requiring a school to submit income projections and/or financial monitoring reports on such activities.

The notice will clearly state what these requirements are and the way in which and the time by which such requirements must be complied with in order for the notice to be withdrawn. It will also state the actions that the LA may take where the Governing Board does not comply with the notice.

The rationale for issuing a notice and determining the requirements included within it, are to safeguard the financial position of the LA or the school. Where the LA issues a *Notice of Concern*, the notice will be withdrawn once the Governing Board has complied with the requirements it imposes. The circumstances in which a notice may be issued would include:

- Schools in deficit, where the school has failed to take appropriate and timely action to address the deficit and to follow the requirements of a licenced deficit, and to keep the LA informed on the progress in achieving the deficit recovery plan submitted;
- Schools having consistently high carry forward balances, with no relevant plans for using these;
- Schools failing to complete the SFVS as required;
- Schools with limited or nil assurance audit opinions who have failed to take appropriate and timely action regarding the issues identified in relation to financial management within the audit report issued.

Any dispute between the LA and the school issued with a *Notice of Concern*, regarding any aspect of the notice, will be referred to the LA's Chief Finance Officer for resolution.

2.16. Schools Financial Value Standard (SFVS)

All LA maintained schools (including nursery schools and PRUs that have a delegated budget) must demonstrate compliance with the SFVS and complete the assessment form on an annual basis. It is for the school to determine at what time in the year they wish to complete the form.

Governors must demonstrate compliance through the submission of the SFVS assessment form signed by the Chair of Governors. The form must include a summary of remedial actions with a clear timetable, ensuring that each action has a specified deadline and an agreed

owner. *Governors must monitor the progress of these actions to ensure that all actions are cleared within specified deadlines.*

All maintained schools with a delegated budget must submit the form to the LA before 31st March each year.

2.17. Fraud

All schools must have a robust system of controls to safeguard themselves against fraudulent or improper use of public money and assets.

The Governing Board and Head Teacher must inform all staff of school policies and procedures related to fraud and theft, the controls in place to prevent them; and the consequences of breaching these controls. This information must also be included in induction for new school staff and governors.

Where a Head Teacher or Governing Board becomes aware of any type of fraud, suspected fraud or attempted fraud, this must be reported to the LA's Chief Finance Officer via the Audit & Investigations Service.

SECTION 3: INSTALMENTS OF THE BUDGET SHARE; BANKING ARRANGEMENTS

The LA has adopted the CIPFA Code of Practice for Treasury Management.

For the purposes of this section, the budget share includes any place-led funding for special schools and PRUs.

3.1. Frequency of Instalments

The centrally funded PRUs, as non-bank account schools, may draw on their entire budget shares from the start of the financial year, and will not be subject to the instalment arrangements.

For all other schools, the annual sum allocated to each school's bank account will be the total of its individual school's budget. From April 2013 all schools are required to administer their own payroll – schools administering their own payroll shall be advanced their delegated budget on a monthly basis.

3.2. Proportion of Budget Share payable at each Instalment

Schools will receive their monthly payments as follows:

- By 1st April – 1/36th ;
- By 15th of each month (April to February) – 1/12th ;
- By 15th March – 1/12th minus 1/36th .

Where schools are experiencing cashflow difficulties and require a different monthly profile, this shall be requested on the Cash Advance Request form to the Schools Finance Team. If such a change results in Brent incurring a loss of interest, then an interest charge will apply as described in 3.3.

Top up payments for pupils with high needs will be made with budget share for pupils on roll as at the end of December and termly in arrears for in year changes that occur from 1st January unless alternative arrangements have been agreed with the provider.

3.3. Interest Clawback

Where the LA's normal proportion of budget share instalments are being used, there will be no deduction made from the school budget share instalments for the estimated loss of interest. However, where a school has requested a variation to the standard monthly payment profile, the LA reserves the right to apply an interest charge to the last payment in March, in relation to the loss of interest incurred by the LA in making funds available in advance.

The interest clawback will be calculated using the Bank of England base rate for each day during the relevant time period. School will be notified in advance of the amount of any clawback, with full supporting calculations as confirmation.

3.3.1. Interest on Late Budget Share Payments

The LA will add interest to late payments of budget share instalments, where such late payment is the result of an LA error. The interest calculation will be the same as the Interest Clawback calculations, i.e. the Bank of England base rate at the relevant period, calculated on the number of days for which the instalment was delayed.

3.4. Budget Shares for Closing Schools

The budget shares of schools for which approval for discontinuation has been secured, will be made available until closure on a monthly basis net of estimated pay costs, if the LA deems this to be appropriate.

3.5. Bank and Building Society Accounts

All maintained schools have external bank accounts into which their budget share instalments (as determined by other provisions) are paid. Schools are allowed to retain all interest payable on their bank accounts and shall be subject to any bank charges arising.

If a school did not previously have an external bank account and then opens one, the LA will, if the school desires, transfer immediately to the account an amount agreed by both the school and the LA as the estimated surplus balance held by the LA in respect of the school's budget share, on the basis that there will then be a subsequent correction when accounts for the relevant year are closed.

3.5.1. Restrictions on Accounts

Where a school wishes to change its banking arrangements, it must notify the Strategic Director of Children & Young People of the new arrangements before they come into effect. The LA must approve all new banking arrangements, but no reasonable proposals will be refused. In particular, if a school wishes to change to another bank, the approval of the LA must be sought. This is to protect the school's resources from investment in an inappropriate institution and again refusal will only occur in exceptional circumstances. Any reasonable banking arrangements will be approved automatically. The LA's Treasury Management policy requires that only the following banks and their group members can be used for schools banking arrangements: HSBC, Barclays, Lloyds, RBS and Nationwide Building Society.

Schools may have accounts for budget share purposes which are in the name of the school rather than the LA. However, if a school has such an account, it is required that the account mandate shows that the LA is the owner of the funds in the account and is entitled to receive statements. The LA should also be able to take control of the account if the school's right to a delegated budget is suspended by the LA. Budget share funds paid by the authority and held in school accounts remain LA property until spent (s.49(5) of the Act).

School governors who are not members of staff must not be signatories to any school bank account containing LA provided funds but LA employees and school employees (including employee governors) can be signatories, subject to the principle of division of duties being met.

3.6. Borrowing by Schools

Governing Boards may borrow money *only with the written permission of the Secretary of State*, and the LA must be notified in advance by any school of its intention to make such application since the LA's own credit requirement would be likely to be reduced to compensate. Governing Boards may however choose to use any scheme that has been approved by the Secretary of State for use by schools, without prior approval by the LA. Currently the only scheme with such approval is the Salix loan scheme which is designed to support energy saving.

The restrictions on borrowing include overdraft facilities, credit cards and finance leases.

The use of procurement cards is encouraged, as they can be a useful means of facilitating electronic purchasing and will enable schools to benefit from significant discounts.

Operating Leases are permitted with the prior approval of the LA Chief Finance Officer. Any such requests should be made in the first instance to the Schools Finance Team who will request approval from the relevant delegated officer.

The above does not, however, apply to Trustees and Foundations, whose borrowing, as private bodies, makes no impact on Government accounts. These debts may not be serviced directly from the delegated budgets, but schools are free to agree a charge for a service which the Trustees or Foundation are able to provide as a consequence of their own borrowing. Governing Boards do not act as agents of the LA when repaying loans.

This provision does not apply to loan schemes run by the LA, which includes licensed deficits and capital loans.

3.7. Other Provisions

Keeping Balances

Schools will be allowed to retain delegated budget income and pay directly into their respective bank accounts.

Accounting for Non-Official funds

Where a Head Teacher or a member of staff, by virtue of his/her official position, is responsible for money or goods which are the property of a school's non-official fund:

- Monies and goods belonging to the non-official funds must be separate from other monies or goods;
- Monies and goods are properly recorded separately as belonging to the non-official fund;
- An auditor with suitable qualifications should be appointed to independently verify these funds, with audited annual accounts being submitted to governors.

SECTION 4: THE TREATMENT OF SURPLUS AND DEFICIT BALANCES ARISING IN RELATION TO BUDGET SHARES

4.1. Right to Carry Forward Surplus Balances

Schools will carry forward from one financial year to the next any shortfall in expenditure relative to the school's budget share for the year plus/minus any balance brought forward from the previous year. Surplus balances are however subject to restrictions shown in 4.2 below. Any deficits must be the subject of licensed deficits as explained in 4.4 below.

Where a school transfers into the London Borough of Brent from another LA, its brought forward balance on the first day of its operation under its new LA shall be equal to its carry forward balance on the last day of its operation under its previous LA.

4.2. Controls on Surplus Balances

Surplus balances held by schools as permitted under this scheme are subject to the following restrictions:

- a) The LA shall calculate by 31st May each year the surplus balance, if any, held by each school as at the preceding 31st March. For this purpose the balance will be the recurrent balance as defined in the Consistent Financial Reporting Framework (CFR);
- b) The LA shall deduct from the calculated balance any amounts for which the school has a prior year commitment to pay from the surplus balance, and any unspent grants for the previous financial year where the grant conditions allow carry forward to a future financial year;
- c) The LA shall then deduct from the resulting sum any amounts which the Governing Board of the school has declared to be assigned for specific purposes permitted by the LA, and which the LA is satisfied are properly assigned. To count as properly assigned, amounts must not be retained beyond the period stipulated for the purpose in question, without the consent of the LA. In considering whether any sums are properly assigned the LA may also take into account any previously declared assignment of such sums but may not take any change in planned assignments to be the sole reason for considering that a sum is not properly assigned;
- d) If the result of steps a-c is a sum greater than 5% of the current year's Budget Share for secondary schools, 8% for nursery, primary and special schools, or £10,000 (where that is greater than either percentage threshold), then the LA will consider the excess balances by review and may recommend the clawback of any excessive surplus or direct the use of these funds within the school for specific purposes in future financial years.

Funds deriving from sources other than the LA will be taken into account in this calculation if paid into the budget share account of the school, whether under provisions in this scheme or otherwise. The total of any amounts deducted from schools' budget shares by the LA under this provision will be applied to the Schools Budget of the LA.

The LA has regard to the principle that schools should be moving towards greater autonomy, should not be constrained from making early efficiencies to support their medium-term budgeting in a tighter financial climate, and should not be burdened by bureaucracy. The mechanism will therefore only be focused on those schools which have built up significant excessive uncommitted balances and/or where some level of redistribution would support improved provision across a local area. Any such redeployment of funds would only be considered with the agreement and approval of the Schools Forum.

To assist the LA in carrying out its financial monitoring role, schools are asked to complete the Surplus Balances Breakdown form when requested by the LA annually, on the use the school intends to make of any surplus balances, in cases where the total balance exceeds 5% for secondary schools or 8% for primary and special schools. Relevant evidence must be submitted to support this response and may comprise of minutes to Governing Board meetings, three year school development plans (SDPs), or any other relevant information. Any surpluses should be earmarked for specific future needs to ensure that pupils benefit from a planned approach to spending that does not deprive them of required educational resources in any given year.

4.3. Interest on Surplus Balances

No interest will be paid to schools on balances held by the LA on their behalf. Interest generated by schools' own bank accounts will be retained by the school.

4.4. Obligation to Carry Forward Deficit Balances

Revenue deficit balances held by schools as permitted under this scheme, must be carried forward.

4.5. Planning for Deficit Balances

Schools that are not currently in deficit must not plan for a deficit under any circumstances. See 4.9 below.

4.6. Charging of Interest on Deficit Balances

The LA will not charge interest on deficit balances.

4.7. Writing Off Deficits

The LA cannot and will not write off the deficit balance of any school.

4.8. Balances of Closing and Replacement Schools

When a school closes any cumulative balance (whether surplus or deficit) reverts to the LA. This cannot be transferred as a balance to any other school, even where the school is a successor to the closing school, except that a surplus transfers to an academy where a school converts to academy status under s.4(1)(a) of the Academies Act 2010. However, where the closure is purely a technicality to enable the merger of an Infant and Junior school, the LA's funding formula will enable a sum equal to the combined closing balances of the Infant and Junior schools to be allocated as the opening balance of the new school.

4.9. Licensed Deficits

Schools should only apply for a Licensed Deficit in exceptional circumstances where they cannot set a balanced budget without seriously impacting on the educational provision at the school.

The purpose of the Licensed Deficit process is to enable schools to:

- Identify and acknowledge the problem;
- Agree with the LA a plan of action and to monitor progress against this plan;
- Take strategic action to improve the long term financial situation at the school;
- Balance their budget over a period of time – maximum three years.

The Licensed Deficit process is used by the LA to provide schools with an appropriate level of challenge and support to help them set a balanced budget or, if this is not achievable, to prepare a recovery plan that sets out the action the school will take to achieved a sustainable balanced financial position over an agreed period of time. The LA will not therefore unreasonably reject an application for a Licensed Deficit and will consider the following in reaching a decision:

- The nature of the circumstances which gave rise to the deficit and specifically whether they could have been foreseen;
- The school's track record in financial management;
- The robustness of the deficit recovery plan and the appropriateness of the timescales proposed;
- Any other mitigating circumstances.

To apply for a Licensed Deficit:

- A school must complete a Licensed Deficit Application & Agreement Form, which must be signed by the Head Teacher and the Chair of Governors;
- This must be accompanied by a detailed deficit recovery plan which includes staffing details.

A licensed deficit must receive approval from the Chief Finance Officer and the Strategic Director of Children & Young People, or there representatives, and therefore the following conditions must be met:

- A licensed deficit will only be agreed where circumstances affecting the school have changed in ways that could not be reasonably foreseen and the school needs a period in excess of one financial year to enact a reduction in its annual level of expenditure or an increase in its annual level of income sufficient to eliminate the deficit;
- The maximum length of time over which a school can plan to come out of deficit, will be three years;
- Progress against this plan will be reviewed each month by the Schools Finance Team through budget monitoring reports and/or monthly update meetings with the school;
- A recovery plan must be formally revisited each year with the submission of budgets – but the plans submitted must be reduced by the length of time the school has already been in deficit – e.g. the recovery plan submitted in Year 2 of a licensed deficit should be for no longer than 2 years;
- Under no circumstances will the period of recovery by extended and schools will therefore need to adjust their plans accordingly if the financial position of the school worsens during this period;
- The school will be subject to all conditions set out in the Licensed Deficit application form.

Please see refer to the *Deficit Recovery Plan – Guidance for Schools* for further information.

4.10. Loan Schemes

Schools Loans Scheme – Improvement Projects

Schools may seek approval from the LA for planned building improvement work (i.e. meeting suitability and/or sufficiency needs rather than condition) to be financed under this section of the School Loans Scheme ("Improvement Projects"). All Improvement Projects will require the approval of the Strategic Director of Children & Young People and the Chief Finance Officer. Please refer to the Annex B for further details and application forms.

Cash Advances

Schools that apply for a cash advance due to cashflow difficulties will be offered a loan with a formal repayment plan where the repayment crosses financial years or where the amount requested exceeds £100k. Please refer to the *Cash Advance – Guidance for Schools* for further information.

4.10.1. Credit Union Approach

Schools may wish to group together to utilise externally held balances for a credit union approach to loans. Where schools choose to operate in such a way then they must provide the LA with audit certificates.

SECTION 5: INCOME

Schools will normally retain any income earned by the school, except in certain specified circumstances.

5.1. Income from Lettings

Schools will retain all income from the letting of the school premises, which would normally accrue to the LA unless a clause in a specific joint use or Private Finance Initiative (PFI) specifically precludes this.

Schools may cross-subsidise lettings for community and voluntary use with income from other lettings, provided the Governing Board is satisfied that this will not interfere to a significant extent with the performance of any duties imposed on them by the Education Acts, including the requirement to conduct the school with a view to promoting high standards of educational achievement and there is no net cost to the budget share. However, schools should have regard to directions issued by the LA as to the use of school premises.

Income from lettings of school premises should not be payable into non-official funds (voluntary or private funds) held by the school.

5.2. Income from Fees and Charges

Schools will retain income from fees and charges except where a service is provided by the LA from centrally retained funds. However, schools should have regard to any policy statements on charging produced by the LA.

Income from boarding charges is collected on behalf of the LA and should not exceed that needed to provide board and lodging for the pupils concerned.

5.3. Income from Fund-Raising Activities

Schools will retain income from fund-raising activities.

Where such activities have created a charge against the school budget, this charge must be reimbursed first, before the balance of income is credited to any non-official fund.

5.4. Income from the Sale of Assets

Schools will retain the proceeds of sale of assets except in cases where the asset was purchased with non-delegated funds (in which case it will be for the LA to decide whether the school should retain the proceeds), or the asset concerned is land or buildings forming part of the school premises and is owned by the LA.

5.5. Administrative Procedures for the Collection of Income

All income received by schools must be banked promptly and in its entirety.

Procedures should be approved by the Governing Board which ensure adequate monitoring and reconciliation of income due and received. Income due to the school must identify VAT, where appropriate. All VAT income received must be itemised correctly for HM Revenue and Customs purposes.

No personal cheques may be cashed out of money received and under no circumstances must amounts due to the LA be paid into non-official funds temporarily or permanently.

Schools operating their own school meals provision should ensure that income received and expenditure incurred are appropriately accounted for separately in the school's accounting system, and not applied to the accounts net.

Schools are reminded to take account of VAT advice and liaise with the LA's Senior Finance Officer (Tax) Officer with regards to charging VAT on lettings, any services that lead to fees and charges, and the VAT implications of funding raising activities and the sale of assets.

5.6. Purposes for which Income may be used

Income from the sale of assets purchased with delegated funds may only be spent for the purposes of the school.

SECTION 6: THE CHARGING OF SCHOOL BUDGET SHARES

6.1. General Provision

The budget share of a school may be charged by the LA without the consent of the Governing Board *only* in circumstances expressly permitted by the scheme in 6.2 below. The LA will consult with the relevant schools as to the intention to so charge, and will notify schools when it has been done.

Schools are reminded that the LA will not act unreasonably in exercise of this scheme, as the LA may be then subject of a direction under s.496 of the Education Act 1996.

Should a school wish to challenge such a charge they must set out their objections in writing to the Strategic Director of Children & Young People, submitted via the Schools Finance Team, who will make the final decision.

For the avoidance of doubt, the LA may de-delegate funding for permitted services without the express permission of the Governing Board, provided this has been approved by the appropriate phase representatives of the Schools Forum.

6.1.1.Charging of Salaries at Actual Cost

The LA must charge salaries of school based staff to school budget shares at actual cost.

6.2. Circumstances in which Charges may be made

Charges may be made to the budget share of a school by the LA, without the consent of the school, in the following circumstances:

- 6.2.1. Where premature retirement costs have been incurred without the prior written agreement of the LA to bear such costs (the amount chargeable being only the excess over any amount agreed by the LA).
- 6.2.2. Other expenditure incurred to secure resignations where the school had not followed LA advice.
- 6.2.3. Awards by courts and industrial tribunals against the LA, or out of court settlements, arising from action or inaction by the Governing Board contrary to the LA's advice.
- 6.2.4. Expenditure by the LA in carrying out health and safety work or capital expenditure for which the LA is liable where funds have been delegated to the Governing Board for such work, but the Governing Board has failed to carry out the required work.
- 6.2.5. Expenditure by the LA incurred in making good defects in building work funded by capital spending from budget shares, where the premises are owned by the LA or the school has voluntary controlled status.
- 6.2.6. Expenditure incurred by the LA in insuring its own interests in a school where funding has been delegated but the school has failed to demonstrate that it has arranged cover at least as good as that which would be arranged by the LA.
- 6.2.7. Recovery of monies due from a school for services provided to the school, where a dispute over the monies due has been referred to a disputes procedure set out in a service level agreement and the result is that monies are owed by the school to the LA.
- 6.2.8. Recovery of penalties imposed on the LA by the Board of Inland Revenue, the Contributions Agency, HM Revenue and Customs, Teachers' Pensions, the Environment Agency or other regulatory authorities as a result of school negligence.

- 6.2.9. Correction of LA errors in calculating charges to a budget share (e.g. pension deductions).
- 6.2.10. Additional transport costs incurred by the LA arising from decisions by the Governing Board on the length of the school day, and failure to notify the LA of non-pupil days resulting in unnecessary transport costs.
- 6.2.11. Legal costs which are incurred by the LA because the Governing Board did not accept the advice of the LA (see also section 11).
- 6.2.12. Costs of necessary health and safety training for staff employed by the LA, where funding for training had been delegated but the necessary training not carried out.
- 6.2.13. Compensation paid to a lender where a school enters into a contract for borrowing beyond its legal powers, and the contract is of no effect.
- 6.2.14. Cost of work done in respect of teacher pension remittance and records for schools using non-LA payroll contractors, the charge to be the minimum needed to meet the cost of the LA's compliance with its statutory obligations.
- 6.2.15. Costs incurred by the LA in securing provision specified in a statement of SEN where the Governing Board of a school fails to secure such provision despite the delegation of funds in respect of low cost high incidence SEN and/or specific funding for a pupil with High Needs.
- 6.2.16. Costs incurred by the LA due to submission by the school of incorrect data.
- 6.2.17. Payments in respect of National Non Domestic Rates and Insurance where the LA has incurred the expenditure on behalf of the school and has not received reimbursement.
- 6.2.18. Costs incurred by the LA in obtaining and verifying statutory information that schools are legally obliged to provide but have failed to submit by the due deadline.
- 6.2.19. Recovery of amounts spent from specific grants on ineligible purposes.
- 6.2.20. Costs incurred by the LA as a result of the Governing Board being in breach of the terms of a contract.
- 6.2.21. Costs incurred by the LA or another school as a result of a school withdrawing from a cluster arrangement, for example where this has funded staff providing services across the cluster.
- 6.2.22. Costs incurred by the LA as a result of failure to comply with pension regulations.

6.2.23. SECTION 7: TAXATION

7.1. Value Added Tax

In order to be able to utilise the LA's ability to reclaim VAT on expenditure relating to non-business activity, schools will need to submit a quarterly return to the Schools Finance Team. Schools experiencing cashflow difficulties may submit monthly returns where this has been agreed with the Schools Finance Team. All amounts so reclaimed will be passed back to the school.

Schools must comply with the tax legislation and should follow the procedures set out in any relevant procedure issued by the Finance Department with regard to the following matters:

- Recording and reclaiming of VAT;
- Deduction of income tax in relation to staff employed in schools;
- Construction Industry Taxation Scheme (CIS).

Schools are responsible for their own unofficial funds and these do not fall under the scope of the LA's VAT registration.

7.2. Construction Industry Tax Scheme (CIS)

Schools must abide by the procedures issued by the LA in connection with CIS.

SECTION 8: THE PROVISION OF SERVICES AND FACILITIES BY THE LA

8.1. Provision of Services from Centrally Retained Budgets

The LA will determine on what basis services from centrally retained funds will be provided to schools. The definition of services includes existing Premature Retirement Compensation (PRC) and redundancy payments, which may not ordinarily be thought of as services.

However, the LA will not discriminate in its provision of services on the basis of categories of schools except where funding has been delegated to some schools only, or such discrimination is justified by differences in statutory duties.

8.2. Provision of Services Bought back from the LA using Delegated Budgets

The term of any arrangement with a school to buy services or facilities from the LA will be limited to a maximum of three years from the date of the agreement, and periods not exceeding five years for any subsequent agreement relating to the same services. However, schemes may contain an extension to five and seven years respectively for contracts for supply of catering services.

Services and facilities provided for which expenditure is not retainable centrally by the LA under Regulations made under section 45A of the Act, shall be offered at prices which are intended to generate income which is no less than the cost of providing those services. The total cost of the service will be met by the total income, even if schools are charged differentially.

Centrally arranged services such as premises and liability insurance and Capita SIMS licences, are excluded from these requirements.

8.2.1. Packaging

The LA may provide any services for which funding have been delegated. Where the LA is offering the service on a buy-back basis, this will be provided in a way which does not unreasonably restrict schools' freedom of choice among the services available. Where practicable this will include provision on a service-by-service basis as well as packages of services.

8.3. Service Level Agreements

Service level agreements must be in place by 1st April to be effective for that financial year, and schools must have at least one month to consider the terms of agreements. All agreements must be entered via purchase on BESTBrent (www.bestbrent.co.uk).

If services or facilities are provided under a service level agreement, whether free or on a buy-back basis, the terms of any such agreement, starting on or after the inception of the scheme will be reviewed at least every three years if the agreement lasts longer than that.

Services, if offered at all by the LA, will be available on a basis which is not related to an extended agreement, as well as on the basis of such agreements. However, where services are provided on an ad hoc basis they may be charged for at a different rate than if provided on the basis of an extended agreement.

Centrally arranged premises and liability insurance are excluded from these requirements as these limitations may be impractical for insurance purposes.

8.4. Teachers' Pensions

In order to ensure that the performance of the duty on the LA to supply Teachers Pensions with information under the Teachers' Pensions Regulations 1997, the following conditions are imposed on the LA and Governing Boards of all maintained schools covered by this Scheme in relation to their budget shares.

The conditions only apply to Governing Boards of maintained schools that have not entered into an arrangement with the LA to provide payroll services.

A Governing Board of any maintained school, whether or not the employer of the teachers at such a school, which has entered into any arrangement or agreement with a person other than the LA to provide payroll services, shall ensure that any such arrangement or agreement is varied to require that person to supply salary, service and pensions data to the LA which the LA requires to submit its annual return of salary and service to Teachers' Pensions and to produce its audited contributions certificate. The LA will advise schools each year of the timing, format and specification of the information required. A Governing Board shall also ensure that any such arrangement or agreement is varied to require that Additional Voluntary Contributions (AVCs) are passed to the LA within the time limit specified in the AVC scheme. The Governing Board shall meet any consequential costs from the school's budget share.

A Governing Board of any maintained school which directly administers its payroll shall supply salary, service and pensions data to the LA which the LA requires to submit its annual return of salary and service to Teachers' Pensions and to produce its audited contributions certificate. The LA will advise schools each year of the timing, format and specification of the information required from each school. A Governing Board shall also ensure that Additional Voluntary Contributions (AVCs) are passed to the LA within the time limit specified in the AVC scheme. The Governing Board shall meet any consequential costs from the school's budget share.

SECTION 9: PFI SCHEMES

This section will only apply if and when a Facilities Management (FM) PFI scheme comes into operation.

The LA shall have the power to issue regulations from time to time relating to PFI projects. Amongst other issues these may deal with the reaching of agreements with the Governing Boards of schools as to the basis of charges to schools' budget shares relating to such schemes; and the treatment of monies withheld from contractors due to poor performance. Such variations may be scheme variations and require approval.

SECTION 10: INSURANCE

10.1. Insurance Cover

Where funds for insurance are delegated to any school, the LA may require the school to demonstrate that cover relevant to an LA's insurable interests, under a policy arranged by the Governing Board, is at least as good as the relevant minimum cover arranged by the LA if the LA makes such arrangements, either paid for from central funds or from contributions from schools' delegated budgets - see 6.2.6. The LA will have regard to the actual risks which might reasonably be expected to arise at the school in question in operating this requirement, and not apply an arbitrary minimum level of cover for all schools.

Head Teachers must give prompt notification to the Chief Finance Officer via the Insurance Team, of all new risks, properties, or vehicles which are required to be insured by the LA, and any alternations affecting existing insurances. Head Teachers must also notify promptly of any loss, liability, damage or other event likely to lead to an insurance claim.

SECTION 11: MISCELLANEOUS

11.1. Right of Access to Information

In addition to specific requirements elsewhere within this scheme, Governing Boards must also supply all financial and other information that might reasonably be required to enable the LA to satisfy itself as to the school's management of its delegated budget share, or the use made of any central expenditure by the LA (e.g. earmarked funds) on the school.

11.2. Liability of Governors

Schools are reminded that the Governing Board is a corporate body, and because of the terms of s.50(7) of the Act, governors of maintained schools will not incur personal liability in the exercise of their power to spend the delegated budget share provided they act in good faith. An example of behaviour that is not in good faith is the carrying out of fraudulent acts.

11.3. Governors' Expenses

The LA may delegate to the Governing Board of a school yet to receive a delegated budget, funds to meet governors' expenses. In order for an individual governor to make a claim the Governing Board must formally adopt a Governor Allowances (Scheme of Paying) Policy. The LA will set the amount of such allowances.

Under section 50(5) of the Act, only allowances in respect of purposes specified in regulations made under s.19 of the Education Act 2002 may be paid to governors from a school's delegated budget share. Payment of any other allowances is forbidden. Schools must not make payments of expenses duplicating those paid by the Secretary of State to additional governors appointed by him to schools under special measures.

11.4. Responsibility for Legal Costs

Costs of legal actions (including costs awarded against the LA) which are incurred by the Governing Board, although the responsibility of the LA as part of the cost of maintaining the school, unless they relate to the statutory responsibility of voluntary aided school governors for buildings, may be charged to the school's budget share unless the Governing Board acts in accordance with the advice of the LA. If there is a potential conflict of interest between the LA and the Governing Board, the school should seek independent legal advice.

Please refer to section 6. The effect of this is that a school cannot expect to be reimbursed with the cost of legal action against the LA itself (although there is nothing to stop an LA making such reimbursement if it believes this to be desirable or necessary in the circumstances).

These costs referred to do not include the costs of seeking legal advice.

11.5. Health & Safety

In expending the school's budget share, Governing Boards shall have due regard to duties placed on the LA in relation to health and safety, and the LA's policy on health and safety matters in the management of the budget share.

11.6. Right of Attendance for Chief Finance Officer

Governing Boards must permit the Chief Finance Officer of the LA (or any officer of the LA nominated by the Chief Financial Officer) to attend meetings of the Governing Board at which any agenda items are relevant to the exercise of his or her responsibilities. (The Chief Finance Officer's attendance will normally be limited to items which relate to issues of probity or overall financial management; such attendance will not be regarded as routine). Wherever practical, the LA shall give prior notice of such attendance.

11.7. Special Educational Needs

Schools are required to use their best endeavours in spending their budget share to secure the special educational needs of their pupils who require such support. Schools must also ensure that they meet all the requirements of the SEN Code of Practice.

As this is a statutory requirement, the LA reserves the right to suspend delegation if a breach of this requirement occurs and the situation is deemed serious enough to warrant such action.

11.8. Interest on Late Payments

Schools are required to ensure compliance at all times with legislation in relation to interest on late payments.

The *Late Payment of Commercial Debts (Interest) Act 1998* introduced a statutory right for businesses to claim interest on the late payment of commercial debts. Late payment is defined as being payment received after the contract's credit period has expired, or the credit period in accordance with trade custom and practice. Where no credit period is stated in a contract, the Act sets a default of 30 days from delivery of either the invoice for payment or of the goods/service, whichever is later. The rate of interest is the official dealing rate of the Bank of England (the base rate) +8%. The base rate used is that on the day on which the contract states that payment is to be made. If the purchaser does not pay the interest, the supplier can pursue the claim through the courts. It is therefore imperative that all invoices are paid within the time laid down in the credit terms to avoid incurring any additional costs.

11.9. 'Whistleblowing'

Where a school employee or governor wishes to complain about the financial management or financial propriety at the school this should be carried out in accordance with the school's Whistleblowing Policy and Procedures. The school is strongly advised to adopt the LA's Whistleblowing Policy & Procedures. All concerns will be treated in confidence and will be investigated by a delegated representative of the Chief Finance Officer.

11.10. Child Protection

Governing Boards must allow staff to attend child protection case conferences and other relevant events where the LA requires it in order to fulfil its statutory duty. Funding relating to supply cover and training costs for child protection is already part of the provision contained in the weighted pupil element of the formula, and the costs in relation to these will therefore be borne by the school.

11.11. Redundancy/Early Retirement Costs

The 2002 Education Act sets out how premature retirement and redundancy costs should normally be funded.

The default position is that premature retirement costs must be charged to the school's delegated budget, while redundancy costs must be charged to the LA's budget except in locally determined circumstances.

The LA will not fund under the following circumstances, in line with DfE guidance:

- If the school is making staffing reductions which the LA does not believe are necessary to either set a balanced budget or meet the conditions of a licensed deficit;
- If the staffing reductions arise from a deficit caused by factors within the school's control;
- If the school has a surplus balance with no agreed plan for its use;
- If the school has refused to engage with the LA's redeployment policy;
- If the school is acting outside the LA's policy and does not act on LA advice given;
- If the school has decided to offer more generous terms than the authority's policy, the LA will not fund the excess.

Please refer to the Schools Redundancy Funding Policy for further information, and for details on how to apply for this.

SECTION 12: RESPONSIBILITY FOR REPAIRS AND MAINTENANCE

12.1. Funding

All funding for repairs and maintenance is delegated to schools as part of the school budget share.

12.2. Defining Capital

Only capital expenditure is retained by the LA. For these purposes, expenditure may be treated as capital only if it fits the definition of capital used by the LA for financial accounting purposes in line with the CIPFA Code of Practice on LA accounting.

The de-minimus level the LA uses for the definition between capital and revenue in the financial accounts is £5,000. Therefore items of less than £5,000 will not be considered capital expenditure.

12.3. Voluntary Aided (VA) Schools

VA governors will continue to be eligible for grant from the DfE in respect of their statutory responsibilities and in addition they will have responsibility for other repair and maintenance items on the same basis as Community and Foundation schools. VA governor responsibilities are set out in full detail in the DfE document *Voluntary Aided and Special Agreement Schools – Determination of Financial Liability*.

For VA schools, the liability of the LA for repairs and maintenance (albeit met by delegation of funds through the budget share) is the same as for other maintained schools. However, eligibility for capital grant from the Secretary of State for capital works at VA schools depends on the de minimis limit applied by DfE to categorise such work, not the de minimis limit used by the LA.

SECTION 13: COMMUNITY FACILITIES

13.1. Introduction

Schools which choose to exercise the power conferred by s.27(1) of the Education Act 2002 to provide community facilities will be subject to a range of controls. First, regulations made under s.28 (2), if made, can specify activities which may not be undertaken at all under the main enabling power. Secondly, the school is obliged to consult its authority and have regard to advice from the LA. Thirdly, the Secretary of State issues guidance to Governing Boards about a range of issues connected with exercise of power, and a school must have regard to that.

However, under s28(1), the main limitations and restrictions on the power will be those contained in the maintaining LA's scheme for financing schools made under s.48 of the Act as amended by paragraph 2 of Schedule 3 to the Education Act 2002. This amendment extended the coverage of schemes to include the exercise of powers of Governing Boards to provide community facilities.

Schools are therefore subject to prohibitions, restrictions and limitations in the scheme for financing schools.

This part of the scheme does not extend to joint-use agreements: transfer to control agreements, or agreements between the authority and schools to secure the provision of adult and community learning.

13.2.

As with Budget Share funds, mismanagement of community facilities funds can be grounds for suspension of the right to a delegated budget.

13.3. Consultation with the LA – Financial Aspects

The Governing Board is required to consult the LA and have regard to advice from the LA in relation to any proposed arrangement for community facilities, as required by s.28(4) of the Education Act 2002.

13.4.

Schools are likely to benefit from informal contacts and advice from relevant officers with required professional expertise well before the formal consultation commences. It would also be helpful to all parties if schools gave the LA notice of their intent in advance of the formal consultation itself.

Formal consultation with the LA will commence when the full consultation material has been submitted in writing. The response period will begin from receipt of the full material.

Details of funding agreements with third parties must be sent to the LA for its comments as part of the consultation process and will be subject to the same time frame for response.

13.5.

Brent will provide formal advice in writing within a maximum period of 6 weeks.

Schools should subsequently inform the LA of the action taken, or proposed to be taken, in response to the advice given by the LA.

13.6. Funding Agreements – LA Powers

The provision of community facilities in many schools may be dependent on the conclusion of a funding agreement with a third party which will either be supplying funding or supplying funding and taking part on the provision. A very wide range of bodies and organisations may potentially be involved.

13.7.

Any funding agreements with third parties (as opposed to funding agreements with the LA itself) should be submitted to the LA for comment and advice. Such draft agreements should form part of the consultation with the LA. Schools must take regard to this advice.

Although the LA has no power of veto, if an agreement is concluded without the agreement of the LA or against its wishes and the LA considers it to be seriously prejudicial to the interests of the school or the LA, this may constitute grounds for suspension of the right to a delegated budget.

As a general principle, the LA would suggest that most schemes should put the onus for meeting expenditure on the third party and that the school just has a share of any profit for allowing their premises to be used. That keeps it simple and minimises and possible calls on LA and school resources if things go wrong.

13.8. Other Prohibitions, Restrictions and Limitations

The Governing Board should endeavour to protect the financial interests of the LA. The LA may require that in a specific instance of use of the community facilities power, the Governing Board concerned shall make arrangements to protect the financial interest of the LA. Arrangements for protection may include the setting up of a limited company formed for the purpose or obtaining indemnity insurance for risks associated with the project in question, as specified by the LA.

13.9.

S.28 provides that the exercise of the community facilities power is subject to prohibitions, restrictions and limitations in the *Scheme for Financing Schools*. The LA respects and welcomes the right of schools to provide community facilities. Schools are however reminded that they must not discriminate on the grounds of race, nationality or ethnic origin or disability on the terms that they offer out halls and rooms to members of the public or in respect of any contract they enter into with third parties for the provision of community facilities. Governors of schools must not provide community facilities, whether for payment or not, to any individuals or groups which are racist or sexist or otherwise oppressive or whose aims would be counter to the policies on equality and diversity of their school or of the LA. Governors should take particular care not to provide facilities to individuals or groups whose aims are counter to the well being of children or young people.

13.10. Other Prohibitions, Restrictions and Limitations

Schools must provide the LA every six months with a summary statement, in a form determined by the LA, showing the income and expenditure to the school arising from the facilities (actual for previous six months, estimate for the following six months).

13.11.

If the LA has cause for concern, it may require these statements every three months.

13.12. Audit

The school must grant access to their records and provide information connected to the community facilities for the purposes of both internal and external audit and any investigation conducted by the LA of relevant income and expenditure.

13.13.

In concluding funding agreements with other persons pursuant to the exercise of the community facilities power, schools must ensure that such agreements contain adequate provision for access by the LA or its auditors to the records and other property of those persons held on the school premises, or held elsewhere insofar as they relate to the activity in question, in order for the authority to satisfy itself as to the propriety of expenditure on the facilities in question.

13.14. Treatment of Income and Surpluses

Schools may keep all net income derived from the facilities, except where otherwise agreed with a funding provider.

13.15.

Schools can also carry forward retained net income from one financial year to the next and either add it to any Budget Share surplus or retain it as a separate surplus for the community facility.

If the school is a community or community special school and the LA ceases to maintain it, any surplus from community facilities will revert to the LA.

13.16. Health & Safety

Health and safety requirements of the main scheme are extended to the facilities.

13.17.

The Governing Board are responsible for the costs of securing Disclosure and Barring Service (DBS previously carried out by CRB) clearance for all adults involved in community activities taking place during the school day. Governing Boards would be free to pass on such costs to a funding partner as part of an agreement with that partner.

13.18. Insurance

The Governing Board must ensure adequate insurance arrangements are made for insurance against risks arising from the exercise of the community facilities power, taking professional advice as necessary.

13.19.

The LA can carry out its own assessment of the insurance arrangements made by the school and if it judges those arrangements to be inadequate, make arrangements itself and charge the resultant cost to the school.

13.20. Taxation

Schools can only make use of the LA's VAT reclaim facility on expenditure on community facilities when this is from LA funds and not expenditure from other funds. Advice should be obtained from the LA's VAT officer.

13.21.

If any member of staff employed by the school or LA in connection with community facilities at the school and is paid from funds held in a school's own bank account (whether a separate account is used for community facilities or not), the school is likely to be held liable for payment of income tax and National Insurance, in line with HMRC rules.

13.22.

Schools must abide by the procedures issued by the LA in connection with CIS.

13.23. Banking

The school must either keep separate bank accounts for Budget Share and community facilities or have adequate internal control to ensure adequate separation of funds.

13.24.

The requirements in relation to banks, requirements for signing of cheques etc. will be the same as for the Budget Share account

13.25.

Schools are reminded that they cannot borrow money without the written consent of the Secretary of State. This requirement does not however extend to monies lent by the maintaining LA.

NURSERY (4)

COLLEGE GREEN
CURZON CRESCENT
FAWOOD
GRANVILLE PLUS

PRIMARY (51)

ANSON
BARHAM
BRAINTCROFT
BRENTFIELD
BYRON COURT
CARLTON VALE INFANTS
CHALKHILL
CHRIST CHURCH BROND CE
CONVENT OF J&M RC INFANTS
DONNINGTON
ELSLEY
FRYENT
HARLESDEN
ISLAMIA
JOHN KEBLE CE
KILBURN PARK JUNIORS
KINGSBURY GREEN
LEOPOLD
LYON PARK
MALOREES INFANTS
MALOREES JUNIORS
MITCHELL BROOK
MORA
MOUNT STEWART INFANTS
MOUNT STEWART JUNIORS
NEWFIELD
NORTHVIEW
OLIVER GOLDSMITH
OUR LADY OF GRACE RC INFANTS
OUR LADY OF GRACE RC JUNIORS
OUR LADY OF LOURDES RC
PARK LANE
PRESTON PARK
PRINCESS FREDERICA CE
ROE GREEN INFANTS
ROE GREEN JUNIORS
SALUSBURY

SINAI JEWISH
ST JOSEPH'S RC
ST JOSEPH'S RC INFANTS
ST JOSEPH'S RC JUNIORS
ST MARGARET CLITHEROW RC
ST MARY MAGDALEN'S RC
ST MARY'S CE
ST MARY'S RC
ST ROBERT SOUTHWELL RC
STONEBRIDGE
TORAH TEMIMAH
UXENDON MANOR
WEMBLEY
WYKEHAM

SECONDARY (2)

JFS
NEWMAN

SPECIAL (3)

MANOR DAY
PHOENIX ARCH
THE VILLAGE

PRUS (2)

ASHLEY COLLEGE
RIVER COLLEGE

	Revised Wording	Previous Wording
Throughout	Governing Board	Governing Body <i>(The Governing Body is now referred to as the Governing Board as outlined in the Governance Handbook November 2015)</i>
Throughout	Cabinet	The LA's Cabinet <i>(For clarification)</i>
B.3.2	<p>The 3 year budget shall be proposed by the Head Teacher and agreed and set by the Governing Board. It is recommended that the budget preparation work and ratification is completed by a committee of the Governing Board, such as a Finance Committee, but the approval of the budget cannot be delegated to a committee. The budget must be approved at a meeting of the full Governing Board.</p> <p>Budgets must be produced in accordance with the Budget Preparation Guidelines issued annually. The format for submission of the 3 year budget plan and the requirements for supporting documents and evidence of approval are also provided annually at the same time and schools must also comply with these. The Governing Board is not permitted to set a budget which plans for a cumulative deficit at the end of any of the financial years, except where the LA has authorised such a budget.</p>	<p>The 3 year budget shall be proposed by the Head Teacher and agreed and set by the Governing Body. Budgets must be produced in accordance with the Budget Preparation Guidelines issued annually. The format for submission of the 3 year budget plan and the requirements for supporting documents and evidence of approval are also provided annually at the same time and schools must also comply with these. The Governing Body is not permitted to set a budget which plans for a cumulative deficit at the end of any of the financial years, except where the LA has authorised such a budget.</p>
E.9.8	<p>The Governing Board shall ensure that all payments to self-employed persons employed by schools, as consultants or temporary workers, are treated with extreme care. The Governing Board is responsible for assessing employment status in respect of any service providers engaged with the school. In practice this may be an individual providing services such as teaching, lecturing, coaching, consulting, training, etc.</p> <ul style="list-style-type: none"> Where the individual concerned represents a bona fide company, the payment should be made directly to the company. Where it is not possible to determine employment status, the school shall seek advice from the LA's Finance Analyst (Tax/Exchequer & Controls). If there is any doubt, the person must be paid through the payroll. 	<p>The Governing Body shall ensure that all payments to self-employed persons employed by schools, as consultants or temporary workers, are treated with extreme care. The Governing Body is responsible for assessing employment status in respect of any service providers engaged with the school. In practice this may be an individual providing services such as teaching, lecturing, coaching, consulting, training, etc.</p> <ul style="list-style-type: none"> Where the individual concerned represents a bona fide company, the payment should be made directly to the company. Where it is not possible to determine employment status, the school shall seek advice from the LA's Senior Finance Officer (Tax). If there is any doubt, the person must be paid through the payroll.

	Revised Wording	Previous Wording
G.3	<p>See chart</p> <ul style="list-style-type: none"> • Low Value Contract - £25,000 - £164,175 • Medium Value Contract - £164,176 - £499,999 • High Value Contract - £500,000+ <p>EU Thresholds:</p> <ul style="list-style-type: none"> • Supplies & Services (excluding Schedule 3 Services) - £164,176+ • Schedule 3 Services - £589,148+ • Works - £4,104,394 	<p>See revised chart</p> <ul style="list-style-type: none"> • Low Value Contract - £25,000 - £172,513 • Medium Value Contract - £164,176 - £249,999 • High Value Contract - £250,000+ <p>EU Thresholds:</p> <ul style="list-style-type: none"> • Supplies & Services (excluding Schedule 3 Services) - £172,514+ • Schedule 3 Services - £650,000+ • Works - £4,332,012
G.3	<p>Medium Value Contract</p> <p>The Governing Board must undertake a competitive tendering exercise. This tendering exercise must be commenced by placing a contract notice (advert) in OJEU (Official Journal of the EU) if the Public Contract Regulations 2015 apply in full to the procurement. Where a Governing Board elects to utilise the LA's e-Tendering system to advertise and run the procurement, they must then comply with Contract Standing Order 101 (e-Tendering and e-Auctions).</p>	<p>Medium Value Contract</p> <p>The Governing Body must undertake a competitive tendering exercise. This tendering exercise must be commenced by placing a contract notice (advert) in OJEU (Official Journal of the EU) if the Public Contract Regulations 2015 apply in full to the procurement. For all tender exercises, it is necessary to advertise on Contracts Finder (a web-based facility operated by or on behalf of the Cabinet Office) and publish a public notice on the London Tenders Portal. Where a Governing Body elects to utilise the LA's e-Tendering system to advertise and run the procurement, they must then comply with Contract Standing Order 101 (e-Tendering and e-Auctions).</p>
G.3	<p>High Value Contract</p> <p>The Governing Board shall obtain approval from the LA's Cabinet before the procurement process is started. In seeking the LA's Cabinet approval to tender, the Governing Board shall address the pre-tender considerations set out in the LA's Contract Standing Order 89, to include details of the criteria for evaluation and award. The tender exercise will be the same as for Medium Value Contracts. Following receipt and evaluation of bids, further Cabinet authority should be sought prior to awarding the contract.</p>	<p>High Value Contract</p> <p>The Governing Body shall obtain approval from the Cabinet before the procurement process is started. In seeking Cabinet approval to tender, the Governing Body shall address the pre-tender considerations set out in the LA's Contract Standing Order 89, to include details of the criteria for evaluation and award. The tender exercise will be the same as for Medium Value Contracts. Following receipt and evaluation of bids, further Cabinet authority should be sought to award the contract.</p>

	Revised Wording	Previous Wording
G.8	Subject to compliance with the EU Procurement Legislation, where schools consider that there are good operational and/or financial reasons for not procuring and/or awarding a contract in accordance with Contract Standing Orders or Financial Regulations, a report should be submitted to the LA's Cabinet seeking a waiver/exemption from complying with Contract Standing Orders or Financial Regulations in these respects.	G.8 Subject to compliance with the EU Procurement Legislation, where schools consider that there are good operational and/or financial reasons for not procuring and/or awarding a contract in accordance with Contract Standing Orders or Financial Regulations, a report should be submitted to the Cabinet seeking approval not to comply in these respects.
G.9	The LA's Chief Legal Officer and the Chief Finance Officer or his representative must be invited to be advisers to all Tender Panels for evaluation of High Value Contracts, i.e. contracts for services or supplies or works with a value in excess of £500,000.	The LA's Chief Legal Officer and the Chief Finance Officer or his representative must be invited to be advisers to all Tender Panels for evaluation of High Value Contracts, i.e. contracts for services or supplies with a value in excess of £250,000 and works with a value in excess of £500,000.
G.11	The Governing Board shall ensure that no contract subject to the full application of the EU Public Procurement Regulations is awarded without the mandatory 10 days standstill period being complied with.	The Governing Body shall ensure that no contract subject to the full application of the EU Regulations is awarded without the mandatory 10 days standstill period being complied with.
G.12	The Governing Board shall ensure that where a contract exceeds £500,000 in value, or is likely to exceed that amount, it shall be contained in a formal document executed as a deed.	The Governing Body shall ensure that where a contract exceeds £500,000 in value, or is likely to exceed that amount, it shall be contained in a formal document executed under seal.
L.3	The Governing Board shall ensure that the audits of non-official funds are completed within three months of the end of each financial year.	New (As specified in the SFVS in relation to voluntary funds)
L.4	The Governing Board shall ensure that the auditor is not an employee, and shall be independent of the school, and not associated with the fund in any capacity. Funds in excess of £20k shall be audited by a qualified accountant who will provide a certificate in accordance with published professional standards. Funds below £20k does not need to be audited by a qualified accountant, but must be audited by a suitable individual familiar with the principles of accountancy.	Split from L.2 and New (Removed from previous version in error – this has always been the guidance to schools)



SCHEME FOR FINANCING SCHOOLS:

SCHOOLS FINANCIAL REGULATIONS

2016-17

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(Updated May 2016)

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A. INTRODUCTION

A.1 What These Regulations Cover

- A.1.1 These regulations form part of the Scheme of Delegation, and apply to all schools that have a delegated budget under the School Standards and Framework Act 1998. These regulations supplement the Brent Scheme for Financing Schools, s.43 – 53 of the School Standards and Framework Act 1998 and s. 14 to the Act as approved by the Secretary of State. It also ensures that schools comply with the requirements of s.151 of the Local Government Act 1972, Contract Procedure Rules, and the Accounts and Audit Regulations.
- A.1.2 The objective of these regulations is to specify a number of procedures and key control measures which ensure the public accountability and high standards of financial integrity to be exercised in the use of public funds and in reducing financial risk.
- A.1.3 The regulations therefore cover the following fundamental areas of financial management and control:
- Setting, monitoring and controlling the revenue budget;
 - Accounting responsibilities;
 - Income and Expenditure controls;
 - Risk management and control of resources;
 - Procurement;
 - Retention of documents.
- A.1.4 The regulations also identify the responsibilities of the Chief Finance Officer, Governing Boards, Head Teachers and all relevant staff in schools. The Chief Finance Officer's responsibilities in relation to schools are mainly exercised through the Schools Finance Team. The Schools Finance Team is therefore the first and primary point of contact on all financial matters.
- A.1.5 For the purposes of this document, the Chief Finance Officer is the officer appointed by the LA in accordance with s.151 of the Local Government Act 1972.

A.2 Application of These Regulations

- A.2.1 These regulations must be followed by all Governing Boards and school officers of schools maintained by Brent, whether they are directly employed, contracted, employed through an agency or volunteer in their conduct of financial and related matters.
- A.2.2 Failure to comply with these regulations may constitute misconduct and lead to formal disciplinary action.

- A.2.3 A list of schools maintained by Brent at May 2016, and therefore covered by these regulations, is included in Annex A.

A.3 Responsibilities

- A.3.1 The following describes the overall framework and the main roles and responsibilities in respect of these regulations. This is not an exhaustive list and there are also likely to be some overlap in roles. Ultimately all Governing Boards and school officers are responsible for complying with all regulations.
- A.3.2 In discharging their duties and responsibilities all school officers must comply with Brent's Scheme for Financing Schools and any associated regulations including these, and where appropriate financial procedures and standing orders. Where there is inconsistency between these, the relevant Acts shall prevail.
- A.3.3 Under the Scheme of Financing Schools, schools do not have any power to borrow money, including no power to enter into any type of lease purchase arrangements.
- A.3.4 The Chief Finance Officer:
- is the responsible officer for the proper administration of the financial affairs of the LA under s.151 of the Local Government Act 1972;
 - is required to approve all accounting procedures, systems and records of the LA, including schools, under his s.151 duties and the Accounts and Audit Regulations;
 - is therefore responsible for reviewing these regulations and reporting any breaches to the LA's Cabinet or Full Council;
 - puts in place financial standards and practices across the LA, including schools, to deliver a framework for financial control, provide accurate, timely and consistent monitoring information, and sound advice on financial decisions to be made by officers and members;
 - has the right to attend (or a delegated officer) any meeting of a Governing Board to provide advice or report on major financial matters which in his opinion affects the probity and regularity of the LA's financial activities.

The Chief Finance Officer's statutory responsibility for the administration of the LA's affairs cannot be overridden by anything in a Scheme of Delegation or in any set of financial procedures.

Further details of roles and responsibilities are set out in Part 4 of the Constitution <http://www.brent.gov.uk/your-LA/about-brent-LA/LA-structure-and-how-we-work/our-constitution/>

A.3.5 Other Officers

A.3.5.1 The Schools Finance Team:

- is the main point of contact for all financial matters;
- collates financial information;
- monitors implementation of the financial control framework;
- supports the Governing Board, Head Teachers and school finance officers in their financial responsibilities; and
- provides assurance to the Chief Finance Officer, Strategic Director of Children & Young People and Members that adequate controls exist to produce sound financial administration.

A.3.5.2 The Audit & Investigations Service:

- provides the LA's internal audit function and anti-fraud services;
- assists the Chief Finance Officer and Strategic Director of Children & Young People to discharge their statutory duties;
- provides Head Teachers with advice and guidance on the system of internal control;
- is responsible for investigations into financial irregularities across all LA services, including schools.

A.3.6 Governing Boards:

- are responsible for the overall financial management of delegated school budgets. Although some powers can be delegated to Head Teachers with formal approval, the Governing Board will retain overall responsibility for any actions taken;
- must maintain a written record where their powers have been delegated to members of staff;
- shall provide the LA with any reasonable information for the effective discharge of the LA duties and responsibilities;
- should ensure that all existing and new employees of the school are informed of their responsibilities under financial regulations and are familiar with these documents;
- should ensure that all financial regulations or contracts and award procedures are followed by everyone in the school;
- should ensure that relevant records are maintained and retained;
- must consult with the Chief Finance Officer on any matter which is liable to materially affect the finances of the LA, before any provisional or other commitment is incurred or a bid for external funding is made;
- are responsible for securing value for money and compliance with the principles of best value in relation to their activities.

A.3.7 Head Teachers:

- must ensure that their school promotes, enacts and monitors adherence to the necessary financial control framework and keeps spending within budget,

indicating where necessary, conflicts between current service policy and plans and resource allocation;

- are required to keep accurate financial records, comply with the financial control framework and take timely action to keep spend within budget.

The Governing Board may delegate some of its powers to Head Teachers, but the Governing Board shall retain responsibility for the actions. Many of the requirements of the Governing Board within these regulations may therefore apply to Head Teachers instead, where the relevant powers have been delegated to them.

A.3.8 Schools' Finance Officers:

- collate the financial information about their school;
- provide financial advice to the Governing Board and the Head Teacher of their school;
- provide financial information to the Schools Finance Team;
- support Head Teachers in their financial responsibilities;
- help to implement the financial control framework;
- ensure sound financial administrative systems are in place.

In practice this may be a School Business Manager, Bursar or Finance Officer.

A.4 Application of Changes

A.4.1 Changes to these regulations may be necessary from time to time to ensure relevance and consistency with the Financial Procedure Rules in the context of a school environment. Any changes required will be in line with national and local regulations and will only be implemented after:

- the agreement of the Chief Finance Officer and the Strategic Director of Children & Young People;
- consultation with the Schools Forum.

A.5 Other Guidance

A.5.1 These regulations are supplemented by, and should be read in conjunction with:

- Technical Standards setting out more detailed requirements for financial arrangements, which may change from time to time;
- Guidance notes on financial management practice which may be issued periodically by the Chief Finance Officer or delegated officers – usually by the Schools Finance Team;
- Schools Finance Manual;
- Budget Preparation Guidelines issued annually;
- Schools Closing Guidance issued annually;
- The Scheme for Financing Schools updated annually.

B. BUDGET MANAGEMENT

*A **Budget** is the numerical representation of an action plan for a specified time period. In the context of a school, this is a numerical statement of the school's development plan (SDP) – a numerical statement of the school's policy, aims, objectives and strategies in financial terms.*

B.1 The Importance of Effective Budget Management

- B.1.1 Budget management ensures that resources are used for their intended purposes and that these resources are properly accounted for. Each school is expected to manage their own expenditure within the budget allocated to them to ensure that the school does not overspend against this. Regular reporting of income and expenditure against approved budgets ensures that governors are aware of, and highlights situations where, any actions may be required to ensure spending remains within the budget allocation.

B.2 Budgetary Role

- B.2.1 The Governing Board shall be responsible for approving a 3 year budget each year and ensuring that the budget plan is a numerical reflection of the school's SDP and fully reflects the estimated effect of pupil changes and any development decisions.
- B.2.2 The Governing Board shall be responsible for reporting without delay to the Schools Finance Team where it appears that the total budget for the school may be exceeded, and taking appropriate action to bring the budget back into balance.
- B.2.3 The Head Teacher shall be responsible for maintaining a proper system of budgetary control and preparing all estimates for submission to the Governing Board, Chief Finance Officer and Strategic Director of Children & Young People. These functions shall be discharged in accordance with any guidelines or Codes of Practice issued from time to time by the Chief Finance Officer and the Strategic Director of Children & Young People.
- B.2.4 Neither the Governing Board, an individual Governor, nor the Head Teacher shall commit the school to any expenditure for which there is not sufficient budget provision or which will cause an overall budget deficit.

B.3 Setting the Budget

The budget is the school's SDP in numerical form and therefore should be a reflection of the school's policies, aims and actions to be implemented in the duration of the budget period.

- B.3.1 Each school shall be given a budget share calculated in accordance with the formula for funding schools, before the beginning of the financial year.

- B.3.2 The 3 year budget shall be proposed by the Head Teacher and agreed and set by the Governing Board. It is recommended that the budget preparation work and ratification is completed by a committee of the Governing Board, such as a Finance Committee, but the approval of the budget cannot be delegated to a committee. The budget must be approved at a meeting of the full Governing Board. Budgets must be produced in accordance with the Budget Preparation Guidelines issued annually. The format for submission of the 3 year budget plan and the requirements for supporting documents and evidence of approval are also provided annually at the same time and schools must also comply with these. The Governing Board is not permitted to set a budget which plans for a cumulative deficit at the end of any of the financial years, except where the LA has authorised such a budget.
- B.3.3 The Head Teacher shall submit the approved budget to the Schools Finance Team by 1st June each year, along with the required supporting documents and evidence of approval. Any extension to the deadline can only be granted in exceptional circumstances because of particular difficulties.
- B.3.4 The school's Finance Officer shall enter the approved submitted budget plan on to the school's computerised financial system within a month of its approval, and ensure that the budget is locked on the system. This will allow an audit trail for any changes made during the year, which should be appropriately approved and documented. It is accepted that this budget will be the best known estimate at the time of setting and will therefore be subject to change – any changes on the system will create an audit trail which should be backed up by minutes to Governing Board meetings approving the changes.

B.4 Monetary Limits

The monetary limit of a school is the amount of money available to spend.

- B.4.1 The inclusion of money in the school's budget approved by the Governing Board shall authorise the Head Teacher to spend up to that sum plus any available school balance brought forward from previous years. The Head Teacher is not authorised to exceed the approved budget.
- B.4.2 Each Head Teacher shall deliver the curriculum and other school services within the resources agreed.

B.5 Budget Virements

A virement is the transfer of funds from one budget line to another. It is an administrative exercise that provides a degree of flexibility in spending a school's budget, and allows for changing circumstances and/or unexpected developments.

- B.5.1 The Governing Board may agree to transfer resources between budgets but are reminded that resources cannot be transferred from capital to revenue due to accounting conventions. Any transfer of resources between budgets should have a

clear rationale, and should be taken into account for forecasting and future year's budget-setting.

- B.5.2 The Governing Board is advised to establish appropriate criteria for virements and financial limits in their Schemes of Delegation, above which the approval of the Governing Board is required. Any such decisions should be recorded in the Governing Board minutes.
- B.5.3 Where additional funds have been allocated to a school for a specific purpose, they shall only be used for that purpose.

B.6 Budget Monitoring

Budget Monitoring is the examining of the school's monthly spend and income against the budget that has been set.

It is important that schools undertake regular budget monitoring, as this:

- *is essential for effective financial management;*
- *allows Governing Boards and Head Teachers to maintain financial control by reviewing the current position and taking any remedial action necessary;*
- *is a requirement under the Schools Financial Value Standards (SFVS);*
- *enables reasons for significant variances to be established/investigated and reported;*
- *may highlight forecasted overspends and ensure that senior management are able to decide upon a course of action and reassess priorities in the SDP where necessary.*

- B.6.1 Once a budget is agreed, the Governing Board and subject to the school's Scheme of Delegation, the Head Teacher and other staff, must ensure that it is strictly monitored.
- B.6.2 The Governing Board shall agree school performance measures linked to the school development plan (SDP) and review progress and outcomes for the resources allocated. It is good practice for the SDP to be fully costed, and the Governing Board should review such costs against the impact.
- B.6.3 The Governing Board and the Head Teacher must be able to demonstrate that the budgets devolved to the school have been spent on the purposes for which they were delegated.
- B.6.4 The Head Teacher shall provide quarterly budget monitoring returns to the Schools Finance Team in the format requested. These returns must have been reviewed and signed by the Head Teacher and shall clearly show the income and expenditure to date against the approved budget, and a forecasted year end position. For schools that are in deficit, budget monitoring reports shall be submitted to the Schools Finance Team monthly.

- B.6.5 Although budget monitoring returns are required quarterly to the Schools Finance Team, schools are strongly advised that these should be completed and reviewed and signed by the Head Teacher at least monthly. These should also be submitted to the Governing Board or a sub-committee of the Governing Board, at least termly or half-termly. The format and frequency of submission to the Governing Board shall be determined by the Governing Board, but must clearly show the necessary full year forecasts to facilitate decisions.
- B.6.6 The Head Teacher shall submit a monthly FIN1 return (bank reconciliation) to Schools Finance Team in the format requested. These returns provide assurance that appropriate banking controls are in place, and must be reviewed and signed by the Head Teacher in a timely manner. All supporting/backing documents must be submitted to the Schools Finance Team at the same time as the return.

B.7 Budget Control

Budget control is a continual process enabling the school to review and adjust its budget plans during the financial year. It also provides a mechanism to hold budget holders accountable for defined elements of the budget. By identifying and explaining variances against budgetary targets, the school can identify changes in resource requirements at the earliest opportunity.

The key controls for managing and controlling the revenue budget are:

- All elements of budgeted expenditure and income are allocated to a named budget holder;*
- Budget holders accept accountability for their budget allocations and the level of service to be delivered;*
- Budget holders adhere to the approved procedures for the ordering and certifying for payment the purchase of goods and services used in the provision of their service and for the collection of income;*
- Income and expenditure is completely, accurately and promptly recorded and accounted for;*
- Service delivery performance levels are monitored in conjunction with financial performance and that necessary action is taken to align service outputs and budget resources.*

- B.7.1 Each Governing Board shall be responsible for maintaining a proper system of budgetary control.
- B.7.2 Strict financial discipline must be maintained and once decisions have been made on the budget for a year, the Head Teacher must seek to ensure that the budget plan is met.
- B.7.3 The Governing Board shall make arrangement to ensure that significant variances from approved budgets are investigated and reported by Head Teachers regularly.
- B.7.4 Each Governing Board shall determine the extent of powers that are to be delegated to the Head Teacher in respect of financial delegation.

- B.7.5 The Governing Board and Head Teacher must complete the DfE's Schools Financial Value Standard (SFVS) and submit to the Schools Finance Team by 31st March each year.

B.8 Budget Overspends

An overspend occurs when the school has spent more than is available to spend. An overspend may occur on individual budget heads.

- B.8.1 Overspends in school budgets are not acceptable. An overspend must be dealt with by decisive action of some kind, even if this means changing policy, service levels, and staffing levels.
- B.8.2 The Governing Board and the Head Teacher shall take responsibility for their school budgets and shall examine their own capacity to fund new proposals or overspends.
- B.8.3 Each Head Teacher must notify the Schools Finance Team immediately if it appears that their overall budget is likely to overspend because approved expenditure is forecasted to be exceeded or income will not be achieved.
- B.8.4 The Head Teacher will need to detail the action being proposed to rectify the overspend. This shall include specific and costed proposals, and any service implications must be fully stated. If details are not provided, then the action will not be regarded as satisfactory by the Chief Finance Officer or the Strategic Director of Children & Young People.
- B.8.5 Each Governing Board shall ensure that their school does not have a deficit balance except in exceptional circumstances with prior permission through a licensed deficit approval. This process is detailed in the Licensed Deficit Policy. The Governing Board shall ensure that any deficit balance at the year end is carried forward to the new financial year and taken into account in spending plans.

B.9 Budget Underspends

An underspend occurs when a school doesn't use all the resources available for the school.

- B.9.1 Schools shall carry forward any unspent balance of their budget share at the year end.
- B.9.2 The Governing Board shall monitor underspends carefully to ensure that the funds available to spend are being used effectively towards the educational outcomes of pupils.

B.10 Withdrawal of Delegation

The Governing Board of a school has delegated powers in relation to schools finances. This means that although these funds are owned by the LA, the responsibility for looking after these funds appropriately falls to the Governing Board. Withdrawal of Delegation means that the LA withdraws the powers from a Governing Board to look after these funds, and takes control of the school's finances.

- B.10.1 Where a school has a delegated budget, the Strategic Director of Children & Young People and the Chief Finance Officer retains the right to suspend delegation, giving one month's notice, where it is considered that the Governing Board:
- has substantially or persistently failed to comply with any requirements of the borough's Scheme for Financing Schools;
 - is not managing the expenditure satisfactorily.
- B.10.2 Financial delegation shall be withdrawn immediately in the event of gross mismanagement of school resources on the part of the Governing Board and/or Head Teacher.
- B.10.3 Where financial delegation has been withdrawn, this shall be reviewed annually.

C. LEASING, LOANS & FINANCIAL ARRANGEMENTS

C.1 General Requirements

- C.1.1 In order to ensure compliance with the prudential framework, the Governing Board may not enter into any leasing agreements or any other loan or financing arrangements for the acquisition of property, vehicles, plant or equipment without the prior written consent of the Chief Finance Officer.
- C.1.2 The Governing Board may not borrow money without the written permission of the Secretary of State. The LA must be notified in advance by any school of its intention to make such an application.
- C.1.3 This however does not fully apply to trusts and foundations provided that these debts are not serviced from the school's delegated budgets. In this instance, the Governing Board is not acting as an agent of the LA in repaying these debts.

C.2 Leasing

A lease is a contract where a party being the owner of an asset (lessor), provides the asset for use to a school through a rental agreement for a defined period of time.

A finance lease is a leasing contract in which the school takes ownership of the asset and is responsible for all maintenance and insurance, but pays for the asset over a period of time. This is effectively a borrowing agreement.

An operating lease is a leasing contract in which the ownership for an asset remains with the lessor and they remain responsible for maintenance, insurance and repairs. This is effectively a rental agreement.

- C.2.1 The Governing Board shall not legally enter into any finance leasing arrangement, as this would constitute borrowing.
- C.2.2 The Governing Board may enter into operating leases only with the written permission of the Chief Finance Officer. Any such requests must be made in the first instance to the Schools Finance Team who will make the appropriate approval request from the relevant delegated officer.
- C.2.3 The Governing Board must take the relevant due diligence before submitting to the Schools Finance Team for approval. Any application to enter into a leasing agreement shall be approved by the Governing Board. The Governing Board shall firstly satisfy itself that the Schools Contract Procedure Rules have been fully complied with and that the proposed leasing agreement represents value for money.

C.3 Loans

A loan is a form of borrowing, usually cash. This is usually repaid over a period of time, subject to interest.

- C.3.1 The Governing Board cannot legally enter into any type of external loan agreement.
- C.3.2 This provision however does not apply to loan schemes that have been approved by the Secretary of State. Currently only the Salix loan scheme has such approval.
- C.3.3 This provision also does not apply to loan schemes run by the LA, such as licensed deficits and capital loans.

C.4 Credit Cards and Other Financial Arrangements

A credit card is a card authorising purchases on credit, chargeable at a predetermined interest rate.

An overdraft is an amount that can be spent when there are no funds available in a bank account, and therefore constitutes a form of borrowing.

A procurement card is similar to a debit card, allowing schools to make purchases against funds within a bank account.

- C.4.1 The restriction on borrowing also includes the use of overdraft facilities and credit cards.
- C.4.2 School bank accounts are not permitted to go overdrawn at any time, and overdraft facilities may not be negotiated. Where schools are experiencing cashflow difficulties, schools should refer the Cash Advance Policy.
- C.4.3 The Governing Board is encouraged to use procurement cards as an alternative means of facilitating electronic purchasing, and to allow schools to benefit from significant discounts. Procurement cards should be used and monitored in the same manner as debit cards - refer to section *F.6: Money and Banking* for further details on compliance.

D. ACCOUNTING RESPONSIBILITIES

Proper accounting records are one of the ways in which the LA discharges its responsibility of stewardship of public resources. The LA has a statutory responsibility to prepare its annual accounts to present fairly its operations during the year.

D.1 Accounting Systems and Procedures

- D.1.1 The Governing Board is free to use any accounting software they choose, providing they can produce reports in the format required by the LA and other agencies.
- D.1.2 Where the Governing Board plans to change the financial system in use, the Governing Board is required to inform the Schools Finance Team of the change. Schools are strongly advised to only change systems at the beginning of a financial year and to consult with the Schools Finance Team and Audit and Investigations Service prior to implementation.
- D.1.3 Each Governing Board shall establish a scheme of authorisation identifying officers authorised to act on their behalf with respect to payments, income collection and placing of orders, showing limits to their authority.
- D.1.4 The Governing Board shall regularly review their accounting systems to ensure that they report outputs in a timely, accurate, clear and convenient manner which is readily understood by users.
- D.1.5 The Governing Board shall be responsible for ensuring that officers involved in operating accounting systems and undertaking financial procedures receive proper assessment of their financial skills and learning and development needs. This will ensure that the school is not exposed to any administrative or financial risk due to insufficient training or skills, or in the event of the absence of key staff.
- D.1.6 The Governing Board shall ensure all funds are properly accounted for and are only spent on the purposes for which they were established.

D.2 Accounting Policies

- D.2.1 The Chief Finance Officer is responsible for determining the LA's accounting policies. Each Governing Board and Head Teacher, subject to delegation, is responsible for ensuring that these policies are adhered to and applied consistently in the school's accounts.
- D.2.2 All accounting policies shall ensure that:
- accounts are a fair presentation of the school's financial position and the transactions in respect of that financial year;
 - income and expenditure relate to the services provided in the same financial year, and that provision is made for income and expenditure earned/used irrespective of when the amounts are actually paid or received;

- accounts are prepared on a prudent basis with income only being included to the extent that it is likely to be received, and that proper allowance is made for all known liabilities and losses.

D.2.3 The Schools Finance Team will prepare and issue to all schools annually a Budget Preparation Guidelines and Schools Closing Guidance which will detail all year end reporting requirements as specified by the Chief Finance Officer and the Strategic Director of Children & Young People. Each Governing Board is responsible for ensuring compliance with these.

D.2.4 Other accounting and financial guidance will be issued from time to time as required via circulars on the Schools Extranet. Each Governing Board and Head Teacher must ensure that they access and act on these documents.

D.3 Accounting Records

D.3.1 The Governing Board are required to maintain and securely hold complete and accurate accounting records of all the financial transactions under their control, and ensure that there is an audit trail leading from income/expenditure through to the accounting statements.

D.3.2 The Governing Board shall ensure that VAT, Income Tax and other statutory additions and deductions are properly calculated and accounted for on all transactions where appropriate, and must supply the LA with such details of statutory additions/deductions as are required to meet the appropriate accounting requirements and enable the submission of statutory returns.

D.3.3 The Governing Board shall ensure that all journal entries (adjustments to the accounts) are properly documented to incorporate adequate explanatory narrative and are cross-referenced to proper working papers. These should be signed by the originator.

D.3.4 The Governing Board shall ensure that all public funds, grants or donations received by the school, and all associated expenditure, is accounted for appropriately within the CFR framework. Earmarked expenditure shall be clearly identified within budget records and only used for approved purposes, and the CFR framework shall be fully complied with.

D.3.5 The Governing Board shall ensure that all accounts are supported by full documentation, which is retained for inspection for a period complying with the rule on retention of documents as detailed in *K: Retention of Documents*. Where documents or records fall due for disposal this shall be undertaken with due regard to confidentiality and Data Protection legislation, according to the nature of the documents or records being disposed of.

D.3.6 The Governing Board shall ensure that adequate procedures are in place to enable accounting records to be reconstructed in the event of system failures.

- D.3.7 The Governing Board shall ensure that key reconciliation procedures are carried out on a regular basis and shall provide evidence as required by the Chief Finance Officer and/or the Strategic Director of Children & Young People. As a minimum:
- All bank accounts must be reconciled monthly and signed for confirmation of review.
 - All accounts, including debtors and creditors, must be reconciled on a monthly basis and at the end of each financial year.
 - Unofficial funds must be accounted for in accordance with the Scheme for Financing Schools.

D.4 Final Accounts – Year End Requirements

- D.4.1 The Chief Finance Officer is responsible for ensuring that the annual statement of accounts is prepared in line with the requirements of the 2011 Accounts and Audit Regulations, the current Code of Practice on Local Authority Accounting in the UK and the Audit Commission Act 1998, except where specifically stated in the Statement of Accounting Policies.
- D.4.2 The Governing Board shall be responsible for producing detailed final accounts after the end of each financial year (1st April to 31st March) produced in accordance with codes of practice and agreed timetables and shall provide such information as is required by the Chief Finance Officer and the Strategic Director of Children & Young People to meet statutory accounting requirements.
- D.4.3 The Governing Board shall reconcile and close its accounts and submit its Consistent Financial Reporting (CFR) return by the notified deadline each year, duly authorised by the Head Teacher subject to delegation from the Governing Board.
- D.4.4 The Governing Board shall ensure that year end accounts are produced in accordance with the accruals accounting concept, unless otherwise notified as part of the request for information.
- D.4.5 The Governing Board must maintain full supporting documentation and audit trail to justify all figures contained in their accounts and be able to present for internal and external audit as required.

E. INCOME AND EXPENDITURE CONTROLS

Income

Income may be derived both from the provision of supplies and services to customers and from contributions and grants. Income can be a vulnerable asset and effective collection systems ensure that all income due is identified and that all collections are receipted, banked and properly accounted for. It is preferable to obtain income in advance of supplying goods or services as this improves the school's cashflow and avoids the time and cost of administering debts.

E.1 Income – General

- E.1.1 The Governing Board is responsible for setting a charging policy, conditions of hire and scale of charges for school supplies and services. Where applicable, The Governing Board shall consider the introduction of charges where no charge previously existed. The Governing Board and Head Teacher shall review their charges at least annually. Such reviews shall ensure that the costs incurred by the school are recovered.
- E.1.2 The Governing Board is responsible for the:
- collection of all income due to the school in respect of services provided by that school;
 - safe custody of all income;
 - effective recovery action;
 - establishment of performance management systems to monitor the recovery of income;
 - maintenance of all records relating to income collection and debt write-offs.
- E.1.3 The Governing Board shall ensure that income is collected prior to or at the point of delivery of service to external customers such as for lettings. Where invoices are issued for the collection of debts these shall be issued promptly and all action taken for recovery of that debt.
- E.1.4 The Governing Board shall ensure the appropriate charging of VAT.
- E.1.5 The Governing Board shall ensure that all income received on behalf of the school is paid into the appropriate bank account at least weekly. Cash shall be held in a secure place until cashed. All income shall be banked intact – third party and personal cheques must not be cashed from money held on behalf of the school.
- E.1.6 The Governing Board shall ensure that a numbered receipt is issued, or a signed record kept, for all items of income collected on behalf of the school. A copy of all receipts must be kept and all forms of receipts must be treated as controlled stationery, i.e. numbered and kept in a secure place with all issues recorded. All receipts must be properly accounted for and accounts reconciled on a regular basis. Any major discrepancies in income collected against that banked must be immediately investigated and notified to the Audit and Investigations Service.

E.2 Income – Bad Debts/Write Offs

A bad debt is an amount owed to the school which is found to be irrecoverable and needs to be written off.

- E.2.1 The Governing Board is responsible for the write-off of debt, property, stock and surplus assets. All write offs should be initiated by a written report from the Head Teacher, and should be formally considered and approved by the full Governing Board, and recorded in the minutes of the meeting. This cannot be delegated to a sub-committee of the Governing Board.
- E.2.2 The Governing Board must notify and obtain approval from the Chief Finance Officer before writing off any debt exceeding £1k. Debts exceeding £25k will also be reported to the LA's Cabinet.
- E.2.3 The delegated budget of the school shall bear the amount of any debt written off, and all appropriate budgets/forecasts shall be amended to reflect this.
- E.2.4 All documentation and evidence relating to the write off must be retained by the school and must be available for inspection by internal and external audit where required.

Expenditure

Public money should be spent with demonstrable probity and in accordance with the LA's policies. The LA's procedures should help to make sure that services can receive value for money in their purchasing arrangements.

E.3 Expenditure – General

- E.3.1 The Governing Board and the Head Teachers are responsible for ensuring that all expenditure under their control is incurred lawfully, is within budget provision and that the best value has been obtained in procuring goods and services.
- E.3.2 The Governing Board shall ensure that there are effective internal controls over the payment process. There must be a clear division of duties between placing orders, authorising payments and signing cheques/payment authorisations. The Governing Board must keep a record of the officers responsible for these functions and the limits of their authority.
- E.3.3 The Governing Board shall ensure that the following principles apply to the allocation of duties in order to safeguard financial propriety.
 - The duty of providing information regarding sums due to or from the school and of calculating, checking and recording these sums shall be separated as completely as possible from the duty of collecting or disbursing them.
 - Employees charged with the duty of examining and checking the accounts of cash transactions, shall not themselves be engaged in any of these transactions.

Where this is not possible (due to a limited amount of staff) these should be countersigned.

- The procedures in place and the responsibility of officers should be in writing and available for examination.

- E.3.4 The Governing Board shall ensure that there is a system of authorising payment from bank accounts, which is sufficient to prevent fraudulent or inaccurate payments being made.
- E.3.5 The Governing Board shall ensure that an up-to-date list of authorised staff to sign official orders, certify invoices for payment, petty cash claims, timesheets and payroll changes is kept. This list should include specimen signatures and clearly identify the limits of each signatory's authority.
- E.3.6 Every governor and school officer must declare any links or personal interests which they have with purchasers, suppliers and/or contractors if they are engaged in contractual or purchasing decisions on behalf of the school. This must be declared at the start of joining followed by annually.
- E.3.7 The Governing Board shall ensure that only costs relating to the school's delegated budget are charged to the school. The LA however reserves the right to make additional charges in particular circumstances as detailed in 6.2 of the Scheme for Financing Schools.

E.4 Expenditure – Orders

- E.4.1 The Governing Board shall ensure that official orders are issued for all work, goods or services to be supplied to the school. Where it is not possible to issue an official order prior to procuring, there should be clear documentary evidence or clear notes made for the reason for being unable to do so – this may include emergency situations, absence of key staff to approve, or the use of procurement cards. In such instances orders should be entered retrospectively. Official orders are not required for utilities, i.e. the supply of gas, electricity, telephone or water supplies, or periodical payments such as rent and petty cash purchases. These must however be paid based on actual readings, at least once a year.
- E.4.2 The Governing Board shall take appropriate steps to ensure value for money in the purchasing of all goods and services and must comply with the procurement regulations – see section *G: Procurement and Contracts*.
- E.4.3 The Governing Board shall ensure that authorisation of official orders are made by officers authorised to do so. A copy of each official order shall be retained. Any subsequent variation or amendment to an order shall be made only by those staff authorised to sign orders and should be noted on the copy of the order.

- E.4.4 The Governing Board shall ensure that the function of placing an order (i.e. determining the supplier and issuing a physical order for the supply) should, as far as possible be separated from the function of receiving and inspecting the supply.
- E.4.5 The Governing Board should be satisfied that a contractor is technically competent and has sufficient financial standing to carry out the work or produce the work, goods and services to the required quality, before placing any contracts or orders for work to be undertaken.
- E.4.6 The Governing Board must ensure that:
- unique pre-numbered official orders are used for all goods and services (except for supplies of utilities and periodical payments such as rent and petty cash purchases or other circumstances as outlined in E.4.1);
 - orders are only used for goods and services provided to the school and not by individuals for obtaining goods and services for their private use.
- E.4.7 The Governing Board must ensure that ordering books are treated as controlled stationery and are retained securely when not in use.
- E.4.8 School officers authorising orders must be satisfied that:
- the goods and services ordered are appropriate and needed;
 - the purchase is necessary for the educational purposes of the school;
 - adequate budgeting exists;
 - the necessary quotations or tenders for the purchase have been sought and retained.
- E.4.9 The Governing Board and Head Teacher shall ensure that work is not sub-divided to avoid compliance with regulations, i.e. to avoid the obtaining of adequate quotations or tenders.

E.5 Expenditure – Paying Invoices

- E.5.1 The Governing Board shall make arrangements for the payment of properly authorised accounts. No payment shall be made unless supported by an invoice or payment request.
- E.5.2 The Governing Board shall ensure that there is a clear division of responsibility between placing orders and paying invoices and those authorising payment and signing cheques must be satisfied that the expenditure is valid.
- E.5.3 School officers authorising payment shall firstly satisfy themselves that such sums are legally and properly payable, and that budgetary provision exists to cover the payment.
- E.5.4 The Governing Board must put in place arrangements which ensure that:
- invoices are matched to orders raised. This should be done as soon as possible as this is the school's protection against any dispute;

- the goods/services delivered or work carried out agree with the order and delivery note (where applicable) in respect of quality, quantity and price;
- invoices are checked properly in order for payment, are arithmetically correct and include the appropriate VAT details;
- payments are only made on originals or authorised copy invoices, and are not made on photocopies and faxed invoices;
- a certification slip or payment stamp is used to demonstrate that all the appropriate checks have been carried out;
- all payments are authorised;
- any goods returned or unsatisfactory services are recorded on the delivery note and the copy order at the time to ensure they are not paid for in error;
- payment for goods and services are not made until they have been received;
- the invoice has not previously been paid;
- the invoice is properly coded;
- appropriate entries will be made in accounting records.

E.5.5 The Governing Board shall ensure that a register of periodic (regular) payments is kept to ensure that payments are made accurately and by the due date. Periodic payments include those made for ongoing rents and ground rents.

E.6 Expenditure – Payroll

Employee costs are the largest item of expenditure in schools. It is therefore important that there are appropriate controls in place to make sure that payments are made only where they are due and that payments accord with the individual's contract of employment.

E.6.1 The Governing Board shall ensure that:

- payments are only authorised to bona fide employees or former employees;
- payments are only made where there is a valid entitlement;
- conditions and contracts of employment are correctly applied;
- employees' names listed on the payroll are checked at least monthly to verify accuracy and completeness;
- there is an effective system of checking and authorising payroll forms;
- all appropriate payroll records and supporting documentation are retained for the appropriate period.

E.6.2 The Governing Board is responsible for ensuring that suitable arrangements are in place for payroll administration. It is essential that the Governing Board ensures that sufficient controls are in operation to prevent fraudulent or erroneous payments.

E.6.3 The Governing Board shall ensure that all emoluments to staff are only effected through payroll systems. This includes the payment of all salaries, wages, pensions, compensation, car mileage claims, other emoluments and the deductions from salaries for tax, superannuation and other deductions to and/or from all employees and former employees of the school shall be made through the payroll. For best practice, all claims in respect of public transport and subsistence costs should be made through the payroll, and not paid directly from petty cash or by cheque. On occasion a member of staff may require an advance where their start date is after the

payroll submission date – in such instances this would be considered a cash advance as their salary would be processed through the payroll in the following month with an appropriate deduction for the payment. If in doubt, please seek advice from the LA.

- E.6.4 The Governing Board is under a duty to ensure that all appointments, resignations, absences, overtime or other circumstances affecting the salary, wage or emoluments of an employee in their school are acted upon immediately.
- E.6.5 The Governing Board must ensure that all appointments are in accordance with appropriate grades and scales of pay, are consistent with agreed arrangements and that adequate budget provision is available.
- E.6.6 The Governing Board is responsible for ensuring that only authorised payments are made. In particular, effective authorisation procedures are needed in respect of new starters, leavers, absences and variations to pay. They should include a proper division of duties between staff authorising payments and those checking payroll output. In no circumstances may a member of staff authorise or process a transaction in relation to their own remuneration.
- E.6.7 The Governing Board are responsible for ensuring that all data is input correctly to the payroll system and that all deadlines are met.
- E.6.8 The Governing Board shall ensure that settlement of any loans is agreed when completing the leaving notice.
- E.6.9 The Governing Board shall determine an appropriate staffing establishment in consultation with the Head Teacher, having due regard for available financial resources and the likely demand for teaching resources over the coming years.
- E.6.10 Where a school's payroll is provided by another payroll provider other than the school, the Governing Board shall ensure that:
- all appropriate payroll records are maintained and updated in respect of income tax, national insurance, statutory sick pay and pension contributions;
 - all relevant payments are made by the payroll provider in respect of HMRC, Teachers' Pension Agency (TPS) and other bodies for which deductions from gross pay are made;
 - the payroll provider has in place appropriate insurance cover to indemnify the school against any loss arising from error or fraud during processing of the school payroll.

E.7 Expenditure – Petty Cash

- E.7.1 The Governing Board is responsible for funding their petty cash imprest accounts out of their bank accounts.

- E.7.2 The Governing Board shall ensure that petty cash is properly accounted for and reconciled on a monthly basis (also taking into account VAT where applicable). Head Teachers shall review and sign these.
- E.7.3 School officers administering petty cash must ensure that expenditure conforms to the legal and justifiable tests as for general expenditure. Proof of expenditure must be obtained and retained in all cases and documentation must be retained in accordance with general expenditure items. Where appropriate an official receipted VAT invoice must be obtained.
- E.7.4 The Governing Board must make adequate arrangements:
- for the safe custody of cash held;
 - to ensure the float is never used to cash personal cheques or to make personal loans;
 - to ensure the prompt recording of transactions;

E.8 Expenditure – Capital

Capital expenditure is money spent to acquire, improve or upgrade physical assets such as buildings and machinery which provides benefits for a period exceeding one year. This may include work on the school site, playing fields, buildings, vehicles or other equipment.

- E.8.1 Capital expenditure generally falls outside the Scheme for Financing Schools. However, capital expenditure may be financed from delegated budgets. Where the school charges elements of expenditure relating to capital works, to its budget share, these financial regulations shall apply. These financial regulations shall not apply to expenditure which is the responsibility of the diocesan boards or other funding agencies.
- E.8.2 The Governing Board shall ensure that items below £5,000 are not capitalised, in line with the Scheme for Financing Schools.
- E.8.3 The Governing Board shall seek the consent of the LA, where the premises are owned by the LA, for the extension of buildings and any external works that will impact on play areas or playing fields.

Income & Expenditure

E.9 Taxation

- E.9.1 It is the responsibility of the Chief Finance Officer to make arrangements for the completion of all returns to the HM Revenue & Customs (HMRC). Head Teachers must provide information to the Chief Finance Officer in the format and timetable required in order to meet these responsibilities.
- E.9.2 The Governing Board is responsible for VAT on expenditure and income. A number of school services attract VAT, which must be passed on to customers and separately

accounted for. For details of items attracting VAT, the rates to be applied and the specific accounting arrangements are detailed in Brent's VAT Guide for Schools.

- E.9.3 The majority of payments made to suppliers and contractors will be subject to VAT. In these cases an original VAT invoice must always be obtained. A supplier not registered for VAT is not entitled to charge VAT. VAT invoices must contain certain information, details of, which are set out in VAT Guide for Schools. This booklet also set out a number of practical guidelines, which must be observed.
- E.9.4 Heavy penalties will be imposed on the LA if it submits incorrect VAT returns. Any penalties resulting from an incorrect declaration will be charged to the school concerned.
- E.9.5 The Governing Board must submit a quarterly return to the Schools Finance Team providing details of VAT charged and paid. These returns will be in a format notified by the Chief Finance Officer and must be submitted within specified timescales.
- E.9.6 Payments to subcontractors for work of a construction nature are subject to HMRC Construction Industry Scheme (CIS) special verification and reporting rules. Schools are exempt where a contract is between the school/Governing Board and the subcontractor (not with the LA). This means the school can pay the subcontractor direct and do not have to report details of payments made for construction operations under the Construction Industry Scheme (CIS). However, where there is work of construction nature on a school and the contract is between the subcontractor and the LA, in this case invoices are paid and reported for CIS purposes by the LA.
- E.9.7 The Governing Board shall ensure that all payments to employees and former employees of salaries and wages, including London Weighting, overtime, fees, commissions, bonuses, performance related pay, contract additions, leased car allowances, honoraria, sickness payments (including SSP and SMP), holiday pay, pensions compensation, other emoluments and other taxable and/or superannuable payments are made through the school's payroll system. These must not be paid out of petty cash, or through the school's payment systems. This is essential to ensure that all statutory deductions and pension contributions are correctly made and paid over.
- E.9.8 The Governing Board shall ensure that all payments to self-employed persons employed by schools, as consultants or temporary workers, are treated with extreme care. The Governing Board is responsible for assessing employment status in respect of any service providers engaged with the school. In practice this may be an individual providing services such as teaching, lecturing, coaching, consulting, training, etc.
- Where the individual concerned represents a bona fide company, the payment should be made directly to the company.
 - Where it is not possible to determine employment status, the school shall seek advice from the LA's Finance Analyst (Tax/ Exchequer & Controls).
 - If there is any doubt, the person must be paid through the payroll.

F. RISK MANAGEMENT AND CONTROL OF RESOURCES

Risk Management is the process of defining risks that threaten a school, understanding how to handle them and averting the danger in an efficient and cost-effective manner. Good risk management ultimately saves time, assets, income and other important resources, and prevents the risk of loss, fraud and liabilities.

F.1 Risk Management and Insurance

- F.1.1 The Chief Finance Officer is responsible for the preparation and promotion of the LA's risk management policy statement.
- F.1.2 The Chief Finance Officer, or under arrangements approved by him, shall effect all insurance, subject to any liability imposed on the LA by statute or other legal obligation.
- F.1.3 The Governing Board shall be responsible for ensuring that assets under their control have appropriate insurance cover within the overall guidance issued and must review on an annual basis the level of risk cover required.
- F.1.4 The Governing Board shall:
- ensure that adequate risk management controls are implemented, monitored and reviewed;
 - notify the relevant Insurance Service immediately of any loss, liability or damage that may lead to a claim against the school;
 - notify the relevant Insurance Service of all new risks, properties or vehicles that require insurance and of any alternations affecting existing insurances;
 - consult with the Chief Finance Officer and the Solicitor to the LA on any terms or any indemnity that the LA is requested to enter into on behalf of the school.
- F.1.5 When considering how much liability insurance to ask for from a provider, the Governing Board must ask these three questions first:
- a) What is the worst that could go wrong?
 - b) How much would that cost to fix?
 - c) Who should be responsible for such costs?

When these are answered, the amount of liability insurance to request will be easy to work out on a case-by-case basis. Governing Boards should contact the Insurance team for advice and guidance if required.

- F.1.6 The Governing Board shall ensure that all individuals or bodies who make lettings applications confirm that they have adequate insurance arrangements by signing an appropriate Lettings Terms and Conditions form before the application is accepted. A copy of this document shall be retained by the school.
- F.1.7 The Governing Board shall ensure that all school officers that make use of private vehicles in the course of their duties, have arranged appropriate business use cover and such cover is evidenced by the production of certificates of insurance.

F.2 Internal Controls

Internal Controls include policies and procedures that:

- *pertain to the maintenance of accurate and reasonably detailed records;*
- *provide reasonable assurance that transactions are properly recorded and authorised;*
- *safeguard assets.*

F.2.1 The Chief Finance Officer shall make arrangements for the production and publications of an annual independent statement on internal control and risk management.

F.2.2 The Governing Board and Head Teacher shall ensure that:

- adequate systems of internal control are established, adhered to, tested and reviewed in order to be confident in the areas set out in the annual assurance matrix;
- staff have a clear understanding of the consequences of lack of control and knowledge of Financial Regulations.

F.2.3 The Governing Board shall put in place appropriate measures to achieve effective internal financial controls. These may include:

- Adequate operation of budgetary control and accounting systems;
- Adequate supervision;
- Physical safeguarding of property and staff;
- Segregation of duties;
- Maintenance of local information systems;
- Adherence to authorisation and approval process.

F.3 Schools Financial Value Standard (SFVS)

The SFVS is a self-assessment of the school by the Governing Board on the effectiveness of their financial management. The SFVS will inform the LA program of internal audit and auditors will have access to the standard and will check whether the schools self-assessment is in line with their own judgement. Auditors will report any major discrepancies to the Chief Finance Officer and the Strategic Director of Children & Young People.

F.3.1 The Governing Board shall comply with the DfE Schools Financial Value Standard (SFVS) by the completion and submission of the self-assessment to the LA.

F.3.2 The Governing Board shall ensure that the SFVS is completed, signed by the Chair of Governors and submitted to the Schools Finance Team prior to 31st March each year.

- F.3.3 Where schools fail to complete the self-assessment by 31st March, the LA may take the following action:
- Issue a notice of concern;
 - Publish the names of schools who did not submit the assessment in time or not at all;
 - Withdraw financial delegation.

F.4 Audit Requirements

- F.4.1 The Chief Finance Officer will ensure that a strategic and annual audit plan is prepared by the Head of Audit and Investigations which takes account of the characteristic and relative risks of the activities involved. The Chief Finance Officer is responsible for ensuring that adequate arrangements are made for the effective delivery of this plan. Audit visits shall examine accounting, financial and operational aspects of school activity.
- F.4.2 The Chief Finance Officer will ensure that the Strategic Director of Children & Young People, the Head Teacher and Chair of Governors receive suitable reports setting out the findings of all internal and external audit reports of a school.
- F.4.3 The Chief Finance Officer, or authorised representative including external auditors, shall have authority to:
- enter any municipal building, land or area where records relating to any activity of the LA, its partners, contractors or any body partly or wholly funded by the LA, are, or may be, held. This includes maintained schools. If necessary they can conduct searches of those areas, including cabinets, workspaces, desks, for the purposes of locating documents or other material relevant to any matter under investigation. Where necessary they can remove and examine IT equipment.
 - access all records, data, computer systems, correspondence and any other source of information relating to any matter under examination and remove any documents and records as deemed necessary. This will include documentation held by schools in respect of organisations that are partners of the school or are providing services on behalf of the school.
 - request and receive such explanations as are considered necessary concerning any matter under examination.
 - request any person holding or controlling cash, stores or any other school property to produce such items for examination. These may be removed as deemed necessary.

For the avoidance of doubt, the authority detailed above includes both foundation and voluntary aided schools, and any other establishment operated within the LA's accounts.

In relation to rights of access, the Chief Finance Officer and his representatives are expected to have a personal responsibility to observe the highest standards of confidentiality and personal integrity.

- F.4.4 The Governing Board must:
- ensure that the Head Teacher and other school officers respond within the given timescale to recommendations in both internal and external audit reports;
 - ensure that agreed actions arising from the audit recommendations are carried out within the given timescales;
 - monitor the reasons for any failure by the Head Teacher or other school officers to implement those audit recommendations.
- F.4.5 It is advised that the Governing Board shall maintain a risk register within the school, informed by regular reviews and assessments of risks and to identify and document actions to mitigate those risks.
- F.4.6 The Governing Board must ensure that new systems for maintaining financial records, or significant changes to such systems, are discussed with the Schools Finance Team and the Audit and Investigations Service prior to implementation.

F.5 Financial Irregularities

Any matter that arises which involves, or is thought to involve, irregularities concerning cash, stores or other property of the LA or any suspected financial irregularity in the exercise of the functions of the LA. This includes anything that can detrimentally affect the LA's interests.

- F.5.1 Every school officer has a duty to report any suspected breach of financial regulations, irregularity or suspected irregularity as soon as the matter is identified, to the Head Teacher or the Governing Board, or if circumstances dictate, directly to the Audit and Investigations Service.
- F.5.2 The Governing Board shall ensure that the LA's Whistleblowing Policy is fully distributed and made available to all school officers and governors for reference. This policy applies equally to all school officers and ensures that officers can report their concerns in confidence. The LA has a statutory duty, under the Public Interest Disclosure Act 1998, to protect whistle-blowers from recrimination. Details of the policy can be found on the Schools Extranet or can be obtained from the Schools HR Team or the Audit and Investigation Service.
- F.5.3 The Governing Board has a duty to notify the Chief Finance Officer immediately of any suspected fraud, theft, irregularity, improper use or misappropriation of the LA's property or resources. Pending investigation and reporting, the Governing Board should take all necessary steps to prevent further loss and to secure records and documentation against removals or alteration.
- F.5.4 The Governing Board must keep a service-based register of gifts and gratuities received by officers. Offers, gifts or inducements for favour shall be declined, fully recorded by the school officer or governor and reported and minuted at the next meeting of the Governing Board. This requirement does not extend to minor items which are considered to be of token value such as stationery, calendars, pocket diaries, chocolates, etc. The Governing Board must set a policy regarding the

acceptance of any gifts and gratuities, which clearly stipulates a cash limit above which all items must be recorded.

F.6 Money and Banking

- F.6.1 The Governing Board must ensure that adequate security arrangements exist for the holding of cash including controlling access to safes and other receptacles. Cash holdings should be kept to a minimum at all times.
- F.6.2 The Governing Board shall maintain such bank accounts as it, in consultation with the Chief Finance Officer and the Strategic Director of Children & Young People, considers necessary for the efficient operation of the school's finances under arrangements approved by the Chief Finance Officer.
- F.6.3 The Governing Board is responsible for approving the authorised signatories to all bank accounts within their school and for ensuring that there is more than one signatory.
- F.6.4 The Governing Board shall ensure that all transfers between accounts, unless undertaken automatically by the school's bank to optimise investment funds, are authorised in writing by the Head Teacher.
- F.6.5 The Governing Board ensure that all any income relating to delegated public funds are not, at any point, paid into or accounted for by voluntary or non-public funds held by the school.
- F.6.6 The Governing Board shall make arrangements with the bank to provide statements of account, together with supporting documentation, at pre-determined intervals. To enable the LA's statutory accounts to be closed on a proper basis it is essential that a statement is obtained showing the position at the close of business on 31st March, or the last banking day prior to the 31st March.
- F.6.7 The Governing Board are responsible for the effective management of cash flow through their bank accounts.
- F.6.8 The Governing Board shall ensure that all school bank accounts are administered effectively and reconciled to the school's accounting system at least on a monthly basis. This includes investment accounts, bonds and any monies held on deposit with approved banks and building societies and sourced by public funds. The reconciliation shall be reviewed by the Head Teacher and evidenced in writing.
- F.6.9 The Governing Board shall maintain a cash book and other records of all transactions passing through those bank accounts and shall ensure that such records are balanced and reconciled at periods of no less than one month and that prompt action is taken on any discrepancy.

- F.6.10 Imprest and petty cash bank accounts must not be overdrawn at any time. The Governing Board must ensure that their bank account(s) remain in credit.
- F.6.11 School officers shall not use their own private bank accounts for the purposes of making payments or banking income relating to the school.

F.7 Property, Stock and Equipment

- F.7.1 The Chief Finance Officer shall maintain an appropriately valued asset register of all the LA's land and buildings.
- F.7.2 The Governing Board must maintain an inventory of valuable goods and equipment. The inventory must be kept in a secure place and should include:
- All items with a value over £1,000 (the LA strongly suggests that all items over £100 should be included);
 - All items with a value under £1,000 if they may be regarded as portable, desirable items that are susceptible to unauthorised removal;
 - A full description of the items including a note of any security markings and identification numbers etc.
- F.7.3 The Governing Board should ensure that a comprehensive inventory check is carried out at intervals of no more than twelve months. These checks shall be evidenced in writing and the Head Teacher shall certify that checks have been undertaken to their satisfaction. A copy of the certified inventory should be presented to the Governing Board.
- F.7.4 All assets should be held in the name of the LA or school and not in the name of individual officers or their post titles. It is important that valuable items are held in a secure environment commensurate with the value of the items and the cost of security. Large cash holdings should be kept in a suitable locked safe. Keys should be kept in a secure place or retained by the key-holder at all times. All officers should be aware that many documents such as cheque books, savings books, securities and order pads are the equivalent of cash and must be treated accordingly. It is not acceptable to leave safes unlocked during working hours or to leave cash holdings in unlocked desk drawers or filing cabinets. The LA's insurance policy may be invalidated if appropriate security measures are not taken.
- F.7.5 The Governing Board is responsible for maintaining the security at all times of all land, buildings, stores, equipment and other property under their control. Head Teachers must ensure that land and buildings are adequately secured to prevent against unauthorised access or possession. Where the Governing Board feels that special security arrangements are required it should consult the Chief Finance Officer and/or the Strategic Director of Children & Young People.
- F.7.6 The Governing Board shall be responsible for the care and custody of the stores held in their school, which should not be held in excess of economic requirements.

- F.7.7 The Governing Board and Head Teacher shall annually review their use of property for the purpose of identifying surplus or inefficient properties.
- F.7.8 The Governing Board shall make arrangements for a periodical test check of stocks under their control by a person independent of the 'store-keeper' and shall ensure that all stocks are checked at least annually.
- F.7.9 Designated school officers shall maintain a record of all stocks and stores and shall provide the Schools Finance Team with such information as required on stocks and stores for year end accounting purposes.
- F.7.10 The Governing Board shall ensure that where school officers are required to take assets or equipment home, this shall be properly recorded on the inventory.

F.8 Sale of Assets

Land and buildings cannot be disposed of other than in accordance with LA procedures.

- F.8.1 Where the Governing Board determines that any asset with a resale value is surplus to requirements must record that fact in writing giving the reason. A disposal file must be held by all schools for this and all other relevant information concerning the disposal, and kept for future inspection.
- F.8.2 The Governing Board must ensure that a member of school staff who determines that an asset is surplus to requirements or is involved in the disposal must never attempt to purchase it or take it for themselves. There must be a clear separation of duties.
- F.8.3 The Governing Board must appoint staff responsible for disposal whose name must be clearly identified in the disposal file. They should be instructed in writing on the disposal and will be accountable to the Governing Board and the Head Teacher for ensuring that disposal is for the best price reasonably obtainable.
- F.8.4 The Governing Board shall ensure that all paperwork in connection with the disposal is kept in the disposal file. The file should be kept for a period of six years after the disposal. The file shall include at least:
- the Head Teacher's written record declaring the asset surplus, and instructions to the person appointed as responsible for the disposal;
 - the independent valuation;
 - the advertisement;
 - the offers made; and
 - the receipt.
- F.8.5 The Governing Board shall ensure that all assets are offered to other schools before members of staff or the public. Information about the assets available should be circulated to all schools and with adequate time allowed for them to make a bid. A

sale may proceed to any person offering at or above the valuation. If there is competition, the sale should be to the highest bidder.

- F.8.6 The Governing Board shall ensure that official receipts are issued for income received. Moneys must be received and properly accounted for by someone who has not been involved in the disposal.
- F.8.7 The Governing Board must ensure the disposal is recorded on the school's inventory.

G. PROCUREMENT AND CONTRACTS

Under the International Financial Reporting Standards (IFRS) contracts (works, supplies or services) may contain “embedded leases” that need to be disclosed. Contracts that require the use of specific assets (as defined by IFRS) are at risk and may contain such leases. These leases may not be visible or apparent and so contracts must be assessed by the Chief Finance Officer before being signed.

Leasing, loans and financial arrangements have their own specific approval process outside of the LA’s Contract Standing Orders and as such are contained within Section C.

An electronic version of the LA’s Constitution encompassing the Financial Regulations and Contract Procedure Rules can be obtained here:

<http://www.brent.gov.uk/your-council/about-brent-council/council-structure-and-how-we-work/our-constitution/>

For the purposes of Contract Standing Order 100 schools shall substitute reference to ‘Democratic Services Manager’ to ‘Head Teacher and/or Chair of Governors.’

- G.1 All procurement on behalf of the LA must, where applicable, comply with EU Public Procurement Legislation (the Public Contracts Regulations 2015), the LA’s Financial Regulations and Contract Standing Orders.
- G.2 The Governing Board shall maintain and supply the Chief Finance Officer with such information as is required for corporate compliance with these rules.
- G.3 The Governing Board has a duty to ensure that appropriate steps are taken to procure contracts in accordance with the procurement procedures set out in the LA’s Contract Standing Orders and Financial Regulations, in order to ensure compliance with the law and achieve value for money. This includes assessing the value of the contract, over the life of the contract including any possible extensions.

The chart below sets out different categories of contracts depending on the value of the contract (over the life of the contract, including any possible extension) for Supplies, Services and Works.

Contract Value

It is a mandatory requirement to estimate a contract value at the start of a procurement. The value of the contract must be calculated over the entire length of the contract, including any period of extension(s) anticipated.

Supplies & Services		Works	
Very Low Value Contract	£0 < £24,999	Very Low Value Contract	£0 < £24,999
Low Value Contract	£25,000 < £164,175	Low Value Contract	£25,000 < £249,999
Medium Value Contract	£164,176 < £499,999	Medium Value Contract	£250,000 < £499,999
High Value Contract	> £500,000	High Value Contract	> £500,000
EU Threshold Values: <u>Supplies & Services (excluding Schedule 3 Services)</u> from 1 st January 2016 > £164,176 <u>Schedule 3 Services</u> from 1 st January 2016 > £589,148		EU Threshold Values: <u>Works</u> from 1 st January 2016 > £4,104,394	

A Schedule 3 Service is defined as those social, educational and other specific services listed in Schedule 3 of the Public Contracts Regulations 2015.

- **Very Low Value Contract** – Although there are no formal procurement procedures for Very Low Value Contracts, the Governing Board must secure best value. The Governing Board is advised that the easiest way to demonstrate best value is either to seek three competitive written quotes, to use an Approved List (where one exists), or to use the Online Market Place. This is not however mandatory, but it is mandatory to keep an auditable record to demonstrate compliance and value for money.
- **Low Value Contract** – The Governing Board must seek at least three written quotations from potential providers and retain the quotes sought and/or obtained, or contracts must be procured through the Online Market Place.
- **Medium Value Contract** – The Governing Board must undertake a competitive tendering exercise. This tendering exercise must be commenced by placing a contract notice (advert) in OJEU (Official Journal of the EU) if the Public Contract Regulations 2015 apply in full to the procurement. Where a Governing Board elects to utilise the LA's e-Tendering system to advertise and run the procurement, they must then comply with Contract Standing Order 101 (e-Tendering and e-Auctions).
- **High Value Contract** – The Governing Board shall obtain approval from the LA's Cabinet before the procurement process is started. In seeking the LA's Cabinet approval to tender, the Governing Board shall address the pre-tender considerations set out in the LA's Contract Standing Order 89, to include details of the criteria for evaluation and award. The tender exercise will be the same as for Medium Value Contracts. Following receipt and evaluation of bids, further

Cabinet authority should be sought prior to awarding the contract.

- G.4 The Governing Board shall ensure that when valuing a rolling contract with no defined termination date, the contract is valued over a period of 48 months.
- G.5 The Chair of Governors and the Head Teacher shall make appropriate arrangements for the receipt and opening of tenders that ensure that each tenderer is treated fairly and equally and the LA's interests are protected. Unless the LA e-Tendering system is used, tenders shall be addressed to the Head Teacher and remain in their custody until the time appointed for opening.
- G.6 For **High Value Contracts**, unless the LA e-Tendering system is used, tenders shall be addressed to the Chair of Governors or the Head Teacher and the tender shall remain in their custody until the time for opening. Tenders for contracts with this value must also be opened and tender details recorded by the Chair of Governors or the Head Teacher and one other officer.
- G.7 Subject to compliance with the EU Procurement Legislation, in cases of extreme urgency, e.g., where there is an immediate danger to life, limb or property, competitive tenders need not be invited in order to deal with the immediate urgent situation provided that advice is sought from the LA's Chief Legal Officer.
- G.8 Subject to compliance with the EU Procurement Legislation, where schools consider that there are good operational and/or financial reasons for not procuring and/or awarding a contract in accordance with Contract Standing Orders or Financial Regulations, a report should be submitted to the LA's Cabinet seeking a waiver/exemption from complying with Contract Standing Orders or Financial Regulations in these respects.
- G.9 The LA's Chief Legal Officer and the Chief Finance Officer or his representative must be invited to be advisers to all Tender Panels for evaluation of High Value Contracts, i.e. contracts for services or supplies or works with a value in excess of £500,000.
- G.10 The Governing Board shall maintain a record of all tenders invited and received by them and of all contracts entered into on behalf of the LA and shall record the reasons for non-acceptance of a tender or the rejection of a contractor who has not been included in a tender short-list.
- G.11 The Governing Board shall ensure that no contract subject to the full application of the EU Public Procurement Regulations is awarded without the mandatory 10 days standstill period being complied with.
- G.12 The Governing Board shall ensure that where a contract exceeds £500,000 in value, or is likely to exceed that amount, it shall be contained in a formal document executed as a deed.
- G.13 Every school officer has a legal and personal duty to notify the Chief Executive in writing immediately if they discover that the school has entered or intends to enter into a contract in which he or she has a direct or indirect pecuniary interest. Further guidance on this matter can be sought from the LA's Chief Legal Officer.

H. INVESTMENTS AND TRUST FUNDS

- H.1 The Governing Board shall ensure that all investments of money under the school's control are made in the name of the school where legally possible.
- H.2 The Governing Board shall ensure that all securities that are the property of, or in the name of, the school are held in custody under safe arrangements previously made or agreed by the Strategic Director of Children & Young People.
- H.3 The Governing Board shall ensure that all trust funds held by the school are, where legally possible, in the name of the school.
- H.4 The Governing Board shall ensure that all officers acting as trustees by virtue of their official position deposits all securities, certificates and similar documents relating to the trust in accordance with prior arrangements approved by the Strategic Director of Children & Young People subject to advice from the Chief Finance Officer unless any trust deed otherwise provides.

I. CUSTODY OF THIRD PARTY PROPERTY

- I.1 The Governing Board shall ensure that where it becomes necessary to hold property on behalf of a member of the public or other third party, an itemised inventory is maintained of all such items.
- I.2 The Governing Board shall make secure arrangements for the custody of such property, including cash, and shall arrange for periodic checks by a person other than the employee responsible for its custody.

J. ESTATES

- J.1 The LA's Chief Legal Officer shall have custody of all title deeds and shall make secure arrangements for their custody.
- J.2 The Governing Board shall ensure that where a school proposes to build another building, the matter is referred to the LA's Chief Legal Officer for advice as to the legal effect of the transaction.

K. RETENTION OF DOCUMENTS

- K.1 The following items must be retained indefinitely or during the whole of the school's possession of the relevant asset and for twelve years afterwards:
- Property deeds, contracts and leases relating to land and buildings in the ownership or occupation of the LA or Governing Board.
 - Share certificates, stocks, bonds and other securities together with any appropriate contracts of purchase or sale.
 - Guarantees, indemnities, insurance policies.
- K.2 All other contracts carried out under the seal of the LA must be retained for twelve years after completion of the contract.
- K.3 LAs are required by statute to retain all accounting documents for a minimum of six years plus the current tax year. The statute of limitations for contracts not under seal applies for six years after completion of the contract. In addition HM Revenue & Customs may inspect documents for periods of six years. Officers can be held personally liable where documents required are not available. In order to give effect to these requirements the following documents must be retained for a minimum of six years plus the current tax year:
- All accounting documents including invoices, contract certificates, paid cheques, bank statements;
 - Debtor accounts, income receipts and associated documents;
 - All contracts not under seal for works, goods or services (six years after completion of the contract);
 - All tender and related documents (six years after completion of the contract);
 - Details of salaries, wages and superannuation payments including particulars of pay calculations, copy payslips, P60 documents.
- K.4 The Governing Board shall consult with the Audit and Investigations Service before copying documents not previously copied or before using a new method, to ensure such methods would be accepted for evidence purposes.
- K.5 The Governing Board shall nominate a member of school staff to make safe arrangements for the storage and review of information. All records must be properly indexed to allow efficient recovery.

L. NON-OFFICIAL FUNDS

A non-official fund refers to both voluntary and private funds which do not contain official money or delegated funding from the LA. It is controlled wholly or in part by the Head Teacher by reason of their employment by the school.

These Financial Regulations as a whole does not apply to non-official funds, but the Governing Board is advised to ensure similar standards of accounting are exercised in relation to these funds to ensure an effective control framework.

The following regulations however do apply.

- L.1 The Governing Board shall ensure that non-official funds are never mixed with official (delegated) funds. The Governing Board shall ensure that any income which properly relates to the school's delegated budget is not credited to a non-official fund.
- L.2 The Governing Board shall arrange for voluntary and any other non-public funds to be the subject of an annual independent audit by an auditor appointed by the Governing Board.
- L.3 The Governing Board shall ensure that the audits of non-official funds are completed within three months of the end of each financial year.
- L.4 The Governing Board shall ensure that the auditor is not an employee, and shall be independent of the school, and not associated with the fund in any capacity. Funds in excess of £20k shall be audited by a qualified accountant who will provide a certificate in accordance with published professional standards. Funds below £20k does not need to be audited by a qualified accountant, but must be audited by a suitable individual familiar with the principles of accountancy.
- L.5 The Head Teacher shall ensure that a report of the annual audit is submitted to the Governing Board for review.
- L.6 The Governing Board shall provide annual audit certificates to the LA's internal auditors in respect of voluntary and private funds held by the school.
- L.7 The Governing Board shall ensure its oversight of the management of non-official funds by regularly reviewing reports on income received, major items of expenditure, the balance of the funds, and certified reconciliations.
- L.8 The Governing Board shall not use non-official funds to make overtime payments to school officers or for payment of fees to school officers carrying out additional work as part of their normal school duties.
- L.9 The Governing Board shall not reclaim VAT on non-official funds, unless the fund is separately registered for VAT.

M. INFORMATION SYSTEMS

- M.1 The Governing Board shall retain overall responsibility for data protection, and the school shall be registered under the Data Protection Act 1998.
- M.2 All school officers shall take adequate steps to keep personal records up-to-date and secure in accordance with the terms of the Data Protection Act 1998. This requirement shall also extend to the secure disposal of obsolete records.
- M.3 The Governing Board shall ensure that where CCTV systems are in use at the school for the purposes of preventing and detecting crime, that the Data Protection Act registration shall reflect this purpose.
- M.4 The Governing Board shall ensure that all computer systems employed by the school is adequately secured against unauthorised access and use. Such measures may include:
- Appropriate physical location of equipment and locking of rooms when not in use;
 - Establishment of appropriate system users according to their job descriptions and responsibilities;
 - Use of appropriate and regularly updated passwords to prevent unauthorised access;
 - Use of screensavers and time-out routines to prevent unauthorised access and viewing of data on screen.
- M.5 The Governing Board shall ensure that rigorous procedures exist to secure a regular back-up of data and systems held on computers. Back-up media shall be appropriately secured and should be held remotely from the computers to which they relate. This may include securing off-site copies. Back-up and restore routines shall be regularly tested to ensure that data and systems can be restored if necessary.
- M.6 The Governing Board shall establish a disaster recovery plan which considers the recovery of records and data in the event of a serious incident such as fire. Where possible this plan shall be tested to ensure that school business shall continue as far as is possible. These arrangements shall cover not only reconstitution of records but also the prompt sourcing of appropriate replacement equipment, and ensuring that manual records are stored in as secure a manner as possible.
- M.7 The Governing Board shall ensure that adequate systems exist for the detection and prevention of infection from computer viruses. Such defences shall be subject to regular update, and the Head Teacher shall ensure that such procedures exist which prevent staff from using computers, which are thought to be infected.

ANNEX A – LIST OF MAINTAINED SCHOOLS (at 31st May 2016)

NURSERY (4)

COLLEGE GREEN
CURZON CRESCENT
FAWOOD
GRANVILLE PLUS

PRIMARY (51)

ANSON
BARHAM
BRAINTCROFT
BRENTFIELD
BYRON COURT
CARLTON VALE INFANTS
CHALKHILL
CHRIST CHURCH BROND CE
CONVENT OF J&M RC INFANTS
DONNINGTON
ELSLEY
FRYENT
HARLESDEN
ISLAMIA
JOHN KEBLE CE
KILBURN PARK JUNIORS
KINGSBURY GREEN
LEOPOLD
LYON PARK
MALOREES INFANTS
MALOREES JUNIORS
MITCHELL BROOK
MORA
MOUNT STEWART INFANTS
MOUNT STEWART JUNIORS
NEWFIELD
NORTHVIEW
OLIVER GOLDSMITH
OUR LADY OF GRACE RC INFANTS
OUR LADY OF GRACE RC JUNIORS
OUR LADY OF LOURDES RC

PARK LANE
PRESTON PARK
PRINCESS FREDERICA CE
ROE GREEN INFANTS
ROE GREEN JUNIORS
SALUSBURY
SINAI JEWISH
ST JOSEPH'S RC
ST JOSEPH'S RC INFANTS
ST JOSEPH'S RC JUNIORS
ST MARGARET CLITHEROW RC
ST MARY MAGDALEN'S RC
ST MARY'S CE
ST MARY'S RC
ST ROBERT SOUTHWELL RC
STONEBRIDGE
TORAH TEMIMAH
UXENDON MANOR
WEMBLEY
WYKEHAM

SECONDARY (2)

JFS
NEWMAN

SPECIAL (3)

MANOR DAY
PHOENIX ARCH
THE VILLAGE

PRUS (2)

ASHLEY COLLEGE
RIVER COLLEGE

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For Decision

**8. REVIEW OF CRITERIA FOR SPLIT-SITE FACTOR,
FALLING ROLLS AND GROWTH FUND****1.0 SUMMARY**

- 1.1 The DfE requires LAs and their Schools Forums to set clear and objective criteria for allocating central funding to schools, or for particular factors within the funding formula. These must be used for the equal benefit of maintained schools and academies within the area.
- 1.2 This report reviews the split-site factor, falling rolls and growth fund (split between rising rolls and additional classes funding).

2.0 RECOMMENDATIONS

- 2.1 The Schools Forum is requested to:
- a. approve the revised split-site factor criteria (as shown in Appendix 3);
voting is open to all Schools Forum Members
 - b. select an option for implementation of the revised split-site factor to existing schools;
voting is open to all Schools Forum Members
 - c. approve the introduction of a falling rolls fund and the proposed criteria and allocations (as shown in Appendix 3);
voting is open to all Schools Forum Members
 - d. approve the revised falling rolls fund criteria (as shown in Appendix 3);
voting is open to all Schools Forum Members
 - e. approve the revised additional classes funding criteria (as shown in Appendix 3);
voting is open to all Schools Forum Members

3.0 **SPLIT-SITE FACTOR**

- 3.1 Each LA can include a factor to provide additional funding to schools which operate on, and own more than one site.
- 3.2 Brent has used this factor for several years, however the current criteria applied has not been reviewed for some years. In addition, a benchmark across other local authorities shows that Brent is very generous in this funding allocation, and this should therefore be reviewed.
- 1) A benchmark of the split-site funding across England (shown in Appendix 1) shows that Brent is the 2nd highest in terms of allocation of schools funding that goes through this factor, and the 4th highest in terms of the percent of schools funding paid through this factor.
 - 2) Additionally, the split-site allocations (both lump sum and amount per pupil) is higher in comparison to other boroughs. An example of the allocations used across London is attached as Appendix 2, and demonstrates this.
- 3.3 The DfE guidance is clear that there should be criteria for receiving this extra funding. The criteria should:
- be clear and transparent;
 - incorporate clear and objective trigger points;
 - have a clear formula for allocating additional funding.
- 3.4 Where schools and academies meet the criteria, the funding must be allocated. Schools sharing facilities, federated schools and schools with remote sixth forms are not eligible to receive split-site funding.
- 3.5 The criteria previously approved by the Schools Forum is as follows:
- The sites are more than half a mile apart, separated by public roads.
 - It is necessary for staff to move between the sites in order to teach on both sites in support of the principle of a whole school policy and to maintain the integrity of the delivery of the National Curriculum.
 - Each site is occupied by a large proportion of the school (more than one year group).
- 3.6 The current allocation is made up of a lump sum of £151,847, plus £113.70 per pupil. Where schools partially meet the criteria, this is considered by the Schools Forum, and may attract a reduced lump sum of £50,000. These allocations were initially based on the estimated costs of travelling between sites, and the estimated additional teaching costs incurred. However the table in 3.11 demonstrates that the incremental cost of running a school on a split-site is mainly covered by the school funding received.
- 3.7 Following a review of the criteria and allocations, the following changes are recommended to be implemented in the 2017-18 financial year:
- a) No change to be applied to the criteria. *The current criteria is clear and fair, and is in line with the DfE recommendations. Any change to the criteria could make the process more complicated and onerous.*

- b) An application period for a maximum of 5 years. *It is necessary to support schools that are going through an expansion on two or more sites, until the school is fully occupied. This will fund additional running costs, e.g. cost for utilities, caretaking, cleaning and maintenance up to the point that the building is fully utilised. At this point the funding received through the funding formula will fully cover these costs (AWPU, pupil-led funding and premises factors). A split-site factor should therefore not be an indefinite funding stream. Three of the five schools that currently receive this funding have received this for a number years, and would therefore no longer be eligible.*
- c) The application of different lump sums for primary and secondary schools. *It is less likely for teaching staff to regularly move between sites in a primary school setting, and thus the additional costs of a split-site is lower for a primary school. Furthermore, the cost of travel between sites for secondary teachers is estimated to be £30k per year at the most, and should be built into the school's timetabling arrangements.*

- 3.8 An analysis of the average costs of a Primary and Secondary school for 2014/15 are shown below. This assumes that the cost of running the split-site adds an additional 50% of running costs to the combined school, and includes a 4% increase for inflation.

Type of Costs	Average		Calculation at 50 %	
	Primary	Secondary	Primary	Secondary
Premises Staff	55,929	111,187	29,083	57,817
Building Maintenance	83,349	89,959	43,341	46,779
Utility Costs	33,570	123,819	17,456	64,386
Cleaning/Caretaking				
Materials	21,949	18,985	11,413	9,872
	194,797	343,950	101,294	178,854

- 3.9 In addition there will be the cost of teaching staff and other staffing, estimated at over £100k per class.

Additional Staffing Costs	Primary	Secondary
Teacher (M6)	52,000	104,000
Teaching Assistant (S01)	35,600	
Admin Costs (50% of S01)	17,800	17,800
	105,400	121,800

- 3.10 The actual additional cost to a growing split-site school will be a fraction of these estimated costs, due to funding provided by AWPU and pupil-led factors. The funding per pupil averages at £6.8k per primary pupil, and £9.3k per secondary pupil.

- 3.11 The table below shows the estimated incremental cost per class, and demonstrates that the additional pupil funding covers the additional costs, if there is more than one class on the split-site.

Additional Incremental Cost	1 Class		2 Classes	
	Primary	Secondary	Primary	Secondary
Funding (Pupil-Led Factors only)	204,953	280,356	409,905	560,711
Additional Premises Costs	-101,294	-178,854	-101,294	-178,854
Additional Staffing Costs	-105,400	-121,800	-210,800	-243,600
	-1,742	-20,298	97,811	138,257

- 3.12 It is therefore recommended to change the funding allocation for this factor to a lump sum of £30k for Primary schools and £50k for Secondary schools, with no additional per pupil amount applied.

- 3.13 In 2016-17 five schools attracted this funding, with one partially meeting the criteria and therefore receiving a reduced lump sum.

- 3.14 The Schools Forum is asked to consider the following transitional approaches to implementing this for the five schools that currently attract this funding.

- Option 1: Full Implementation
This would require an additional MFG exception request to be made to the DfE for 2017-18.
- Option 2: Phased Implementation through the MFG
Therefore due to the MFG, the impact will be 1.5% (based on current MFG levels) per year. An additional MFG exception would not be required or requested.
- Option 3: Phased Implementation over 4 years
This would still require an additional MFG exception request to be made to the DfE for 2017-18 but would smooth the impact over a 4 year period.

Officers recommend Option 3.

- 3.15 The table below shows the current funding received, and as a percentage of their schools block of funding, and how long this has been in place.

School Name	School Type	Split-Site Factor Applied Since:	2016-17 Split-Site Funding £	2016-17 Total Post-MFG Funding (Schools Block) £	2016-17 Split Site Funding As % of Total Funding (Schools Block)
Islamia	Primary	2007-08	97,186	2,095,406	4.64%
Leopold	Primary	2015-16	235,132	3,599,502	6.53%
Roe Green Infants	Primary	2015-16	208,242	2,790,563	7.46%
Alpertown	Secondary	Prior to 2005	275,553	7,044,558	3.91%
Kingsbury High	Secondary	Prior to 2005	333,994	9,955,231	3.35%
			1,150,107	25,485,260	4.51%

3.16 The table below shows the current funding received, compared to the funding to be received under each of the new models.

School Name	2016-17 £	Option 1			Option 2			Option 3		
		2017-18 £	Impact £	Impact %	2017-18 £	Impact £	Impact %	2017-18 £	Impact £	Impact %
Islamia	97,186	0	-97,186	4.64%	95,728	-1,458	0.07%	72,889	-24,296	1.16%
Leopold	235,132	30,000	-205,132	5.70%	231,605	-3,527	0.10%	153,849	-81,283	2.26%
Roe Green Infants	208,242	30,000	-178,242	6.39%	205,119	-3,124	0.11%	133,682	-74,561	2.67%
Alpertown	275,553	0	-275,553	3.91%	271,419	-4,133	0.06%	206,664	-68,888	0.98%
Kingsbury High	333,994	0	-333,994	3.35%	328,984	-5,010	0.05%	250,496	-83,499	0.84%
	1,150,107	60,000	-1,090,107	4.28%	1,132,855	-17,252	0.07%	817,580	-332,527	1.30%

Impact % shown is Impact as a percentage of the school's total Post-MFG schools block funding.

3.17 Option 1 and 3 would allow funding to either go back into the schools funding pot for other schools, or the creation of the falling rolls fund described in Section 4 below.

4.0 FALLING ROLLS CRITERIA

- 4.1 Each LA may top-slice the DSG to create a fund to support good schools with falling rolls, where local planning data shows that the surplus places will be needed in the near future. This helps to ensure that these schools remain viable and prevents the school from going into financial deficit, until the rolls rise again.
- 4.2 Brent has not previously created this fund, and in 2016-17 some schools experiencing falling rolls which would have qualified under this funding. The borough is still experiencing a pressure on school places in the primary sector, and this is about to move into the secondary sector. It is therefore vital that where good or outstanding schools experience falling rolls, that there is an avenue to support these schools and prevent financial difficulty or a drop in teachers, when these places will be needed in the near future.
- 4.3 In order to introduce this fund, the Schools Forum must agree both the value of the top-slice and the criteria for allocation. The criteria must contain clear objective trigger points for qualification, and a clear formula for calculation of allocations. Differences in allocation methodology are permitted between phases. The DfE states that some of the features below are required, to remain compliant.
- Support is available only for schools judged Good or Outstanding at their last Ofsted inspection (this is a mandatory requirement).
 - Surplus capacity exceeds x pupils or x% of the published admission number.
 - Local planning data shows a requirement for at least x% of the surplus places within the next x years.
 - Formula funding available to the school will not support provision of an appropriate curriculum for the existing cohort.

- The school will need to make redundancies in order to contain spending within its formula budget.
- 4.4 The methodology for distributing funding could include:
- £x per vacant place, up to a specified maximum places (place value likely to be based on AWPU).
 - a lump sum payment with clear parameters for calculation (e.g. the estimated cost of providing an appropriate curriculum, or estimated salary costs equivalent to the number of staff who would otherwise be made redundant).
- 4.5 It is recommended that a falling rolls fund is created for Brent, to be used from 2017-18.
- a) A budget allocation for 2017-18 of £500k, top-sliced from the DSG. This will be reviewed and approved annually.
- b) The following criteria will apply:
- i. Schools judged as good or outstanding at the last Ofsted inspection.
 - ii. There is a reduction in numbers when comparing the October School census with the previous October census that results in substantial disruption to the provision of education in the school.
 - iii. The reduction in numbers amounts to 20% or more in one year group (i.e. PAN vs Actual Numbers).
 - iv. Admissions demographic data evidences that the reduction is temporary, and the school places will be needed in the near future.
 - v. Only schools with a surplus of less than 15% will qualify, as this should be funded by school balances in the first instance and appropriately planned by the school.
 - vi. Schools that receive falling rolls funding would not be eligible for rising rolls funding during the year.
- c) The following allocation will apply:
- i. Based on AWPU for the relevant sector.
 - ii. This will be funded per pupil, for the difference between PAN and actual numbers for the relevant qualifying year group.
 - iii. Funding will be provided as a one off payment and not a continuing payment as the cohort moves through the school.
 - iv. If total allocations for qualifying schools exceed the annual budget, then the amounts will be revised downwards proportionate to the budget available.
 - v. Any unallocated funding at the end of each year will be rolled into the DSG.
- 4.6 Based on application of the above criteria, for 2016-17 two primary schools, and 1 secondary would have attracted falling rolls funding in 2016-17.

5.0 RISING ROLLS & ADDITIONAL CLASSES CRITERIA

- 5.1 Each LA may top-slice the DSG to create a growth fund to support schools which are required to provide extra places in order to meet basic need. This fund cannot be used to support schools in financial difficulty or general growth due to popularity.
- 5.2 This fund allows the council to meet its statutory duty to provide sufficient places for children within the area that request one. If the LA cannot offer a school place or alternative education placement the LA is left open to Ombudsman complaints and legal challenge. Brent continues to see unprecedented increase in the demand for primary places, with an increase of 17.68% between May 2008 and May 2015.
- 5.3 Whilst this fund provides funding for both primary and secondary places, the pressure on primary school places in all year groups is still significant, and the majority of Brent primary schools are operating at full capacity.
- 5.4 Brent currently has a growth fund which is reviewed and approved annually by the Schools Forum. The following were approved for 2016-17:
 - £3,500,000 for pupil growth funding for additional classes and places needed for 2016-17;
 - £1,129,952 for Rising Rolls funding.
- 5.5 The criteria for allocating growth funds should contain objective trigger points for qualification and a clear formula for calculation allocations.

Rising Rolls

- 1) Rising Rolls funding is given to schools where there is pupil growth after the October census, which is used for calculating the school's funding.
- 2) The criteria for Rising Rolls was last reviewed in 2012 and is as follows:
 - Any school that experiences pupil growth of 1.75% due to taking on larger number of pupils than planned due to a lack of schools place.
 - This is done by comparing October census against January and October of the previous year would receive a 5/12th and 7/12th share of the £1,129,952 pro-rata to their additional numbers.
- 3) The following allocation applies:
 - Based on AWPU for the relevant sector, pro-rata'd.
 - If total allocations for qualifying schools exceed the annual budget, then the amounts are revised downwards proportionate to the budget available.
 - Any unallocated funding at the end of each year is rolled into the DSG.
- 4) Following a review of the criteria and allocations, the following changes are recommended to be implemented in the 2017-18 financial year:
 - a) A change to the criteria:
 - to make it clear that rising rolls will not apply where there is growth due to popularity alone.

- to make it clear that rising rolls will only apply to meet basic needs places.
- b) A change to the allocations to make it clear that funding will be provided in two installments, for that financial year only.
- c) A reduced budget of £1m. *This budget no longer funds additional classes, as this is solely funded through the pupil growth funding for additional classes.*

Additional Classes

- 5) School expansions and the opening of annexes has allowed the council to fulfil its statutory duty to offer all applicants a place.
- 6) Schools that expand at the request or approval of the LA are guaranteed funding for 30 pupils per class, for 5 terms.
- 7) The following allocation currently applies:
- Where schools expand on the school site, the guarantee is £3,300 per pupil, with the assumption of full classes of 30 pupils.
 - Where schools expand in an annexe or off-site building, the guarantee is £3,600 per pupil, with the assumption of full classes of 30 pupils.
 - Where schools are undergoing permanent expansion, a one-off payment of £25,000 is made to support schools in the transition period for the additional management support required.
 - Payments are made by financial year – therefore:
 - The first payment is 7/12^{ths} of the guarantee – to cover the first two terms, September to March.
 - For the second financial year (the latter three terms) the pupils will be on census and funded through the funding formula, therefore the school will receive £3,300 or £3,600 per pupil for the difference between census and the 30 pupil guarantee.
- 8) This budget has also funded:
- the secondary EAL projects;
 - additional places for new arrivals at QPCS and Newman Catholic College;
 - alternative education placements for hard to place pupils.
- 9) Following a review of the criteria, the following change is recommended to be implemented in the 2016-17 financial year:
- a) A clarification to the criteria to make it clear that
- funding is guaranteed for the first five terms for each bulge class or temporary expansion opened;
 - funding is guaranteed for the first five terms for each annexe class opened;
 - funding is guaranteed for the first five terms from September, after a permanent expansion is confirmed.

6.0 BACKGROUND PAPERS

1. Schools Revenue Funding 2016 to 2017 – Operational Guide (December 2015);

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/486747/Schools_revenue_funding_2016_to_2017_operational_guide_updated_December_2015.pdf

2. Schools Revenue Funding 2016 to 2017 – Criteria for allocating the growth fund, falling rolls fund and targeted high needs funding (July 2015)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445726/Schools_revenue_funding_2016_to_2017_Criteria_for_allocating_growth_fund_falling_rolls_fund_and_targeted_high_needs_funding_1.pdf

7.0 APPENDICES

- A. Benchmark: Split-Site Factor Allocations by Local Authorities;
- B. Benchmark: Split-Site Factor Criteria and Allocations by London Authorities
- C. Revised Split-Site, Falling Rolls and Rising Rolls and Additional Classes Criteria and Allocations.

CONTACT OFFICERS

Norwena Thomas
Senior Finance Analyst

0208 937 3068

8. APPENDIX A - BENCHMARK: SPLIT SITE FACTOR ALLOCATIONS BY LOCAL AUTHORITIES

LA Code	Local Authority Name	Split Sites Total £	Split Sites Proportion %	Highest LA Allocation	Highest LA Proportion of Total
352	Manchester	2,039,542.48	0.58%	1	2
304	Brent	1,137,543.10	0.51%	2	4
301	Barking and Dagenham	1,032,000.00	0.56%	3	3
891	Nottinghamshire	970,819.00	0.22%	4	21
371	Doncaster	810,177.00	0.44%	5	5
330	Birmingham	762,591.93	0.09%	6	47
881	Essex	761,487.00	0.10%	7	44
320	Waltham Forest	745,000.00	0.39%	8	8
925	Lincolnshire	721,110.00	0.19%	9	25
308	Enfield	706,344.00	0.29%	10	13
203	Greenwich	666,402.00	0.36%	11	9
835	Dorset	658,448.00	0.32%	12	10
936	Surrey	600,537.40	0.11%	13	41
874	Peterborough	600,000.00	0.44%	14	6
830	Derbyshire	576,752.01	0.14%	15	36
892	Nottingham	534,130.11	0.29%	16	14
801	Bristol	514,833.00	0.22%	17	22
929	Northumberland	508,513.83	0.29%	18	12
373	Sheffield	501,403.66	0.17%	19	28
420	Isles of Scilly	485,000.00	19.17%	20	1
885	Worcestershire	481,632.00	0.16%	21	31
928	Northamptonshire	463,333.33	0.11%	22	39
811	East Riding of Yorkshire	455,246.00	0.26%	23	17
865	Wiltshire	455,000.00	0.18%	24	26
815	North Yorkshire	450,000.00	0.14%	25	33
208	Lambeth	444,045.33	0.23%	26	20
919	Hertfordshire	426,183.16	0.06%	27	61
878	Devon	377,545.00	0.10%	28	42
846	Brighton and Hove	371,686.00	0.29%	29	11
856	Leicester	350,000.00	0.17%	30	30
209	Lewisham	338,400.00	0.17%	31	29
888	Lancashire	337,912.13	0.05%	32	68
211	Tower Hamlets	337,190.60	0.14%	33	34
302	Barnet	329,417.16	0.14%	34	32
202	Camden	316,028.00	0.28%	35	15
823	Central Bedfordshire	310,000.00	0.20%	36	24
877	Warrington	297,000.00	0.24%	37	19
938	West Sussex	291,130.84	0.07%	38	52
880	Torbay	284,608.00	0.42%	39	7
845	East Sussex	280,260.00	0.11%	40	40
926	Norfolk	250,670.00	0.06%	41	66
816	York	237,600.00	0.28%	42	16
840	Durham	237,447.80	0.08%	43	50
213	Westminster	221,200.00	0.20%	44	23
210	Southwark	217,856.00	0.09%	45	45
916	Gloucestershire	202,257.00	0.06%	46	59
837	Bournemouth	198,049.00	0.25%	47	18
937	Warwickshire	192,500.00	0.07%	48	56
826	Milton Keynes	191,275.00	0.12%	49	38
358	Trafford	187,799.00	0.13%	50	37
318	Richmond upon Thames	180,000.00	0.18%	51	27
306	Croydon	175,000.00	0.08%	52	51
895	Cheshire East	173,873.00	0.09%	53	48
882	Southend on Sea	154,800.00	0.14%	54	35
850	Hampshire	129,167.00	0.02%	55	93

8. APPENDIX A - BENCHMARK: SPLIT SITE FACTOR ALLOCATIONS BY LOCAL AUTHORITIES

LA Code	Local Authority Name	Split Sites Total £	Split Sites Proportion %	Highest LA Allocation	Highest LA Proportion of Total
333	Sandwell	129,057.00	0.06%	56	63
380	Bradford	124,172.18	0.03%	57	84
350	Bolton	120,772.33	0.06%	58	58
309	Haringey	120,000.00	0.07%	59	55
931	Oxfordshire	120,000.00	0.04%	60	78
887	Medway	111,104.00	0.07%	61	53
894	Telford and Wrekin	100,000.00	0.10%	62	43
353	Oldham	100,000.00	0.06%	63	64
312	Hillingdon	100,000.00	0.05%	64	67
889	Blackburn with Darwen	96,152.00	0.09%	65	49
803	South Gloucestershire	93,436.00	0.06%	66	57
855	Leicestershire	93,164.00	0.03%	67	89
331	Coventry	87,740.75	0.04%	68	75
810	Kingston upon Hull	87,330.00	0.06%	69	65
314	Kingston upon Thames	85,378.00	0.09%	70	46
317	Redbridge	82,069.00	0.04%	71	72
316	Newham	80,000.00	0.03%	72	87
896	Cheshire West And Chester	72,388.00	0.04%	73	76
206	Islington	72,000.00	0.06%	74	62
933	Somerset	70,000.00	0.03%	75	86
315	Merton	68,000.00	0.06%	76	60
307	Ealing	64,152.00	0.03%	77	85
336	Wolverhampton	62,500.00	0.04%	78	74
204	Hackney	60,812.00	0.03%	79	83
800	Bath and North East Somerset	60,682.33	0.07%	80	54
935	Suffolk	59,000.00	0.02%	81	97
852	Southampton	56,904.00	0.05%	82	69
319	Sutton	50,000.00	0.04%	83	77
873	Cambridgeshire	50,000.00	0.02%	84	96
335	Walsall	49,845.00	0.03%	85	88
802	North Somerset	46,897.00	0.04%	86	71
381	Calderdale	44,000.00	0.03%	87	81
908	Cornwall	42,250.67	0.01%	88	99
344	Wirral	37,506.28	0.02%	89	91
359	Wigan	36,867.00	0.02%	90	92
860	Staffordshire	35,000.00	0.01%	91	105
871	Slough	34,300.00	0.03%	92	82
205	Hammersmith and Fulham	32,741.00	0.03%	93	80
825	Buckinghamshire	32,000.00	0.01%	94	101
890	Blackpool	31,500.00	0.04%	95	73
382	Kirklees	30,492.00	0.01%	96	102
921	Isle of Wight	30,000.00	0.04%	97	70
821	Luton	27,750.00	0.02%	98	95
876	Halton	27,402.00	0.03%	99	79
356	Stockport	23,239.00	0.02%	100	98
831	Derby	19,329.92	0.01%	101	100
383	Leeds	19,250.00	0.00%	102	107
870	Reading	17,675.00	0.02%	103	90
342	St Helens	17,660.00	0.02%	104	94
813	North Lincolnshire	10,000.00	0.01%	105	103
207	Kensington and Chelsea	5,740.00	0.01%	106	104
393	South Tyneside	5,167.00	0.01%	107	106



BENCHMARK:
SPLIT-SITE CRITERIA &
ALLOCATIONS
LONDON AUTHORITIES

LONDON BOROUGH OF HAMMERSMITH AND FULHAM (£33k)

- ❖ Schools qualify for this funding if they hold one or more of their curricula at another site, which means students will need to move between sites during a school day to attend lessons.

Allocations

- ❖ Per Square Meter – £22.96
(This is multiplied by the total square meter of the additional site to determine the funding.)

LONDON BOROUGH OF HACKNEY (£61k)

Allocations

- ❖ Fixed Lump Sum
 - Primary £30,406
 - Secondary £0

LONDON BOROUGH OF NEWHAM (£80k)

- ❖ Schools operating a split site where the sites require separate management and are more than 500 yards distant, and involve some staff and/or student movement.

Allocations

- ❖ Fixed Lump Sum – £40,000

LONDON BOROUGH OF HILLINGDON (£100k)

- ❖ The school operates a curriculum from more than one site, where both sites have classroom facilities.
- ❖ Pupils and Staff have to move between the sites to reach their relevant classroom.
- ❖ Access to the school classroom facilities is across a public road.

Allocations

- ❖ Fixed Lump Sum – £100,000

LONDON BOROUGH OF CROYDON (£175k)

- ❖ An annex refers to an additional accommodation being built for growth in numbers. They are usually smaller in size than a full school but a permanent build as opposed to a cabin arrangement.
- ❖ Funding increased by an additional £5,000 if this site is a certain distance (500m) or more from the original school for any added cost that may bring.
- ❖ Also has some schools that were separate and have become one establishment through amalgamation or academisation. In these cases it is recognised that the additional costs of maintaining two full school sites will be



BENCHMARK:
SPLIT-SITE CRITERIA &
ALLOCATIONS
LONDON AUTHORITIES

larger than that of the annex arrangements described above, and hence the same increase of £5,000 for distance.

Allocations

❖ Lump Sum

▪ Additional Site – Annex	£30,000
▪ Additional Site – Annex (more than 500m away)	£35,000
▪ Additional Site – School	£50,000
▪ Additional Site – School (more than 500m away)	£55,000

LONDON BOROUGH OF BARNET (£329k)

Excludes sports and play areas, premises used for nurseries and sixth forms only and all-through schools where each site is used solely for either primary or secondary phases.

Allocations

❖ Fixed Lump Sum:

Historically set based on the extra admin staff, cleaning, caretaking, headteacher travel etc needed for two sites.

- Primary £29,958
- Secondary £99,412
- *All-through schools receive the primary split-site allocation (£29,958) if they have primary year groups on more than one site, and £19,882.40 per secondary group (£99,412/5) located across more than one site.*
- *This is pro-rata'd for part year as schools expand.*

❖ Staff Travel

The travel allowance is only for secondary schools as primary teachers are less likely to regularly move between sites.

- Secondary £53,492
- *If the buildings are very close and simply separated by a public road, this rate is multiplied by 0.2. If further apart the multiplier is 1.4.*
- *There is one school with an off-site SEN unit and the multiplier is 1.*

LONDON BOROUGH OF TOWER HAMLETS (£337k)

- ❖ Schools must operate on two definable and discrete sites, separated by a main thoroughfare/ highway, and have clear identifiable additional needs and make adequate curriculum provision for those two sites.
- ❖ The split must be in excess of 200 metres apart from the main site as the crow flies.

Allocations

- ❖ Per Pupil – £520 per pupil
based on the year groups mainly using the smaller site.



BENCHMARK:
SPLIT-SITE CRITERIA &
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BOROUGH OF WALTHAM FOREST (£745k)

- ❖ Applies to any school permanently expanding onto an additional site.
- ❖ An additional payment is made for the first 5 years of the expansion.
- ❖ Additional payment is based upon the capacity of the new site less the planned number of pupils in the expansion e.g. the shortfall in pupils compared with site capacity

Allocations

- ❖ Lump Sum
 - Level 1: £15k within ¼ mile of the main site with no movement of pupils on a daily basis.
 - Level 2: £40k sport on a separate site over ¼ mile away or joint use of sports hall.
 - Level 3: £20k second site over ¼ mile from main site with no movement of pupils on a daily basis.
 - Level 4: £40k some movement of pupils between sites more than ¼ mile apart.
 - Level 5: £110k significant movement of pupils and teachers on a daily basis between sites more than ¼ mile apart.
- ❖ Per Pupil – £150 per pupil to cover premises costs other than rates.

Table : Calculation of funding for planned expansions onto a second site

Capacity	Year of expansion	Planned number of pupils on site	Shortfall	Funding at £150 per pupil
420	1	60	360	£54,000
420	2	120	300	£45,000
420	3	180	240	£36,000
420	4	240	180	£27,000
420	5	300	120	£18,000

LONDON BOROUGH OF BARKING AND DAGENHAM (£1,032k)

- ❖ A split site school will be defined as one where there is a road between sites used for curriculum purposes.
- ❖ Secondary split site factor equates to current levels of support, Primary factor has been scaled against this.

Allocations

- ❖ Fixed Lump Sum
 - Primary £100,000
 - Secondary £216,000
 - *For a school which has a primary and secondary phase the split site factor paid will be at the Primary level £100k unless the school also has 2 or more*



BENCHMARK:
SPLIT-SITE CRITERIA &
ALLOCATIONS
LONDON AUTHORITIES

*split sites at Secondary phase in which case the factor will be £216,000.
Only one split site factor will apply.*

CRITERIA & ALLOCATIONS

REVISED 2017-18

(SPLIT-SITE, FALLING ROLLS, RISING ROLLS, ADDITIONAL CLASSES)

SPLIT-SITE FACTOR

Criteria

- ❖ The sites are more than half a mile apart, separated by public roads.
- ❖ It is necessary for staff to move between the sites in order to teach on both sites in support of the principle of a whole school policy and to maintain the integrity of the delivery of the National Curriculum.
- ❖ Each site is occupied by a large proportion of the school (more than one year group).
- ❖ This is not available to schools sharing facilities, federated schools, schools with remote sixth forms, or all-through schools where the majority of each sector is based on one site.

Allocations

- ❖ Fixed Lump Sum:
 - Primary £30,000
 - Secondary £50,000

Payments

- ❖ This is a funding factor within the formula, and would therefore be paid with the school's budget share.
- ❖ This is only available for a maximum of 5 years.

CRITERIA & ALLOCATIONS

REVISED 2017-18

(SPLIT-SITE, FALLING ROLLS, RISING ROLLS, ADDITIONAL CLASSES)

FALLING ROLLS FUND

Criteria

- ❖ Schools judged as good or outstanding at the last Ofsted inspection.
- ❖ There is a reduction in numbers when comparing the October School census with the previous October census that results in substantial disruption to the provision of education in the school.
- ❖ The reduction in numbers amounts to 25% or more in one year group (i.e. PAN vs Actuals Numbers).
- ❖ Admissions demographic data evidences that the reduction is temporary, and the school places will be needed in the near future.
- ❖ Only schools with a surplus of less than 8% for primary schools and 5% for secondary schools will qualify, as this should be funded by school balances in the first instance and appropriately planned by the school.
- ❖ Schools that receive falling rolls funding would not be eligible for rising rolls funding during the year.

Allocations

A DSG top-sliced budget allocation of £500,000.

- ❖ Based on AWPUP for the relevant sector.
- ❖ This is funded per pupil, for the difference between PAN and actual numbers for the relevant qualifying year group.
- ❖ If total allocations for qualifying schools exceed the annual budget, then the amounts will be revised downwards proportionate to the budget available.
- ❖ Any unallocated funding at the end of each year will be rolled into the DSG.

Payments

- ❖ Funding will be provided as a one-off payment and not a continuing payment as the cohort moves through the school.



CRITERIA & ALLOCATIONS

REVISED 2017-18

(SPLIT-SITE, FALLING ROLLS, RISING ROLLS, ADDITIONAL CLASSES)

GROWTH FUND – RISING ROLLS

Criteria

- ❖ Any school that experiences pupil growth of 1.75% due to taking on larger number of pupils than planned, where:
 - this is due to a lack of school places;
 - this is not due to popularity alone;
- ❖ This is done by comparing October census against January and October of the previous year would receive a 5/12th and 7/12th share of the £1,129,952 pro-rata to their additional numbers.

Allocations

A DSG top-sliced budget allocation of £1,000,000.

- ❖ Based on AWPU for the relevant sector, pro-rata'd.
- ❖ If total allocations for qualifying schools exceed the annual budget, then the amounts will be revised downwards proportionate to the budget available.
- ❖ Any unallocated funding at the end of each year will be rolled into the DSG.

Payments

- ❖ Funding will be provided in two instalments, for that financial year only.

GROWTH FUND – ADDITIONAL CLASSESCriteria

- ❖ Schools that expand at the request or approval of the LA.
- ❖ Secondary schools with EAL projects.
- ❖ Alternative Education placements for hard to place pupils.

Allocations

A DSG top-sliced budget allocation of £3,500,000.

- ❖ Where schools expand on the school site, the guarantee is £3,300 per pupil, with the assumption of full classes of 30 pupils.
- ❖ Where schools expand in an annexe or off-site building, the guarantee is £3,600 per pupil, with the assumption of full classes of 30 pupils.
- ❖ Where schools are undergoing permanent expansion, a one-off payment of £25,000 is made to support schools in the transition period for the additional management support required.
- ❖ Funding is guaranteed for the first five terms for:
 - each bulge class or temporary expansion opened;
 - each annexe class opened;
 - from September, after a permanent expansion is confirmed.
- ❖ Any unallocated funding at the end of each year will be rolled into the DSG.

Payments

- ❖ Payments are made by financial year:
 - 1st Payment – 7/12^{ths} of the guarantee – to cover the first two terms, September to March.
 - 2nd Payment – for the second financial year (the latter three terms) the pupils will be on census and funded through the funding formula, therefore the school will receive £3,300 or £3,600 per pupil for the difference between census and the 30 pupil guarantee.



SCHOOLS FORUM

15 June 2016

Report from the Strategic Director of Children and Young People

For Consultation

9. Schools Forum Administration Review

1.0 SUMMARY

- 1.1 This report proposes changes and improvements to the administration of the Schools Forum and its sub-groups, and in the engagement with the Brent school community.

2.0 RECOMMENDATIONS

- 2.1 The Schools Forum is being formally consulted on the following:

- a. the proposed changes to the administration of the Schools Forum;
 - the change from the use of sub-groups to Task and Finish Groups;
 - the four suggested Task and Finish Groups and their constitution;
 - the introduction of the Technical Briefing Sessions for members;
 - the introduction of a termly Schools Forum newsletter managed by the Schools Forum.

- 2.2 The Schools Forum is asked to note:

- a. the changes to the Terms of Reference and Constitution of the Schools Forum (mainly references to job titles that have changed);
- b. the new Schools Forum email address;
- c. that members contact details are now available via the Schools Forum website;

3.0 BACKGROUND

- 3.1 It is good practice to regularly review the administration of the Schools Forum and to evaluate its effectiveness to identify areas that can be built upon or improved. The DfE publishes the *Schools Forum Operational and Good*

Practice Guide annually, which draws on the knowledge and experience of Schools Forum members, Local Authority officers, DfE officers and various partners, and is a guide against which to review. It is not prescriptive in nature, except for elements dictated by the *Schools Forum Regulations*, but is provided as a guide on good practice.

- 3.2 This review encompasses the Terms of Reference, Constitution, Sub-Groups and Engagement with the local education community in Brent.

4.0 Terms of Reference & Constitution

- 4.1 The Terms of Reference and the Constitution of the Brent Schools Forum was revised and agreed at the June 2015 Forum meeting. This included a full review of membership and its administration, and meeting administration.
- 4.2 There has been no change to the legislation or the good practice guide issued by the DfE since the revision of these.
- 4.3 A revised Terms of Reference and Constitution is included as Appendix 1. All changes are highlighted, and are mainly references to job titles.

5.0 Working Groups (Currently Sub-Groups)

- 5.1 There are currently three sub-groups to the Schools Forum: Early Years, SEN and Schools Funding Formula groups. The Brent Schools Forum Constitution requires that membership and clerking of the sub-groups are reviewed annually. A review of the sub-groups was last completed in February 2014.
- 5.2 The current sub-groups have served a useful purpose, and are explained below.

5.3 The Early Years Sub-Group

- This sub-group was formed in 2008 with the aim of developing the Early Years Single Funding Formula, but now oversees all matters associated with the early years funding for schools and the PVI sector.
- The general consensus of the sub-group representatives has been that this sub-group serves a valuable purpose and has been an useful avenue for exchanging ideas, policies and good practice between the schools and the PVI's, and for reviewing anomalies and effecting change in relation to the early years funding.
- The sub-group has been constituted as follows:
 - 1 nursery representative from the Schools Forum membership;
 - 1 primary representative from the Schools Forum membership;
 - 1 representative from the private nursery sector;
 - 1 representative from the voluntary nursery sector;
 - 1 representative from the independent nursery sector;
 - 1 representative from childminders.

The PVI representative on the Schools Forum is elected from the private, voluntary or independent nursery sector of this group.

- According to the current constitution, members of this sub-group should serve for two years from the day of election/appointment. In practice, this has not been the case.

5.4 The SEN Sub-Group

- This sub-group was originally set up in 2011 to deal with the SEN overspend, the introduction of the new national funding formula and to deal with a range of funding issues regarding the funding of pupils with additional needs and to make sure that this was linked to overall SEN policy (locally and nationally).
- This group has continued to be a useful forum for addressing a complex range of issues, and currently reviews:
 - the funding formula and banding system for special schools, in consultation with special schools;
 - the bandings of statemented pupils;
 - the formula for funding Additional Resource Provisions (ARPs);
 - and monitors the provision of SEN pupils by Brent schools;
 - transitional protection for schools with high numbers of pupils with statements;
 - Post-16 FE eligibility policy and implementation;
 - and monitors SEN spend and placements.
- The sub-group has been constituted as follows, from the Schools Forum membership:
 - 1 nursery head teacher;
 - 1 primary representative;
 - 1 special head teacher;
 - 1 secondary head teacher;
 - 1 academy governor;
 - 1 trade union representative.

5.5 The Schools Funding Sub-Group

- This sub-group was created in 2013 to address Brent's very low primary:secondary ratio and excessively high MFG, which arose after the funding reforms.
- This group was fundamental in addressing the issues and successfully met its objectives. It was agreed to temporarily continue the group, and only meet where there are issues arising with regards to the funding formula.
- The sub-group has been made up of two representatives from each of the primary and secondary sectors, split between one head teacher and one governor representative each.

Task and Finish Groups

- 5.6 As part of the review of the effectiveness of the Schools Forum, it is necessary to conduct a periodic review of the remit and the role of sub-groups in to maximise their contributions and ensure its relevance. In addition, due to changes in Schools Forum membership over the past year, a number of vacancies currently exist within the current sub-groups.
- 5.7 A review of sub-groups suggests that whilst these are valuable, these can be more effectual if organised as Task and Finish groups. The setting up of such groups would not be limited only to the replacement of current groups, and would look at particular issues.
- 5.8 The Task and Finish groups would:
- be set up with a specific objective.
 - allow for considerable discussion amongst a small group of people who are representative and can, if necessary, go back to colleagues and gather their views.
 - be based around the big issues that the Schools Forum needs to decide upon each year, such as the funding formula, growth, high needs, early years, school improvement, etc.
 - form for each financial year, and then dissolve.
 - meet each term (generally no more than once per term) and these meetings will be diarised at the beginning of the year.
 - meet to discuss the key issues and in most cases this would feed into a draft paper for the Schools Forum.
- 5.9 The introduction of Task and Finish groups would provide a platform for open and constructive discussion. This will facilitate transparency and provides an opportunity for discussion amongst stakeholders with the relevant skills and knowledge who have the schools best interests at heart.
- 5.10 As these groups will be constituted each year, the appointment to these groups will be for one year at a time. There would be no restriction on the reappointment of members, provided they are still eligible to represent that sector. There is also the opportunity to facilitate the inclusion of School Business Managers/Bursars and other non-forum members in such groups.
- 5.11 A benchmark against other local authorities shows that the following types of Task and Finish groups are regularly used:
- Special Educational Needs (SEN);
 - Early Years;
 - Schools Block;
 - Schools Improvement;
 - Capital.
- 5.12 It is suggested that the following Task and Finish Groups are established for the 2016-17 financial year, to replace the existing sub-groups:
- Early Years;
 - High Needs (SEN);
 - National Fair Funding Formula(NFFF);
 - Annual Schools Finance Conference (see Section 8 below).

5.13 The former three Task and Finish Groups will undoubtedly be necessary to support the additional work requirements, analysis and modelling and eventual implementation of the pending Early Years consultation and the second part of the consultations on High Needs and the National Fair Funding Formula. The Annual Schools Finance Conference will help in the consultation process for implementation of these. In addition to the pending consultations, the following will be relevant for 2016-17:

- Early Years:
 - Implementation of the 30 hours childcare;
 - CIN and CWD funding;
 - NEG updates;
- High Needs:
 - Review of Top-Up Bandings
 - Review of place funding for Special Schools and PRUs.

5.14 The suggested constitution of these groups are as follows:

- Early Years (5):
 - 1 Nursery Head Teacher;
 - 1 Primary Head Teacher;

At least one of these representatives (Nursery/Primary) must be a member of the Schools Forum.

 - 1 Private Nursery Representative;
 - 1 Voluntary Nursery Representative;
 - 1 Independent Nursery Representative;
 - 1 Childminder Representative.

The Schools Forum member will be one of the representatives from the PVI or childminder sector.

This group would be chaired by the Head of Early Help.

- High Needs (5):
 - 1 Special Schools Head Teacher Schools Forum member;
 - 1 Nursery Head Teacher;
 - 1 Primary Head Teacher;
 - 1 Secondary Head Teacher;
 - 1 Trade Union representative.

At least one of the Nursery, Primary or Secondary representatives must be a member of the Schools Forum.

At least one of the Nursery, Primary or Secondary representatives must run an ARP unit at their school.

This group would be chaired by the Head of Inclusion.

- National Fair Funding Formula (8):
 - 1 Primary Head Teacher (maintained school);
 - 1 Primary Head Teacher (academy);
 - 1 Primary Governor;
 - 1 Primary Bursar/Business Manager;
 - 1 Secondary Head Teacher (maintained school);
 - 1 Secondary Head Teacher (academy);
 - 1 Secondary Governor;
 - 1 Secondary Bursar/Business Manager.

All Head Teacher and Governor representatives must be members of the Schools Forum.

This group would be chaired by the Head of Finance or Senior Finance Analyst.

- Annual Schools Finance Conference:

- 1 Primary Head Teacher;
- 1 Primary Bursar/Business Manager;
- 1 Secondary Head Teacher;
- 1 Secondary Bursar/Business Manager;
- 1 Nursery Head Teacher or Bursar/Business Manager;
- 1 Special Head Teacher or Bursar/Business Manager.

At least one Primary and one Secondary member must be a member of the Schools Forum.

This group would be chaired by one of the Schools Forum members on the group.

5.15 The Schools Forum may however wish to consider further Task and Finish Groups for the future. It is possible to have these for a specific task or project, or for longer engagement and improvement in particular areas.

5.16 If the Schools Forum agrees to move to Task and Finish Groups, dates will be booked for the financial year, with meetings being held at the Brent Civic Centre.

6.0 Forward Planning & Agenda Setting

6.1 A Pre-Meeting with the Chair has been introduced to discuss all papers to be distributed to members, prior to distribution. This will also enable the Chair to identify or suggest any changes where necessary.

6.2 In addition, a forward planner for the year has been discussed with the Chair, and greater Schools Forum input into the formulation of plans and agendas, is being encouraged. In the future, the agenda for each meeting will be discussed with the Chair before setting. The forward planner is attached as Appendix 2.

6.3 It is important that the Schools Forum members suggest reviews or updates for areas that fall under its remit. Members are asked to direct such requests to the Chair and the Clerk of the Forum, in the first instance.

7.0 Meetings (Technical Briefing Sessions)

7.1 It is proposed to introduce Technical Briefing Sessions for members, prior to each meeting. A number of local authorities have introduced this and have found these to be useful. It is proposed to try this for Brent, and review this at the end of the financial year to determine if these were useful and helped with the understanding of more finite and technical details – and thus whether these should continue.

7.2 These sessions will enable members to come and ask questions on the more technical aspects of the report, which could enable understanding of the reports

prior to their delivery on the night. This will allow discussions to be more meaningful within the Forum, for matters that are more complicated or technical in nature.

- 7.3 These sessions would start at 5:30 and finish at 5:50, and would be drop-in in nature.

8.0 Engagement with Schools

- 8.1 It is also important to evaluate how well information is disseminated, and how clearly decisions are explained to the education community in Brent.

- 8.2 In recent years, consultations with schools very rarely receive responses, even when there is potential or significant impact on individual school's funding. It is therefore crucial to engage with the education community in Brent further, particularly with the pending introduction of the new national schools funding formula.

- 8.3 The following changes are being instigated with the intention of improving the engagement with Brent schools. Any further suggestions are welcome.

- A new Schools Forum email address (Schools.Forum@brent.gov.uk) has been created, and will be included on the Schools Forum webpage. This would enable general Schools Forum queries to be raised with officers – which could then be distributed or forwarded where necessary.
- As mentioned at the last Schools Forum, it is advisable to list members email address on the webpage, along with the current membership details. This enables schools to identify their representatives on the Schools Forum, and to be able to contact those representatives directly about raising any issues or queries or asking for explanations. This also allows members to garner the views of the schools it represents. Following on from this, each member of the Forum has been contacted to confirm the email address that they are happy to be published, and these are now on the website.
- Each time new minutes, papers or changes are published on the website, a link will be put on to the Schools Extranet to highlight this.
- A termly newsletter which includes information on the role of the Schools Forum, introduction of members (perhaps one or two per term), advertise any membership vacancies, a summary of Schools Forum papers or issues for that term and a discussion about particular issues. This newsletter would be the responsibility of the Schools Forum and if this were to happen, a volunteer coordinator would be required as this cannot be taken on by officers. This newsletter would require the input of various members to make this effective and will then be signed off by the Chair of the Schools Forum. This would be then distributed to all schools in Brent directly, and via the Head Teachers Bulletin and the termly Governors Newsletter.

- 8.4 The Schools Finance Team has run a Schools Finance Conference in recent years which was intended to become an annual event. This event received very positive feedback from delegates, and was open to three delegates from each school – the Head Teacher, the Business Manager/Bursar and one governor. This conference was a very useful method of not only disseminating information to schools, but also in engaging with schools better. Whilst it is recommended that this conference continues, there is no longer a dedicated Schools Finance Team, and there aren't sufficient resources to deliver this conference. The cost of the conference is budgeted for. It is however recommended that a Task and Finish Group of the Schools Forum would take on the organisation and planning of this annual event. Volunteers will be required for this group, and it is proposed that the chair of the group should be a member of the Schools Forum.
- 8.5 In recent years the Schools Finance Team has run annual funding clinics, in which schools can attend and gain a better understanding of the funding formula, how it works and how it affects their schools. Despite the large number of queries that we field during the year, these funding clinics are not well attended – and are normally attended by the same Bursars/Business Managers each year, rather than Bursars/Business Managers that do not have a complete understanding or sufficient knowledge of the funding and how it works. It is proposed that these will be integrated into the Annual Schools Finance Conference as a workshop and be run by an officer and a member of the NFFF Task and Finish Group.

9.0 BACKGROUND PAPERS

1. Schools Forum – Operational and Good Practice Guide (March 2015);

10.0 APPENDICES

- A. Brent Schools Forum Terms of Reference and Constitution;
- B. Brent Schools Forum Forward Planner 2016-17.

CONTACT OFFICERS

Norwena Thomas
Senior Finance Analyst

0208 937 3068

Cate Duffy
Interim Operational Director Safeguarding, Partnerships and Strategy

0208 937 3510



SCHOOLS FORUM

TERMS OF REFERENCE & CONSTITUTION

1. TERMS OF REFERENCE

- 1.1. The Terms of Reference for the Schools Forum are drawn from The Schools Forums (England) Regulations 2012, attached as *Appendix A*.
- 1.2. The Schools Forum has powers and responsibilities in accordance with The School Forum (England) Regulations 2012, a summary of which is attached as *Appendix B*.
- 1.3. The Schools Forum is established by the London Borough of Brent under powers contained within the Education Act 2002.
- 1.4. The Schools Forum is a statutory consultative body which shall be consulted by the London Borough of Brent on:
 - a. any schools' funding formula change.
 - b. service contracts funded by the schools' budget, which is of an amount requiring adherence to relevant Public Services Contracts Regulations.
 - c. financial issues (annually) relating to:
 - i. arrangements for pupils with special educational needs;
 - ii. arrangements for use of pupil referral units and the education of children otherwise than at school;
 - iii. arrangements for early years' provision;
 - iv. administration arrangements for the allocation of central government grants.
 - d. any proposed application to the DfE with regards to exclusions from the Minimum Funding Guarantee (MFG).
- 1.5. The Schools Forum shall agree central spend on:
 - a. growth funding (Pre-16);
 - b. falling rolls funding (Pre-16) for surplus places in good or outstanding schools where a population bulge is expected in 2-3 years;
 - c. equal pay back-pay;
 - d. places in independent schools for non-SEN pupils;

- e. early years expenditure;
 - f. admissions;
 - g. servicing of schools forum;
 - h. capital expenditure funded from revenue;
 - i. contributions to combined budgets;
 - j. schools budget centrally funded termination of employment costs;
 - k. schools budget funded prudential borrowing costs;
 - l. special education needs transport costs.
- 1.6. The Schools Forum schools' representatives shall annually agree the following delegations, for their phase:
- a. contingencies;
 - b. administration of free school meals
 - c. insurance
 - d. licences/subscriptions
 - e. staff costs – supply cover
 - f. support for minority ethnic pupils/underachieving groups
 - g. behaviour support services
 - h. library and museum services
- 1.7. The Schools Forum shall also agree:
- a. any carry forward of a deficit on central expenditure to the next year, to be funded from the schools' budget;
 - b. Scheme for financial management changes.
- 1.8. The Schools Forum may request detailed information to assist it in carrying out its functions and the London Borough of Brent shall use its best endeavours to provide such information.
- 1.9. The Schools Forum will abide by any changes to statutory provisions or changes to the regulatory framework for schools' funding. The Terms of Reference will be amended to reflect any such requirements.
- 1.10. The Schools Forum must represent the interest of their sectors, rather than their individual school.
- 1.11. The Schools Forum must act in accordance with the seven principles of public life as set out in the report of the Government Committee on Standards in Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

2. CONSTITUTION

2.1. Membership

2.1.1. The Schools Forum shall consist of 27 members, made up of 23 school and academy members and 4 non-school members. The school and academy membership shall be split proportionally dependent on the student population in October each year.

School and Academy Membership

- 2 nursery representatives (1 head teacher, 1 governor);
- 18 primary and secondary representatives (9 head teachers, 9 governors), across the maintained and academy sector;
- 2 special school representatives (1 head teacher, 1 governor), one each from the maintained and academy sector;
- 1 pupil referral representative.

Non-School Membership

- 2 early years' PVI (private, voluntary or independent sector) representative;
- 1 14-19 partnership representative;
- 1 trade union representative.

2.1.2. The following officers shall regularly attend and speak at meetings of the Schools Forum, but are not members and have no voting rights.

- Lead Member – Children & Young People;
- Strategic Director – Children & Young People;
- Operational Director – Early Help & Education;
- Head of Finance – Adult Social Services and Children & Young People;
- Senior Finance Analyst;
- Finance Analyst.

2.1.3. The following officers may also attend and speak at meetings of the Schools Forum, but are not members and have no voting rights.

- The Chief Finance Officer;
- Officers providing financial and technical advice to the Schools Forum;
- Presenters;
- Education Funding Agency observer.

2.1.4. Non-School Membership cannot exceed one third of the total membership.

- 2.1.5. Elected members who hold an executive role in the London Borough of Brent (a Lead Member or portfolio holder) are barred from being a Schools Forum member.
- 2.1.6. Other Elected Members of the London Borough of Brent can be voting members of the Schools Forum in their capacity as governor at a school within Brent.
- 2.1.7. Officers employed by the London Borough of Brent who have a role in the strategic resource management of the authority shall not be eligible for membership of the Schools Forum.
- 2.1.8. No Schools Forum member can represent more than one sector at the same time.
- 2.1.9. The London Borough of Brent will maintain a written record of the composition of its Schools Forum, detailing the numbers of members and their names and the group/sub-group that they represent. This will also indicate **when** the **current** term of office of each member **expires**. This will also be published on the Schools Forum section of the Brent website.

2.2. **Appointment**

School and Academy Membership

- 2.2.1. London Borough of Brent shall appoint persons elected as a result of votes cast in the following manner:
 - Head Teachers: shall be elected through the Head Teachers groups. This will be communicated to all eligible Head Teachers directly, and also via the bi-weekly Head Teachers' bulletin.
 - Governors: nominations shall be sought through the Governor Support Service. This shall also be communicated by emailing Head Teachers of the relevant category, and via the bi-weekly Head Teachers bulletin, so that Head Teachers can also communicate this to their governors. The category to be represented shall be clearly identified and all governors meeting the eligibility criteria shall be free to nominate themselves. Where more nominations are received than places available, votes will be invited from relevant governors.

Non-School Membership

- 2.2.2. London Borough of Brent shall appoint persons elected as a result of votes cast in the following manner:
 - Early Years' PVI: nominations and elections will be sought from the PVI sector. Where this is not practical, the Head of Early Years will nominate a member from this sector.

- 16-19 Representative: nominations and elections will be sought from the 14-19 sector. Where this is not practical, the Head of Setting and School Effectiveness will nominate a member from this sector.
 - Trade Union Representative: nominations and elections will be undertaken by the Teachers' Panel.
- 2.2.3. In the event of a tie between two or more candidates, then London Borough of Brent shall appoint a member instead, subject to consultation with the Schools Forum.
- 2.2.4. Where a vacancy arises, this must be filled within three months using the process set out in 2.2.1. and 2.2.2. above. Where a vacancy has not been filled within this time, the London Borough of Brent shall appoint a member instead, subject to consultation with the Schools Forum.
- 2.2.5. Members of the Schools Forum shall make declarations of interests on appointment and at each meeting if the Forum is considering matters for which they may have a pecuniary interest.
- 2.2.6. All new members of the Schools Forum shall be provided with appropriate induction materials. This shall include material relating to the operation of the Schools Forum, and any background information about the local and national school funding arrangements including:
- The Constitution of the Schools Forum;
 - The Terms of Reference of the Schools Forum;
 - A list of current members, including contact details and their terms of office;
 - Copies of minutes of previous meetings;
 - The Schools Forum Forward Planner for the year.

2.3. Tenure

- 2.3.1. Each Schools Forum member will serve for a term of three years from the day of appointment, unless:
- they cease to hold office by virtue of which the member was elected;
 - the member resigns from the Schools Forum by giving notice in writing to the London Borough of Brent;
 - the London Borough of Brent replaces the member at the request of the body which the member represents;
 - paragraph 2.3.4. applies;
 - paragraph 2.3.5. applies.

- 2.3.2. Schools Forum Members that reach the end of their term of office shall be eligible for re-appointment.
- 2.3.3. There is no limit to the number of consecutive terms of office individuals can serve as Schools Forum members.
- 2.3.4. Membership may be terminated by the London Borough of Brent, where pupil number variations between each sector is reviewed annually, and membership requirements are rebalanced. Where this results in a reduction in membership for a particular sector, the member with the shortest length of membership may be removed from office at the last meeting of the academic year, unless another member volunteers to be removed. If there are two or more members with the same length of membership, the member who received the least votes at the time of election, will be removed.
- 2.3.5. If a Schools Forum Member fails to attend three consecutive meetings, the Schools Forum can agree (by vote) to ask the London Borough of Brent to remove them from membership and seek a replacement from the appropriate sector to serve the remainder of the three year term. Reasonable efforts will be made to alert members that are at risk, before the potential third meeting.

2.4. Substitutes

- 2.4.1. A Schools Forum member, who is unable to attend a meeting, may arrange for a substitute to attend to represent the same sector and to have voting powers. This must be notified in writing at least three working days in advance of the meeting, to the Clerk of the Schools Forum.
- 2.4.2. A Schools or Academy member may only nominate a substitute member from the same sector, with the same role within a school.
- 2.4.3. A Non Schools member may only nominate a substitute member from the relevant representative group.

2.5. Meetings

- 2.5.1. The Schools Forum shall meet at least four times a year.
- 2.5.2. The proceedings of the Schools Forum are not invalidated by:
- any vacancy among their number;
 - any defect in the election or appointment of any member;

- any defect in the election of the chair.

2.5.3. The Terms of Reference, Constitution and Membership of the Schools Forum, shall be reviewed annually by the Schools Forum in consultation with the officers allocated to advise the Schools Forum.

2.5.4. Administration

2.5.4..1. The London Borough of Brent shall provide a clerk for all meetings of the Schools Forum.

2.5.4..2. Papers for meetings of the Schools Forum shall be circulated to members five working days in advance of the meeting.

2.5.4..3. Papers for meetings of the Schools Forum shall be sent electronically by email.

2.5.4..4. Papers for meetings of the Schools Forum shall be made available on the London Borough of Brent's website, five working days in advance of the meeting.

2.5.4..5. The agenda for meetings of the Schools Forum shall be set by the LA, in consultation with the Chair of the Schools Forum.

2.5.4..6. The Schools Forum may commission work in relation to appropriate school funding issues.

2.5.4..7. An annual cycle of meetings (Schools Forum Forward Planner) shall be set up to include agenda items which routinely arise.

2.5.4..8. There shall be an agenda item at the beginning of each meeting of the Schools Forum to give members the opportunity to declare conflicts of interest.

2.5.4..9. Each item on the agenda of the Schools Forum shall be timed, and the timing extended only at the Chair's discretion.

2.5.5. Minutes

2.5.5..1. Minutes of the meetings of the Schools Forum shall be made available on the London Borough of Brent's website within three weeks of the Schools Forum meeting, in draft form.

- 2.5.5..2. Minutes of the meeting of the Schools Forum shall be approved at the following Schools Forum meeting and shall then be made available on the London Borough of Brent's website immediately after the meeting, as final.
- 2.5.5..3. Minutes shall for each item state whether the item was for decision, information or consultation.
- 2.5.5..4. All decisions taken by the Schools Forum shall be recorded.
- 2.5.5..5. Any actions agreed shall be recorded, with the action allocated to an officer.

2.5.6. Chair and Vice Chair

- 2.5.6..1. The Schools Forum shall appoint a Chair and a Vice-Chair from its membership.
- 2.5.6..2. The term of office for both the Chair and Vice-Chair shall be two years, but must not exceed the member's remaining term of office as a Schools Forum member.
- 2.5.6..3. A non-executive elected member or London Borough of Brent officer who is a member of the Schools Forum cannot hold the office of chair.
- 2.5.6..4. In the absence of both the Chair and the Vice-Chair, a temporary Chair shall be elected from amongst those voting members present.

2.5.7. Quorum

- 2.5.7..1. The Schools Forum meeting shall only be quorate if 40% of the total membership is present. This excludes observers, and excludes vacancies. This equates to eleven members when there are no vacancies.
- 2.5.7..2. If a meeting is inquorate, members present may by majority vote decide to continue the meeting and thus be able to offer advice to the London Borough of Brent and/or respond to any consultation.
- 2.5.7..3. An inquorate meeting cannot legally make decisions.

2.5.8. Conduct

- 2.5.8..1. All discussions and debate at the Schools Forum meetings shall be through the Chair.
- 2.5.8..2. For decision-making and consulting purposes, each Schools Forum member shall be entitled to one vote subject to:
- Funding Formula: This is limited to all Schools and Academy members and Early Years PVI representatives. Other Non School members cannot vote.
 - Early Years Single Funding Formula: This is limited to all Nursery, Primary School members and Early Years PVI representatives. Secondary, Academy members and other Non School members cannot vote.
 - De-Delegation: This is limited to the specific primary and secondary phase of maintained schools. Maintained nurseries, maintained special schools, PRUS, academies, and Non School members cannot vote on de-delegation matters.
 - Scheme for Financing Schools: This is limited to schools' members.
 - Other matters: All members can vote on any other matters.
- 2.5.8..3. A resolution shall be taken by a simple majority.
- 2.5.8..4. Where a vote is required and there are an equal number of votes for and against the proposal, the Chair shall have the casting vote.
- 2.5.8..5. Once a decision has been made, all Schools Forum members shall be bound by it, but any member may request for their opinion to be recorded in the minutes.
- 2.5.8..6. Each Schools Forum member shall consider the needs of the whole educational community within London Borough of Brent, rather than using their position on the Schools Forum to advance their own sectional or specific interests.
- 2.5.8..7. The Schools Forum must appropriately challenge and scrutinise the London Borough of Brent's decisions, proposals or existing arrangements.
- 2.5.8..8. In carrying out their functions, each Schools Forum member shall act in accordance with the seven principles of public life set out in the report of the Government Committee on Standards in Public

Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

2.5.9. Expenses

- 2.5.9..1. All costs of the Schools Forum shall be met from the Schools' Budget.
- 2.5.9..2. Reasonable costs incurred by each Schools Forum member shall be reimbursed by the London Borough of Brent, and charged to the Schools' Budget. As meetings are held in the evening, it is anticipated that only travel and (possibly) childcare costs would apply.

2.5.10. Sub-Groups

- 2.5.10..1. The Schools Forum currently has three sub-groups: Early Years, SEN and Schools.
- 2.5.10..2. Membership and clerking of the sub-groups shall be reviewed annually by the Schools Forum.

2.5.11. Observers and Public Access

- 2.5.11..1. All meetings of the Schools Forum shall be open to members of the public, unless there is good reason for the business to be conducted in private. Members of the public shall only attend the meeting, by contacting the Clerk to the Schools Forum, in advance of the meetings, so that the necessary administrative and health and safety arrangements can be made.
- 2.5.11..2. Members of the public may only speak with the permission of the Chair.
- 2.5.11..3. Papers, Agendas and Minutes of the Schools Forum shall be publicly available through the London Borough of Brent's website.
- 2.5.11..4. Dates and locations of forthcoming meetings shall be publicly available through the London Borough of Brent's website.
- 2.5.11..5. Minutes of meetings shall be placed on the London Borough of Brent's website, and all schools and associated groups shall be notified when new minutes are available.

Consultation response to *Schools funding reform*

Summary

This paper sets out the response of Brent Council and Brent Schools Forum to both consultations relating to the Department for Education's *Schools and high needs funding reform*, published on 7th March.

Brent position

Brent believes that the current level of funding to London schools is a reflection of the significant additional costs of delivering education in London. Whilst it may be true that funding to other parts of the country is too low we do not believe that funding to London authorities is too high. Brent believes strongly that no local authority area should experience a loss in schools funding as a result of a national funding formula. We are therefore calling on the government to level up the funding across the country for both the schools and high needs blocks, rather than redistribute, to ensure that every school is given the tools to be able to match the country's best performing schools in London.

Academisation agenda

Brent believes that a move to fully forced academisation will cause severe unnecessary turbulence within the system for both schools and local authorities.

There are practical issues around the resources that are required to implement such a radically forced agenda. There are concerns for example about the number of schools nationally that may have a deficit position upon transition and how those will be funded.

Removing local flexibility

Brent does not agree with the proposal to remove the local authority and schools forum as the means of distribution for the Dedicated Schools Grant. A degree of local flexibility in the allocations process is vital to ensure that schools have access to funding to respond to quickly changing circumstances. In addition, removing schools forums, and therefore head teachers, governing bodies and local authorities, from the local decision-making process also removes any degree of local accountability.

We consider that the schools forum model, with access to more granular and localised intelligence, would be best placed to allocate funding for a number of factors under a NFF, including: differentials of low prior attainment, EAL weightings, split site, and exceptional premises. These factors require specialised understanding of the local circumstances at play to be able to ensure fair allocations.

Further concerns

Brent has a number of further areas of concern relating to the consultation proposals:

- An Area Cost Adjustment is needed for the NFF, as well as the pupil premium. This should be based on the hybrid basis costs which provide a fairer reflection of real costs in Brent.
- A deprivation factor is essential to ensure that the NFF is fair and responds to diverse local need. It should be based on a combination of pupil and area-level indicators.

- The removal of the mobility factor could result in a considerable amount of cost not being recognised, and therefore funded. More details of the growth fund need to be published before we can comment fully.

We do not agree with the proposal to base growth allocations on historic spend. Allocating on the basis of historic spend disadvantages areas with rapid growth, such as Brent, and removes local authorities' flexibility to respond to unexpected changes in growth.

Schools National Funding Formula – Stage 1

Brent response

1. Do you agree with our proposed principles for the funding system?

It is important that fairer funding through a national formula does not result in a reduction in schools funding for any area. Any changes to address inequalities should therefore aim at levelling up and not down.

The costs of delivering education in Brent are high and therefore many Brent schools are already facing severe financial constraints. Any reduction in funding is likely to impact upon performance. Brent schools face significant challenges in recruiting and retaining teachers even though Brent pays Inner London weightings but is classed as outer London.

2. Do you agree with our proposal to move to a school-level national funding formula in 2019-20, removing the requirement for local authorities to set a local formula?

Brent does not agree with the proposal to remove the local authority and schools forum from the allocations process. Schools forums have a far more granular and informed understanding of pupil characteristics at the school level, and should therefore maintain a role in the funding allocations process to be able to adjust national allocations through local formula to reflect diverse local need. This model would enable schools forums to manage turbulence in local schools swiftly.

This process is currently wholly transparent, fair and straightforward, and would continue to be so. The schools forum model ensures that head teachers, governing bodies and local authorities have a voice in how allocations are determined, which guarantees that local accountability is built in.

We have responded to the questions in this consultation on formula factors considering which ones could be applied fairly at a national level and which ones require access to more localised intelligence and should therefore be applied locally.

3. Do you agree that the basic amount of funding for each pupil should be different at primary, key stage 3 and key stage 4?

Brent agrees that the basic amount of funding should be differentiated by stage of education, reflecting varying costs such as curriculum requirements and staffing levels.

Key stage 1 pupils require more supervision than key stage 2 pupils, so we believe that there should be an additional division between KS1 and KS2 to reflect the extra cost of educating younger children. This is more important given the growth in numbers entering KS1.

4. Which measures for the deprivation factor do you support?

A deprivation indicator is essential to ensure that a national funding formula is fair and responds to diverse local need.

Closing the deprivation attainment gap continues to be a government priority with pupil premium funding protected over this parliament for this reason. It is vital therefore that, a national funding formula does not redistribute funding away from the most deprived pupils and reduce their chances of achieving as well as their peers.

Brent supports a combination of pupil and area-level indicators. An area-level indicator should be used to reflect the “multiplier effect”: the per pupil cost in a class with a majority of pupils from a deprived background is likely to be greater than the per pupil cost of individual pupils in a much less deprived school.

We are concerned that neither the existing FSM indicators nor the existing IDACI indicator effectively differentiate between transient and more persistent deprivation. Research by Professor Stephen Gorad shows that pupils who are eligible for free school meals “consistently achieve lower grades at school than pupils who have only intermittently been eligible for FSM”. The department should therefore develop an indicator to capture more persistent, severe deprivation.

There are concerns that the introduction of the UIFSM has meant a dramatic fall in numbers of pupils registering for FSM and this in turn has had a negative impact on the funding for some schools, particularly infant schools.

5. Do you agree we should include a low prior attainment factor?

Brent supports the inclusion of a low prior attainment factor.

We would urge the DfE to include an indicator to differentiate between different levels of low attainment, rather than using one cut-off point. This extra flexibility should be permitted under local formula at the discretion of schools forums.

6a. Do you agree that we should include a factor for English as an additional language?

Brent agrees with the inclusion of English as an Additional Language (EAL) as a formula factor.

The data currently used for capturing EAL does not adequately target the additional needs required for children who have problems with communicating in English. Funding formulas cannot always be simple, transparent and target resources effectively. EAL is a case in point.

The amount of money currently distributed via EAL does not in any way reflect the additional costs associated with teaching EAL pupils.

6b. Do you agree that we should use the EAL3 indicator? (pupils registered at any point during the previous 3 years as having English as an additional language?)

See above.

7. Do you agree that we should include a lump sum factor?

Brent agrees that a lump sum factor should be included in a funding formula in order to meet fixed costs and address specific operating challenges in smaller schools. The problem is that lump sums are a disincentive in rationalising the school estate in order to make efficiencies. One example of this is that lump sums can be a real disincentive for infant and junior schools to merge. However, we recognise that small schools are an essential component of a diverse school system and we would want to see checks and balances to ensure that the small all through schools are not disadvantaged.

8. Do you agree that we should include a sparsity factor?

To have a national sparsity factor and a lump sum factor means that some rural schools may well be double funded. A national lump sum factor should be sufficient to fund small rural schools. The sparsity factor is not widely used amongst the local authorities who are eligible to use it. We would welcome the opportunity for local authorities to be able to use a sparsity factor at local level but consider that it should not be a national funding factor.

9. Do you agree that we should include a business rates factor?

Yes

10. Do you agree that we should include a split sites factor?

We agree that a split sites factor should be included to reflect the additional costs of schools with multiple sites and propose that this is distributed through school forums, who will have greater understanding of the localised costs involved.

Allocations based on historic spend would not allow local authorities to allocate sufficient additional funding for any new split site schools.

11. Do you agree that we should include a private finance initiative factor?

.

PFI costs are historical costs based upon historical decisions that have been made. The purpose of this exercise is to move away from this and therefore PFI should not be a national factor within the system.

12. Do you agree that we should include an exceptional premises circumstances factor?

We support the inclusion of an exceptional premises factor to reflect school-specific circumstances. An ongoing role for schools forums is necessary to allocate this funding, which requires a detailed school-specific understanding of school premises.

13. Do you agree that we should allocate funding to local authorities in 2017-18 and 2018-19 based on historic spend for these factors?

As outlined in responses 9-12, we do not believe that funding should be funded based on historic spend.

Allocating on the basis of historic spend disadvantages areas with rapid growth and removes local authorities' flexibility to respond to unexpected changes in growth.

There would need to be a mechanism for adjusting historic funding in line with pupil growth, new schools opening and changing need.

14. Do you agree that we should include a growth factor?

Brent agrees that a growth factor should be included in the formula, but do not believe that the proposals fully address the funding shortfall schools face during periods of pupil growth.

DSG allocations are currently based on the most recent census, which means data is taken from the October of the immediately preceding financial year. This creates a lag between the pupil count used to calculate the schools block element of DSG and the actual number of pupils educated from September-April of the financial year.

15. Do you agree that we should allocate funding for growth to local authorities in 2017-18 and 2018-19 based on historic spend?

We do not agree that funding for growth should be allocated based on historic spend. Instead, the reforms provide an opportunity to introduce a more sustainable mechanism to resolve the current lag in funding for schools during periods of pupil growth, as outlined in question 14.

16a. Do you agree that we should include an area cost adjustment?

We believe that an area cost adjustment is essential to meet higher costs in London.

An area cost adjustment should be applied to all education funding streams, including the pupil premium.

Brent remains disappointed that calls for an area cost adjustment to the pupil premium, including the pupil premium plus, continue to be ignored. Spend on deprived pupils is impacted by regional differences in costs; current pupil premium allocations mean that deprived pupils in Brent are not able to access the same level of pupil premium support as deprived pupils elsewhere.

We propose that an area cost adjustment is applied to pupil premium grant allocations in line with core school funding. It would be inconsistent to include an area cost adjustment within core school funding for FSM, but not to apply it for exactly same criteria outside of the main formula in the pupil premium.

16b. Which methodology for the area cost adjustment do you support?

Brent supports the principles behind the hybrid methodology. The ACA needs to accurately reflect the additional costs incurred by schools within the London area. This is particularly important in Brent which pays inner London weightings but is often classed as an outer London Borough.

17. Do you agree that we should target support for looked-after children and those who have left care via adoption, special guardianship or a care arrangements order through the pupil premium plus, rather than include a looked-after children factor in the national funding formula?

We support bringing funding for looked-after children into one transparent funding stream. However, increasing the per pupil rate for looked after children in the pupil premium should not be funded by reducing the total amount allocated through DSG. We support Virtual Schools retaining the authority to distribute the PPP based on agreed interventions to support better outcomes.

18. Do you agree that we should not include a factor for mobility?

Brent believes that pupil mobility meets the criteria set out in the consultation for inclusion as a formula factor.

Many schools face a significant cost pressure from pupil mobility beyond the pressures captured by other factors: this includes both the administrative cost of pupil mobility, and additional support as pupils settle into a new school. In 2015/16, 65 local formulas included mobility as a factor, confirming that the indicator captures a significant cost pressure for many schools.

£24.3 million was distributed through the mobility indicator in 65 authorities under local formula, compared to £14.5 million of funding distributed through the sparsity indicator by just 20 local authorities. It would be inconsistent to include sparsity but exclude the more widely used mobility indicator from a national funding formula.

19. Do you agree that we should remove the post-16 factor from 2017-18?

Agree - this is not necessary.

20. Do you agree with our proposal to require local authorities to distribute all of their schools block allocation to schools from 2017-18?

Brent disagrees with the proposal to end the ability of local authorities to transfer funding to and from the schools block.

High needs demand is not predictable and fluctuates between years, so the relative pressure on schools and high needs can vary in ways that a national funding formula could not accurately predict. Local authorities currently transfer funding between blocks to manage this uncertainty, so removing the ability to transfer funding between the schools and high needs blocks is likely to put significant pressure on high needs budgets.

Interaction with the early years block will also need to be considered carefully. The early year's consultation has not yet been published, but we believe that flexibility between all three blocks should be maintained.

Removing the flexibility between high needs and the school block will create friction and reduce collaborative working between schools parents and local authorities. It will also lead to a reduction in efficiency in how DSG funds are used.

21. Do you believe that it would be helpful for local areas to have flexibility to set a local minimum funding guarantee?

Brent believes that, at a time when schools are already facing real terms cuts, no local authority area should lose funding as a result of a new national funding formula.

Education Services Grant

22. Do you agree that we should fund local authorities' ongoing responsibilities as set out in the consultation according to a per-pupil formula?

Brent believes that local authorities should be funded for ongoing statutory responsibilities but we have very real concerns that there will not be sufficient funding in the Education Services Grant to do this sufficiently. If government removes funding from local authorities, it should remove any associated responsibilities at the same time.

Brent is concerned that proposals to save £600m from ESG will lead to an indirect cash reduction to core school funding, on top of potential losses from the national funding formula and on top of other cost pressures.

The consultation recognises that “savings cannot be made through efficiencies alone” and that, even with the removal of certain statutory responsibilities, “local authorities will need to use other sources of funding to pay for education services”. There is a considerable risk that local authorities would therefore not be able to fully meet their statutory duties.

For academies, the removal of the general funding rate means a direct cut to core school funding through the general annual grant.

Brent welcomes the proposals to include an area cost adjustment on the new ‘central schools block’. This should be applied consistently across all school funding streams, including the pupil premium.

23. Do you agree that we should fund local authorities' ongoing historic commitments based on case-specific information to be collected from local authorities?

We believe that no local authority should be disadvantaged by historic commitments.

24. Are there other duties funded from the education services grant that could be removed from the system?

If the government intends to fulfil its plan to see wholesale academy conversion by 2022, it is important that local authorities and schools have clarity and sufficient funding to deliver their

statutory responsibilities over the next five years. Brent Council believes that local authorities should continue to be responsible for services to maintained schools over this period and that no changes in these duties should occur. Any change in duties risks creating unnecessary turbulence in the system, at an already challenging time.

25. Do you agree with our proposal to allow local authorities to retain some of their maintained schools' DSG centrally – in agreement with the maintained schools in the schools forum – to fund the duties they carry out for maintained schools?

We do not support the funding cuts to the Education Services Grant and have serious concerns about the ability of local authorities to fulfil their statutory duties subsequently. It would not be fair to cut into core schools funding to subsidise these services. However, it is important that local authorities and schools forums continue to have local flexibility over how the DSG is deployed.

Consultation response to *high needs funding reform*

High Needs National Funding Formula

Brent response

1. Do you agree with our proposed principles for the funding system?

Whilst recognising the variability in the current high needs funding system, Brent believes that the introduction of a formulaic approach to high needs funding would cause substantial disruption without a strong protection mechanism. We are concerned that the proposed national high needs funding formula, based on proxies rather than the assessed needs of children and young people, would only loosely correspond with true need and actual costs.

Brent therefore strongly agrees with the retention of the local authority distribution mechanism for high needs, allowing school-level allocations to be based on granular local knowledge and allowing local authorities to manage turbulence and growth in the system.

However, given the substantial pressures on high needs budgets that already exist, we believe that protection for local authorities should go further than proposed in the consultation. No local authority should face a reduction in high needs funding as a result of the new national funding formula. Instead, all local authorities set to gain from the reform should be levelled up to their formula allocations, without redistributing funding away from other local authorities.

We believe that retaining the flexibility to move funding between the three notional blocks of the Dedicated Schools Grant would also make the changes to both schools and high needs more manageable.

2. Do you agree that the majority of high needs funding should be distributed to local authorities rather than directly to schools and other institutions?

Brent agrees with the proposals to retain the local authority role in distributing high needs funding to schools and other providers.

As the consultation outlines, any national funding formula will inevitably be based on a series of proxies, estimates and assumptions; at the school-level, centrally set allocations would not correspond accurately with 'true' need. Schools forums have a much more granular and direct understanding of local circumstances – including relative need across all schools and other institutions in their area - so it is right that the current distribution mechanism is maintained for high needs.

For the same reason, Brent believes that the two-step distribution mechanism should also be retained for the schools block

3. Do you agree that the high needs formula should be based on proxy measures of need, not the assessed needs of children and young people?

Brent recognises that proxies are a necessary part of a national funding formula. However, we are concerned that, without a direct measure of high needs, the resulting formula will only be a very rough approximation of true need and actual costs.

Regression analysis in the ISOS report shows that there is only a very partial fit between the five-indicator model and a series of direct measures of high needs. For example, only 19% of variance in the number of pupils with SEN statements or School Action Plus is explained using the five indicator model ($R^2=19\%$).

Given this uncertainty, we believe that it would be too risky to take funding away from a local authority using a formula that even at a local authority level does not correspond accurately with true need and true costs.

4. Do you agree with the basic factors proposed for a new high needs formula to distribute funding to local authorities?

Brent supports the inclusion of health and disability factors as a proxy for high needs.

We agree that low attainment should be included as one proxy for high needs. We believe that indicators that can differentiate between levels of low attainment would be more helpful, rather than a simple cut-off point as proposed.

In line with our schools funding formula response, Brent believes that a measure of persistent deprivation should be included.

Consideration of the weightings to each of the factors should be included in the next stage of the consultation.

5. We are not proposing to make any changes to the distribution of funding for hospital education, but welcome views as we continue working with representatives of this sector on the way forward

The current arrangements do not take account of the fees that LAs are expected to pay for the education of young people with mental health difficulties placed in private hospitals. These decisions are generally taken by health professionals outside of the LA control.

6. Which methodology for the area cost adjustment do you support?

Brent believes that the hybrid labour market measure should be used, in line with our schools block consultation response.

Area Cost Adjustments within the High Needs Block because for example they involve payment of independent fees to schools that are within other boroughs.

More thought needs to be given to the ACA adjustment within the HNB rather than replicating what is in the schools block.

7. Do you agree that we should include a proportion of 2016-17 spending in the formula allocations of funding for high needs?

We agree that a proportion of 2016-17 spending should be included as a formula factor, although the inclusion of this factor is not sufficient to manage turbulence in the system. We believe that full protection at the local authority level is the only way to effectively manage the change without impacting on outcomes.

Local Authorities have made commitments within their High Needs Block that will last several years. Any protection mechanism needs to recognise this.

8. Do you agree with our proposal to protect local authorities' high needs funding through an overall minimum funding guarantee?

Brent agrees that a minimum funding guarantee should be introduced to provide certainty to local authorities. Given the existing pressures to SEN budgets and uncertainty in the formula itself, we believe that a minimum funding level of 0% should be set at the local authority level.

9. Given the importance of schools' decisions about what kind of support is most appropriate for their pupils with SEN, working in partnership with parents, we welcome views on what should be covered in any national guidelines on what schools offer for their pupils with SEN and disabilities.

10. We are proposing that schools with special units receive per pupil amounts based on a pupil count that includes pupils in the units, plus funding of £6,000 for each of the places in the unit; rather than £10,000 per place. Do you agree with the proposed change to the funding of special units in mainstream schools?

There would be implications for the schools with units who have vacancies in that they would not receive pupil led funding at school census. There may be a shortfall in staffing for the unit. This would result in complications if during the course of the year the LA would want to place pupils there.

Brent believes that the full amount of funding allocated to special units should be fully area cost adjusted, rather than allocating a flat top-up of £6000 per place.

11. We therefore welcome, in response to this consultation, examples of local authorities that are using centrally retained funding in a strategic way to overcome barriers to integration and inclusion. We would particularly interested in examples of where this funding has been allocated on an "invest-to-save" basis, achieving reductions in high needs spending over the longer term. We would like to publish and good examples received

12. We welcome examples of where centrally retained funding is used to support schools that are particularly inclusive and have a high proportion of pupils with particular types of SEN, or a disproportionate number of pupils with high needs

We adopted a protection programme to support schools in recognition of high proportion of pupils with SEN with the funding formula changes introduced in 2012/13. This supported schools over a 3 year transition period.

13. Do you agree that independent special schools should be given the opportunity to receive place funding directly from EFA with the balance in the form of top-up funding from local authorities?

NO – There is an inherent risk in this approach when the independent special schools reach capacity for places and a local authority requires an additional place, the LA would be expected to pay the full placement cost.

An expectation would be that there would be a reduction in fees charged by the independent schools to take account of the place funding already received.

14. We welcome views on the outline and principles of the proposed changes to post-16 place funding (noting that the intended approach for post-16 mainstream institutions which have smaller proportions or numbers of students with high needs, differs from the approach for those with larger proportions or numbers), and on how specialist provision in FE colleges might be identified and designated.

We agree in principle with the proposed changes but would wish to see a more detailed consultation and to consider the implications of the funding levels coming into the LA to support this approach.

8. APPENDIX A - BENCHMARK: SPLIT SITE FACTOR ALLOCATIONS BY LOCAL AUTHORITIES

LA Code	Local Authority Name	Split Sites Total £	Split Sites Proportion	Highest LA Allocation	Highest LA Proportion
352	Manchester	2,039,542.48	0.58%	1	2
304	Brent	1,137,543.10	0.51%	2	4
301	Barking and Dagenham	1,032,000.00	0.56%	3	3
891	Nottinghamshire	970,819.00	0.22%	4	21
371	Doncaster	810,177.00	0.44%	5	5
330	Birmingham	762,591.93	0.09%	6	47
881	Essex	761,487.00	0.10%	7	44
320	Waltham Forest	745,000.00	0.39%	8	8
925	Lincolnshire	721,110.00	0.19%	9	25
308	Enfield	706,344.00	0.29%	10	13
203	Greenwich	666,402.00	0.36%	11	9
835	Dorset	658,448.00	0.32%	12	10
936	Surrey	600,537.40	0.11%	13	41
874	Peterborough	600,000.00	0.44%	14	6
830	Derbyshire	576,752.01	0.14%	15	36
892	Nottingham	534,130.11	0.29%	16	14
801	Bristol	514,833.00	0.22%	17	22
929	Northumberland	508,513.83	0.29%	18	12
373	Sheffield	501,403.66	0.17%	19	28
420	Isles of Scilly	485,000.00	19.17%	20	1
885	Worcestershire	481,632.00	0.16%	21	31
928	Northamptonshire	463,333.33	0.11%	22	39
811	East Riding of Yorkshire	455,246.00	0.26%	23	17
865	Wiltshire	455,000.00	0.18%	24	26
815	North Yorkshire	450,000.00	0.14%	25	33
208	Lambeth	444,045.33	0.23%	26	20
919	Hertfordshire	426,183.16	0.06%	27	61
878	Devon	377,545.00	0.10%	28	42
846	Brighton and Hove	371,686.00	0.29%	29	11
856	Leicester	350,000.00	0.17%	30	30
209	Lewisham	338,400.00	0.17%	31	29
888	Lancashire	337,912.13	0.05%	32	68
211	Tower Hamlets	337,190.60	0.14%	33	34
302	Barnet	329,417.16	0.14%	34	32
202	Camden	316,028.00	0.28%	35	15
823	Central Bedfordshire	310,000.00	0.20%	36	24
877	Warrington	297,000.00	0.24%	37	19
938	West Sussex	291,130.84	0.07%	38	52
880	Torbay	284,608.00	0.42%	39	7
845	East Sussex	280,260.00	0.11%	40	40
926	Norfolk	250,670.00	0.06%	41	66
816	York	237,600.00	0.28%	42	16
840	Durham	237,447.80	0.08%	43	50
213	Westminster	221,200.00	0.20%	44	23
210	Southwark	217,856.00	0.09%	45	45
916	Gloucestershire	202,257.00	0.06%	46	59
837	Bournemouth	198,049.00	0.25%	47	18
937	Warwickshire	192,500.00	0.07%	48	56
826	Milton Keynes	191,275.00	0.12%	49	38
358	Trafford	187,799.00	0.13%	50	37

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LA Code	Local Authority Name	Split Sites Total £	Split Sites Proportion	Highest LA Allocation	Highest LA Proportion
318	Richmond upon Thames	180,000.00	0.18%	51	27
306	Croydon	175,000.00	0.08%	52	51
895	Cheshire East	173,873.00	0.09%	53	48
882	Southend on Sea	154,800.00	0.14%	54	35
850	Hampshire	129,167.00	0.02%	55	93
333	Sandwell	129,057.00	0.06%	56	63
380	Bradford	124,172.18	0.03%	57	84
350	Bolton	120,772.33	0.06%	58	58
309	Haringey	120,000.00	0.07%	59	55
931	Oxfordshire	120,000.00	0.04%	60	78
887	Medway	111,104.00	0.07%	61	53
894	Telford and Wrekin	100,000.00	0.10%	62	43
353	Oldham	100,000.00	0.06%	63	64
312	Hillingdon	100,000.00	0.05%	64	67
889	Blackburn with Darwen	96,152.00	0.09%	65	49
803	South Gloucestershire	93,436.00	0.06%	66	57
855	Leicestershire	93,164.00	0.03%	67	89
331	Coventry	87,740.75	0.04%	68	75
810	Kingston upon Hull	87,330.00	0.06%	69	65
314	Kingston upon Thames	85,378.00	0.09%	70	46
317	Redbridge	82,069.00	0.04%	71	72
316	Newham	80,000.00	0.03%	72	87
896	Cheshire West And Chester	72,388.00	0.04%	73	76
206	Islington	72,000.00	0.06%	74	62
933	Somerset	70,000.00	0.03%	75	86
315	Merton	68,000.00	0.06%	76	60
307	Ealing	64,152.00	0.03%	77	85
336	Wolverhampton	62,500.00	0.04%	78	74
204	Hackney	60,812.00	0.03%	79	83
800	Bath and North East Somerset	60,682.33	0.07%	80	54
935	Suffolk	59,000.00	0.02%	81	97
852	Southampton	56,904.00	0.05%	82	69
319	Sutton	50,000.00	0.04%	83	77
873	Cambridgeshire	50,000.00	0.02%	84	96
335	Walsall	49,845.00	0.03%	85	88
802	North Somerset	46,897.00	0.04%	86	71
381	Calderdale	44,000.00	0.03%	87	81
908	Cornwall	42,250.67	0.01%	88	99
344	Wirral	37,506.28	0.02%	89	91
359	Wigan	36,867.00	0.02%	90	92
860	Staffordshire	35,000.00	0.01%	91	105
871	Slough	34,300.00	0.03%	92	82
205	Hammersmith and Fulham	32,741.00	0.03%	93	80
825	Buckinghamshire	32,000.00	0.01%	94	101
890	Blackpool	31,500.00	0.04%	95	73
382	Kirklees	30,492.00	0.01%	96	102
921	Isle of Wight	30,000.00	0.04%	97	70
821	Luton	27,750.00	0.02%	98	95
876	Halton	27,402.00	0.03%	99	79
356	Stockport	23,239.00	0.02%	100	98

8. APPENDIX A - BENCHMARK: SPLIT SITE FACTOR ALLOCATIONS BY LOCAL AUTHORITIES

LA Code	Local Authority Name	Split Sites Total £	Split Sites Proportion	Highest LA Allocation	Highest LA Proportion
831	Derby	19,329.92	0.01%	101	100
383	Leeds	19,250.00	0.00%	102	107
870	Reading	17,675.00	0.02%	103	90
342	St Helens	17,660.00	0.02%	104	94
813	North Lincolnshire	10,000.00	0.01%	105	103
207	Kensington and Chelsea	5,740.00	0.01%	106	104
393	South Tyneside	5,167.00	0.01%	107	106

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