

**Schools Forum**  
**23 October 2013**

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## Agenda – 56<sup>th</sup> Schools Forum

**Wednesday – 23<sup>rd</sup> October 2013 at 6.00 – 8.00 p.m.**

**Venue: The Village School  
Grove Park  
Kingsbury NW9 0JY**

**(Refreshments from 5.30 p.m.)**

### AGENDA

#### Items:

- 1 Apologies for Absence
- 2 Minutes of the Meeting of 18<sup>th</sup> September 2013
3. School Funding Reforms – 2014/15 Update John Voytal
- 4 De-Delegation Request - Free School Meals Eligibility John Voytal
- 5 De-Delegation Request – Schools in Difficulty Rebecca Matthews
- 6 De-Delegation Request – Wembley Learning Zone Rebecca Matthews
- 7 De-Delegation Request – Maternity, Trade Union and  
Licences Budgets Final Norwena Thomas
- 8 AOB

#### Next Meetings

Wednesday 4<sup>th</sup> December 2013

Wednesday 15<sup>th</sup> January 2014

Wednesday 26<sup>th</sup> February 2014

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## Brent Schools Forum

### **Minutes of the 55<sup>th</sup> Schools Forum held on Wednesday 18<sup>th</sup> September 2013 at the Village School**

#### **Attended by:**

#### **Members of the Forum**

<b>Governors</b>	Mike Heiser - Chair (MH) Martin Beard (MB) Janice Alexander (JA) Titilola McDowell (TMcD) Umesh Raichada (UR) Alan Carter (AC)
<b>Head Teachers</b>	Sylvie Libson – Vice Chair (SL) Kay Johnson (KJ) Lesley Benson (LB) Matthew Lantos (ML) Andy Prindiville (AP) Rose Ashton (RA)
<b>PRU</b>	Narinder Nathan (NN)
<b>PVI Sector</b>	Lesley Gouldbourne (LG)
<b>Trade Unions</b>	Lesley Gouldbourne (LG)
<b>Others</b>	Sue Knowler (SK)
<b>Officers</b>	Sara Williams (SW) Elizabeth Jones (EJ) Norwena Thomas (NT) Devbai Patel (DP) Emily Ashton (EA) Anis Robinson (AR) Paula Buckley (PB) Ceridwen John (CD)



ITEM	DISCUSSION	ACTION
	<p>MH opened the meeting at 6.05pm. He informed the Forum members that Mustafa Salih has left the Council and thanked him for his service over the past 5 years. SW updated everyone on staffing changes. SW informed the Forum members that EJ is currently the Assistant Director of Finance for Adults, Social and Children and Families, NT is the Interim Schools Finance Manager and DP continues in the same post. MH thanked Mustafa Salih for his service to schools over the past 5 years. MH asked everyone to introduce themselves.</p>	
<b>1.0</b>	<b>Apologies</b>	
1.1	<p>Terry Molloy (TM) Herman Martyn (HM) Rabbi Yitzchak Freeman (YF) Cllr Helga Gladbaum (Cllr HG) Sabina Netty (SN) John Voytal (JV)</p>	
1.2	<p>MH said YF and HM sent their apologies to this Forum due to start of the Jewish festival of Sukkos on the same evening. MH asked that in future religious days are considered and to avoid arranging Forums on these days. DP said that it was not brought to her attention at the time of arranging Forums in February and was not aware that the festivals commence at sunset the day before although she was aware that it started on 19<sup>th</sup> September. This will be noted in the future.</p>	
<b>2.0.</b>	<b>Minutes of the meeting held on 19<sup>th</sup> June 2013 and Matters Arising</b>	
<b>2.1.0</b>	<b>Accuracy</b>	
2.1.1	<p>Paragraph 4.2 should say 'opportunity' not 'inopportunity'.</p>	
2.1.2	<p>The above amendment was noted and the minutes were approved as accurate record</p>	
<b>2.2.0</b>	<b>Matters Arising</b>	
2.2.1	<p><b>Schools Forum Membership</b> – It was requested at the last forum that a new model be created based on 9 primary, 1 academy primary and 8 secondary schools. DP said that the</p>	



model is not updated. This is because out of the three academies that were due to convert only 1 has converted and does not change the membership between phases, maintained and academies. It will be recalculated once these one or two schools convert. DP also thought it would be ideal to update at the start of the year in June as there is a likelihood of more schools converting. MH asked if the calculation will be separated between converting and sponsored academies to which DP said this can be done. ML said this would not make any difference. GB said the only time it makes any difference is that sponsored academies can donate. MH asked if there are any vacancies and DP said that Laurence Keel has resigned who represented the Primary Heads and this position will be filled via the Brent Partnership Group. There is also a vacancy for the Secondary Governor which will be filled through the normal process which is to invite nominations. The vacancy for the nursery governor remains unfilled.

DP

- 2.2.2 **Item 2.2.9 – Early Intervention Team** – SW said that there is still work in progress with the Early Year's Sub Group and this report will be brought to the next regular Forum in December.

SW

- 2.2.3 **Budget Review of Alternative Education Service** – DP said that this will be brought to December's Forum.

Sara Kulay

- 2.2.4 **Strategy for Full-Time Nursery Places** – this will be brought to December's Forum with models subject to a review by the Early Years Sub Group.

Sue Gates

### 3.0 **Low Carbon Schools Programme Closing Report**

- 3.1 EA introduced the report indicating that their primary goal has been to encourage schools to manage their energy usage effectively and efficiently. The programme commenced in 2012 and officers have been working with the schools in trying to meet targets. She provided background details on thirteen schools that were selected because they had the highest CO<sub>2</sub> emissions. The savings identified by the borough's schools collectively was around £180K on their energy bills. MH asked if this savings is in CRC. EA replied that it isn't and no comparisons could be made as there were changes to reporting of CRC between 2011/12 and 2012/13. MH asked if this meant that there will be no interest after 2014. EA agreed and said unless the government changes the rules otherwise.



- 3.2 UR asked why there was lack of participation by the schools. EA answered that in some cases senior management made a commitment but when passed down to lower level staff the commitment was not the same. In some cases the caretaker's were not providing the meter reading which was one of the main barriers.
- 3.3 SK made a reference to paragraph 7.1 of the report where it indicates that the highest energy CO<sub>2</sub> schools were selected. SK asked if they were all told to take part and EA said no they were asked and they all volunteered to participate. Some schools did choose not to participate and therefore the next on the list was asked. She asked how the schools will be engaged to participate in a possible programme to run from April 2013 to March 2014. EA replied that they held a stall at the Finance Conference in January 2013 to invite schools to buy back as part of traded services but unfortunately no schools signed up there. The other ways are Schools Extranet and various bulletins.
- 3.4 AR added that Peter Balham and herself visit schools to discuss the way forward on a general basis and on individual projects.
- 3.5 MH asked if this project is more of an Invest to Save basis and EA confirmed as exactly that.
- 3.6 **The following recommendations were noted:**
1. Close the project in its current form and ask schools to approach the Council if they would like any further tailor made support, either behavioural change technical or both, on a traded service basis.
  2. If a programme similar to the Low Carbon Schools Programme is to be rolled out to Brent schools again, the above areas will need to be addressed and full school support given to the project.
  3. In a one years' time revisit all schools energy and CO<sub>2</sub> reduction progress, in particular the progress of the 'New Intake' schools.
  4. If the Schools Forum raises concerns with schools energy and CO<sub>2</sub> reduction progress after one year, the forum will consider corrective action such as ways of funding schools support.



5. Continue to host the Brent Council Low Carbon Schools webpage for all schools to have access to the entry level service.

6. Offer a Caretaker training service/workshop on an individual school payment basis.

3.7 MH asked if everyone was in agreement with the recommendations to which there were no further comments. The recommendations were therefore noted. He asked that a report is brought back to the Schools Forum in a year with progress and update. EA

## 4.0 School Funding Reforms – 2014/15 Update

4.1 SW presented the report. The report highlights the changes from 2013/14 being implemented in 2014/15. The key focus of the report is to increase secondary schools ratio from 1:1.09 towards the national average and to reduce the Minimum Funding Guarantee (MFG), both being Brent's outliers in the Country. Although the ratio is low for secondary schools, with MFG it still stayed above the national average to 1:1.34. By increasing the ratio to 1:1.27, with MFG the ratio is 1:1.31. She highlighted that the MFG remains at 1.5% and this year the introduction on the gains capped also at 1.5%. The report consults Schools Forum members to address this as early as possible in the event of MFG being removed in the near future. MH said it will not be removed but could be reduced. He also highlighted that the other area of funding that is not protected is the 6th Form funding. Being an outlier isn't good in that the funding is not directed towards the adequate factors. He said that although the pre-MFG ratio is increasing, the post MFG ratio is decreasing, so primary schools are not in any worse position. The increase in ratio is being derived by uplifting the secondary allocation by 12% greater than primary unit values of all factors (the actual uplifts being 13% and 25% respectively for the primary and secondary sectors). The typo in the table in Section 3.3, the second column with (Pre-MFG), should state (Post-MFG).

4.2 The report seeks approval of the Schools Forum on whether or not to continue de-delegations of the specific services that require approval each year. These are Schools in Financial Difficulty, Free School Meals eligibility, Maternity Grant, Licenses & Subscriptions and Trade Union Facilities. The Wembley Learning Zone and Gordon Brown Centre are historical optional services with a contribution from DSG. Members felt that there is not sufficient information to decide on de-delegations and therefore requested

Budget  
Holders/  
SW



that detailed reports are refreshed on each service in order that decisions can be made as required. They felt that each service needs to be revisited particularly as there are a number of new members. It was questioned if this is the correct amount as the budget doesn't seem to be sufficient to address the level of needs for Schools in Financial Difficulty. This is to be confirmed by officers for the next meeting. It was also questioned as to why it only supported the primary schools. DP confirmed that this is an error as it was evident from the table under paragraph 4.1 that three secondary and one special school have been supported in the last three years.

JV/DP

4.3 MH asked if any members had any comments on the ratio moving towards the national average. ML said we are well away from the national average and to move towards the national average without MFG was a sensible thing to do. SK asked why the ratio is going up straight to 1:1.27 rather for example 1:1.20. MB replied that Brent would still be an outlier. SL said the Sub Group Members spent two hours in trying to understand how the funding worked and only in the last 10 minutes they understood that the ratio being low doesn't impact on individual schools funding. She said it is important that schools understand this and therefore consulting them with comparisons between 2013/14 and 2014/15 is very important.

4.4 SW said that we will be consulting schools with full exemplifications to help them understand better. MB said that all issues should be contextual e.g. explaining why the MFG is being reduced and the impact of it. We should explain the reduction in other factors for example the lump sum reduced by £25k which is significant to small schools. Obviously this is not related with the proposed increase in ratio for secondary schools.

4.5 Growth funding – DP said that £500k was allowed for this last year. ML asked if this was sufficient amount as his school alone has a big chunk of this money. DP said there is also some funding being paid from the contingency and officers are aware that 2013/14 growth funding is not sufficient to address additional classroom funding. It was requested that a detailed report for Growth funding for 2013/14 is brought to next Forum in order to agree an amount for 2014/15. Questions were raised in the slowness of filling vacancies in time for the October 2012 census which were responded to by PB. She stressed the importance of the LA receiving up to date information to identify vacancies. The officers are keen to understand which schools have vacancies especially if children have not returned after summer. SL said Stonebridge

Carmen  
Coffey



School has vacancies in Reception and Year 1 and Furness has vacancies in Year 1 and 2. These need to be filled in time for pupils to be included on Census day. PB replied that they are encouraging parents to take places and explaining that not accepting could mean a long delay in getting a school place. RA said that places offered aren't always accepted so still remain vacant. PB said they recognise that the need to take up offered place hasn't been presented correctly and this is now being addressed. Parents are now being given 3 days to consider and decide whether or not they wish to accept the place.

- 4.6 Special Schools top-up funding. This was agreed by the SEN Sub Group to equalise top-ups for all schools and was for noting.
- 4.7 Early Years Single Funding Formula – The proposal to restore the deferred 3% increase in the deprivation supplement is to be presented to Early Year's Sub Group before it is brought to the Schools Forum for noting. The restoration will be funded from the savings that will be achieved from the Summer 2013 Term adjustments for full time places. Forum will recall a proposal to increase this supplement by 5% in 2013/14 in addition to a 5% increase in 2012/13
- 4.8 Recommendations:
1. To introduce capping and scaling factor – **this is to be addressed as part of the consultation with schools and brought back to the additional October Schools Forum.**
  2. Comment on the proposed mechanism set out in Section 3 to move the current Primary: Secondary ratio of 1:1.09 towards the national average – **these need to be exemplified in the consultation to schools and brought back to October Schools Forum.**
  3. Agree to repeat 2012/13 de-delegations – **The reports are to be refreshed and to be brought back to the next meeting for all services that can be de-delegated.**
  4. Comment on proposed £1m provision for in-year growth funding – **This does not appear to be sufficient funding set aside in line with 2013/14 requirement and further details of 2013/14 forecast was requested.**
  5. The equalisation of top-up funding for special schools - **this was noted.**

## 5.0 Budget Review of Admissions and Pupil Support

- 5.1 PB presented this report explaining that the report is brought to the



Schools Forum for consultation and to provide update on the service funded from the DSG allocation. She highlighted that the officers are aware there has been many problems with the service and explained how these have and are being addressed. There continues to be pressures on school places and the officers are encouraging parents to take school places offered within the timescale. The 2011 census has shown an increase of 18% in Brent residents. An online application system has been introduced and parents are being encouraged to apply on-line. There were problems with the schools phone at the beginning of September and this has now been rectified with an opportunity to leave messages. Schools are asked not to give the number dedicated to schools to parents as this ties up the line and causes difficulties for schools when contacting the team. This has been improved to ensure that resources are not put on answering telephones at the cost of offering school places.

- 5.2 PB referred to Section 5 of the report which provides details on benchmarking carried out with other local authorities. She said this proved difficult to compare due to the way the services are managed in each authority. Brent had twice as many applications compared to 9 authorities out of the 16 that responded.
- 5.3 SK asked what the rationale was to separate the service from Pupil Parents Service to Customer Services. PB replied that this was part of One Council project where they wanted to keep all customer contacts in one place. Admissions policy and appeals are all still managed by Pupil Parent Service.
- 5.4 SL said that Oakington Manor School is managing its own admissions as LA was not admitting pupils in time to fill up vacancies. PB reiterated that there are areas that have not worked well and are in need of further improvements which officers are aware of and are currently working to improve on. She said that they are not hiding anything but being honest about the areas that need to be improved.
- 5.5 LB asked what the end to end processes are in other boroughs to which PB replied this question was not asked in the Benchmarking questionnaire but can be asked.
- 5.6 GB asked if a cost of processing per application has been identified and compared against other boroughs as the ratio of staff to applications received was lower in Brent and may need to be reviewed depending on the benchmarking outcome. PB replied that again this was not asked but was happy to carry out this



benchmarking. AC said running costs such as printing and salaries should be included in the costing. SW added including staff in Pupil Parent service that work on admissions should also be included in the costing.

- 5.7 The benchmarking should be taken into account in keeping within the total 2013/14 allocation.

## **6.0 Any Other Business**


- 6.1 KJ said that she is the Chair of Brent Schools Partnership (BSP) and it was agreed at the last BSP meeting that a Governor from the Schools Forum should also attend to represent the Forum. MH asked what the timescale was and what level of commitment is required. KJ said there is time to reflect and consult with the governors. The meeting takes place every half term during the day. Cllr MP agreed and said this is an excellent idea as some positive decisions are made at this meeting. KJ wanted to know what the mechanism was for deciding who that would be. It was agreed that KJ contacts all Governor representatives to find who is able to join. DP to provide KJ with the contact e-mails.

- 6.2 The meeting ended at 7.40pm



## Action Log

No	Action	Completion Date	Owner
1	Provide contact emails for BSP to approach SF Governors seeking a volunteer to sit on the BSP	ASAP (Matters arising)	Devbai Patel
2	Confirm if the De-delegation refers to Schools in Financial Difficulty or Schools in Difficulty	October 2013 Forum (Matters arising)	John Voytal / Devbai Patel
3	School Funding Reforms – 2014/15 Update. Report back to SF following a consultation with individual school	October 2013 Forum	John Voytal/ Sara Williams
4	Reports on 2014/15 De-Delegation requests	October 2013 Forum	Budget Holders/ Sara Williams
5	Report on adequacy of Growth Funding in 2013/14 to inform provision for 2014/15	October 2013 Forum	Carmen Coffey/ Sara Williams
6	Benchmarking of End to End process and cost per pupil in processing admissions application	December 2013 Forum (Matters Arising from Sept 2013)	Paula Buckley/ Margaret Read
7	Review of Early Intervention Team – to be presented to EY Sub Group prior to being presented to Schools Forum	December 2013 Forum	Sue Gates
8	Budget Review of Alternative Education Service – <ul style="list-style-type: none"> <li>To present partnership model that oversees devolved funds</li> <li>Develop further proposals to introduce a rewards and incentives funding framework</li> </ul>	December 2013 Forum	Sara Kulay
9	Strategy for Full-Time Nursery Places - to be presented to EY Sub Group prior to being presented to Schools Forum	December 2013 Forum	Sue Gates
10	Schools Forum Membership to be recalculated if any more schools convert to academy. Otherwise refresh for the start of the year using the latest (January) census	As and when required / March	Devbai Patel
11	Low Carbon Schools Programme Update Report	September 2014	Emily Ashton

 <b>Brent</b>	<p align="center"><b>Schools Forum</b></p> <p align="center"><b>23<sup>rd</sup> October 2013</b></p> <p align="center"><b>Report from the Director of Children &amp; Families</b></p>
For Information and consultation	
<b>2014/15 Schools Budgets – Consultation with Schools</b>	

## **1. Background**

- 1.1 Following the last Schools Forum meeting held on 18<sup>th</sup> September it was agreed to consult all schools on the proposals for their provisional 2014/15 budget shares. At the September meeting, the Forum agreed to change the current primary and secondary ISB ratio from 1: 1.09 to 1: 1.27 for 2014/15 in order to move the council to the national average. This would also significantly reduce the value of the MFG from £28m to £1.5m ensuring that school budgets more closely reflected the operation of the formula factors.
- 1.2 The Acting Director of Children and Families wrote to schools with indicative budgets and accompanying explanations seeking responses by 14<sup>th</sup> October.
- 1.3 In accordance with the time table presented at the September meeting the council will submit the provisional ISB to the DfE by 31<sup>st</sup> October. The Education Funding Agency (EFA) will confirm DSG Schools Block allocations for 2014-15 (prior to Academy Recoupment) on 18<sup>th</sup> December that will reflect the October census data.

## **2 Consultation Responses**

- 2.1 The Schools Funding Sub Group met on 17<sup>th</sup> October to review consultation responses to the 2014/15 proposals. Only one school has fed back in the consultation process and the sub group requested an extension to the consultation period aware that the council's proposals had to be submitted to the DfE by 31<sup>st</sup> October. Accordingly officers emailed all schools asking for a response by close of business on 22<sup>nd</sup> October. A verbal update will be provided at this meeting.

- 2.2 The point raised in the above response concerned the methodology for funding schools on split sites with a particular reference to all through schools. The issue is that the current formula does not address this category of school as a separate phase. Officers agreed to raise this through an exchange of e-mail to other LA's to establish if they have similar schools and if they are supported with any additional factor funding. If necessary this issue would be raised with the DfE at the November LA/LMS (school finance officers) meeting. An update on this issue will be presented to the December meeting. Forum will recall that the criteria for split site funding is agreed by them but attempts to get this factor exempt from MFG for 2013/14 was rejected by the DfE. A copy of the consultation documents are attached as Appendix 1 and 2A and 2B.

### **3 Delegations and De-Delegations**

- 3.1 The September meeting asked for individual reports to be provided for each de-delegated service as was done last year. Service managers have updated last years reports and other than the information presented below on the Gordon Brown Centre these are presented as separate items to this meeting.

#### *Gordon Brown Outdoor Education Centre*

- 3.2 The Gordon Brown Outdoor Education Centre is an educational provision, mainly for primary school age children. A visit to the Gordon Brown Centre provides a unique experience for children from Brent, especially those who may not otherwise be able to access and experience the environment. The Centre provides outdoor activities and learning and an experience which children will remember into adulthood. The current DSG funding held centrally for this is £50,000 to subsidise the costs to schools.
- 3.3 The Centre's residential and day visits for children contribute to their learning about environmental issues and the outdoors. Activities are linked to the curriculum and schools are able to choose from a wide offer that includes shelter building, environmental art, pond dipping and mini beasts, a low ropes course and trim trail, a walk into history, learning about food chains, river study, conservation and survival days. Animals on the 25 acre site include donkeys, goats, pigs and chickens and there is also a small animal area.

### **4 Early Years Funding**

- 4.1 The Early Years Funding Sub Group was unable to meet on 23<sup>rd</sup> of October due to apologies for absence rendering the meeting inchorate. A meeting will be reconvened in time to report to either the December or January 2014 schools forums to consult on proposals for the 2014/15 EYSFF including the restoration of the deferred 3% increase in the base rate.

## **5 Recommendations & Consultation Points**

5.1 Schools Forum is asked to:

- a. Note the responses received to date
- b. Continue to fund Gordon Brown Centre at the current rate.

### **Background Papers**

18<sup>th</sup> September Schools Forum report – Schools Funding Reforms – 2014/15 Update

2014-15 Revenue Funding Arrangements: Operational Information for Local Authorities

All found on DfE website link below.

<http://www.education.gov.uk/schools/adminandfinance/financialmanagement/schoolsrevenuefunding/a00221523/school-funding-and-high-needs-funding-arrangements-2014-15>

### **Contact Officers:**

Devbai Patel – Devbai.patel@brent.gov.uk  
John Voytal – John.voytal@brent.gov.uk

Schools Finance Team  
Civic Centre  
Engineers Way  
Wembley  
Middlesex  
HA9 0FJ

**Sara Williams**  
**Interim Director of Children and Families**

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2 October 2013  
Our ref: JV/S251/14\_15

**To Head Teachers in Brent, Finance Directors, School Business Managers and Bursars**

Dear Head Teacher and colleagues

**Re: 2014/15 Provisional School Budget Shares**

Following the 18 September Schools Forum, it was agreed to consult all schools on the proposals for the 2014/15 Individual Schools' Budget. This approach offers schools a transparent and inclusive process so they can feed back based on how the proposals impact upon their particular school.

Accompanying this letter is an excel spreadsheet containing the following worksheets:

1. A breakdown showing all the funding factors for 2014/15 and pre and post MFG impacts (Appendix 1); and
2. A comparison with 2013/14 equivalent showing year on year changes (Appendix 2)

A key requirement for 2014/15 is to move the ratio of funding between primary and secondary phases towards the national average. For 2013/14 Brent currently has a primary to secondary ratio of 1: 1.09 which is the lowest in the country whereas the national average is 1: 1.27.

The DfE contacted the Council in May and asked what our proposals were to increase the ratio. At the current ratio the council has the highest value MFG in England at £28m which is unsustainable as it masks the true position of how the formula factors impact upon schools.

This was discussed with the Schools Funding Sub-Group on 10<sup>th</sup> September where the following issues were raised:

1. Whether to move in one step or a number of steps, for example, over the next two years
2. The level of change in the pupil led factors to achieve the desired ratio
3. The relationship between the capping on gains and the scaling factor
4. The impact on MFG
5. The opportunity to have different values for primary and secondary lump sums.

The sub group was concerned about the possible removal of MFG after 2015/16 and agreed to apply a ratio of 1:1.27 through a single step in 2014/15 and consult schools on the impact. It was felt that relying on such a large MFG insulates schools from the full rigour of the formula.

A summary of the key outputs from Appendix 2 is shown below.

	2013/14				2014/15			
	Primary	Secondary	Total	Ratio	Primary	Secondary	Total	Ratio
Pupil Number	23,968	13,064	37,032		23,968	13,040	37,008	
	£	£	£		£	£	£	
Total Funding (Pre-MFG)	99,449,527	59,862,612	159,312,139		110,462,834	76,152,329	186,615,162	
<b>Per Pupil Funding</b>	<b>4,149</b>	<b>4,582</b>	<b>8,732</b>	<b>1:1.09</b>	<b>4,608</b>	<b>5,839</b>	<b>10,449</b>	<b>1:1.27</b>
MFG	9,017,884	19,347,552	28,365,436		-561,374	2,136,573	1,575,199	
Total Funding (Post-MFG)	108,467,411	79,210,164	187,677,575		109,901,460	78,288,902	188,190,362	
<b>Per Pupil Funding</b>	<b>4,526</b>	<b>6,063</b>	<b>10,589</b>	<b>1:1.34</b>	<b>4,585</b>	<b>6,004</b>	<b>10,589</b>	<b>1:1.31</b>

The above summary illustrates:

1. The significant reduction in the gap between pre and post MFG funding arising from the higher ratio.
2. The narrowing of the gap between and pre and post MFG ratios in 2014/15.

The attached Annexe 1 to my letter provides some further information on the construction of Appendix 2. If you require any clarification please contact Devbai Patel or John Voytal on 020 8937 3263 or 020 8937 3468 respectively in the schools finance team. We will also be offering a drop in session at the Civic Centre on the 10<sup>th</sup> October from 2pm to 4pm where further clarification can be provided. If you wish to attend please email Devbai at [Devbai.patel@brent.gov.uk](mailto:Devbai.patel@brent.gov.uk) by close of business on 8<sup>th</sup> October.

Please could you provide your comments on the proposed schools budget allocations by Monday 14<sup>th</sup> October to Devbai at the above email address. I apologise for the short deadline but the council has to submit this provisional budget by the end of this month to the DfE following consultation with the additional schools forum on 23<sup>rd</sup> October.

For your information, I attach in Annexe 2 lists of the current members of the Schools Forum and its sub-groups.

The council is committed to working with schools representatives through the schools forum to ensure the methodology that drives the distribution of budget shares is transparent and fair. I look forward to your responses.

Yours sincerely



**Sara Williams**  
Acting Director  
Children and Families

## **Annexe 1: Further Information Regarding Comparison of Funding Elements Included in Appendix 2**

1. AWPU
  - a. Increase reflects the impact of the higher ratio that reduces the dependency on MFG In order to move to a ratio of 1:1.27
  - b. To move to the national average the following uplift factors were applied to the 2013/14 AWPU
    - i. Primary 13%
    - ii. Secondary 25%
2. AEN
  - a. As for AWPU (a) and (b) above
3. School Specific
  - a. Reduction reflects the impact of the lower lump sum of £175,000 in 2014/15 offset by a small increase in business rates
4. Pre-MFG
  - a. Summarises the net impact of items 1 to 3 above
5. MFG
  - a. Shows the change in the value of MFG between the years and how some schools will no longer require this protection arising from the change in the ratio
  - b. Reflects an agreed position on capping and gains:
    - i. Gains (in line with the MFG) are restricted to 1.5%
    - ii. Scaling factor of 100%
      1. Means that all gains above 1.5% are not passed to schools i.e. they are scaled back
6. Post MFG
  - a. Illustrates the 'bottom line' comparison between years and the cash schools will receive in 2014/15
  - b. For 2014/15 this shows the reduced dependency on MFG to restrict year on year changes. The illustration shows a change in value of MFG from £28,365,436 to £1,575,199.

Please note that the budget illustrations are based on October 2012 data and this could change some schools' budgets when the October 2013 census data is available.

## Annexe 2


Name	Representing	Schools Forum Member	Schools Sub Group	Early Years Sub Group	SEN Sub Group
Martin Beard	Academy Governor	X	X		X
Mike Heiser – Chair	Academy Governor	X			
Titilola McDowell	Academy Governor	X			
Gill Bal GB	Academy Head	X			
Terry Molloy	Academy Head	X			
Matthew Lantos	Academy Head	X	X		X
Vacant	Nursery School Governor	X			
Lesley Benson	Nursery School Head	X		X	X
Alan Carter	Primary School Governor	X	X		
Herman Martyn	Primary School Governor	X			
Cllr Helga Gladbaum	Primary School Governor	X			
Umesh Raichada	Primary School Governor	X			
Cllr Lesley Jones	Primary School Governor	X			
Rabbi Yitzchak Freeman	Primary School Head	X			
Sylvie Libson (Vice-Chair)	Primary School Head	X	X	X	
Sabina Netley	Primary School Head	X			
Rose Ashton	Primary School Head	X			
Vacant	Primary School Head	X			
Vacant	Secondary School Governor	X			
Andy Prindiville	Secondary School Head	X			
Janice Alexander	Special School Governor	X			
Kay Johnson	Special School Head	X			X
Paul Russell	Early Years PVI	X		X	
Maxine Henderson	Early Years PVI	X		X	
Narinder Nathan	PRU	X			
Maggie Barth	14-19 Partnership	X			
Lesley Gouldbourne	Trade Unions	X			X
Sue Knowler	Primary School Advisor	X			X
<b>Total Members</b>		<b>28</b>	<b>4</b>	<b>4</b>	<b>6</b>

School Name	Basic Entitlement (AWPU)	IDACI Total	EAL	LAC	Low Attainment	AEN Total	Lump Sum	Split Sites	Rates Estimated for 2014/15	School Factors total	Total Allocation	14-15 MFG Adjustment	14-15 Post MFG Budget	De-delegation	Post De-delegation budget
Anson Primary	£1,090,446	£171,412	£52,216	£0	£86,992	£310,619	£175,000	£0	£26,760	£201,760	£1,602,825	£71,559	£1,674,384	-£8,811	£1,665,573
Avigdor Hirsch Torah Temimah	£571,480	£19,505	£0	£0	£12,670	£32,175	£175,000	£0	£1,916	£176,916	£780,570	£94,035	£874,605	-£4,618	£869,987
Barham Primary	£2,038,793	£248,003	£127,551	£550	£312,304	£688,408	£175,000	£0	£58,328	£233,328	£2,960,530	-£89,986	£2,870,544	-£16,474	£2,854,070
Braintcroft Primary	£2,106,753	£485,920	£119,134	£0	£294,601	£899,655	£175,000	£0	£43,873	£218,873	£3,225,281	-£120,405	£3,104,876	-£17,023	£3,087,853
Brentfield Primary	£1,556,897	£461,787	£109,201	£0	£177,975	£748,963	£175,000	£0	£39,815	£214,815	£2,520,675	-£63,253	£2,457,423	-£12,580	£2,444,843
Byron Court Primary	£1,878,161	£177,647	£118,168	£1,048	£207,238	£504,102	£175,000	£0	£28,403	£203,403	£2,585,666	-£67,543	£2,518,123	-£15,176	£2,502,947
Carlton Vale Infants	£525,144	£134,914	£70,665	£0	£19,020	£224,599	£175,000	£0	£15,448	£190,448	£940,191	£68,487	£1,008,678	-£4,243	£1,004,435
Chalkhill Primary	£1,458,046	£338,801	£136,621	£0	£116,901	£592,323	£175,000	£0	£24,084	£199,084	£2,249,453	£40,931	£2,290,385	-£11,781	£2,278,604
Christchurch Primary	£596,193	£96,314	£15,159	£551	£69,202	£181,226	£175,000	£0	£2,299	£177,299	£954,717	£89,107	£1,043,824	-£4,817	£1,039,007
Convent of Jesus & Mary Infant	£834,052	£154,041	£104,751	£0	£35,272	£294,064	£175,000	£0	£2,208	£177,208	£1,305,324	-£48,032	£1,257,292	-£6,739	£1,250,553
Donnington Primary	£648,707	£161,049	£31,231	£0	£65,312	£257,593	£175,000	£0	£16,178	£191,178	£1,097,477	£3,878	£1,101,355	-£5,242	£1,096,113
Elsley Primary	£1,281,969	£194,059	£90,566	£1,567	£145,994	£432,186	£175,000	£0	£25,300	£200,300	£1,914,455	-£16,212	£1,898,243	-£10,358	£1,887,885
Fryent Primary	£1,417,888	£190,038	£89,038	£0	£211,223	£490,300	£175,000	£0	£31,447	£206,447	£2,114,635	£0	£2,114,635	-£11,457	£2,103,178
Furness Primary	£1,492,026	£314,489	£93,694	£0	£222,682	£630,865	£175,000	£0	£30,179	£205,179	£2,328,070	£159,095	£2,487,165	-£12,056	£2,475,109
Gladstone Park Primary	£1,939,943	£347,830	£90,509	£2,097	£248,479	£688,915	£175,000	£0	£37,787	£212,787	£2,841,645	-£155,415	£2,686,230	-£15,673	£2,670,557
Harlesden Primary	£627,083	£157,254	£33,947	£0	£111,354	£302,556	£175,000	£0	£16,178	£191,178	£1,120,817	£1,097	£1,121,914	-£5,067	£1,116,847
Islamia Primary	£1,186,207	£224,537	£64,047	£0	£95,197	£383,781	£175,000	£92,979	£5,745	£273,725	£1,843,713	£0	£1,843,713	-£9,585	£1,834,129
John Keble Primary	£1,167,673	£288,875	£62,652	£525	£178,342	£530,394	£175,000	£0	£3,047	£178,047	£1,876,113	£13,666	£1,889,779	-£9,435	£1,880,344
Kensal Rise Primary	£1,736,064	£274,466	£110,166	£528	£220,375	£605,535	£175,000	£0	£33,475	£208,475	£2,550,074	£47,452	£2,597,526	£0	£2,597,526
Kilburn Park Junior	£596,193	£165,717	£10,475	£512	£31,156	£207,859	£175,000	£0	£1,879	£176,879	£980,931	£114,512	£1,095,443	-£4,817	£1,090,626
Kingsbury Green	£1,797,845	£255,243	£115,586	£512	£210,451	£581,793	£175,000	£0	£25,300	£200,300	£2,579,938	-£47,289	£2,532,649	-£14,527	£2,518,122
Leopold Primary	£1,281,969	£297,864	£34,700	£0	£74,371	£406,935	£175,000	£0	£25,787	£200,787	£1,889,690	£0	£1,889,690	-£10,358	£1,879,332
Lyon Park Infants'	£1,121,336	£116,395	£205,061	£0	£168,795	£490,251	£175,000	£0	£20,275	£195,275	£1,806,862	-£138,636	£1,668,226	-£9,060	£1,659,165
Lyon Park Junior	£1,473,492	£149,256	£45,392	£0	£325,652	£520,300	£175,000	£0	£26,642	£201,642	£2,195,433	-£143,151	£2,052,282	-£11,906	£2,040,376
Malorees Infant	£562,213	£51,604	£70,610	£0	£39,689	£161,903	£175,000	£0	£2,518	£177,518	£901,634	£0	£901,634	-£4,543	£897,091
Malorees Junior	£738,290	£71,359	£0	£0	£68,791	£140,150	£175,000	£0	£2,992	£177,992	£1,056,433	£13,686	£1,070,119	-£5,965	£1,064,154
Michael Sobell Sinai Primary	£1,924,497	£54,702	£43,946	£0	£60,402	£159,049	£175,000	£0	£7,075	£182,075	£2,265,622	£20,500	£2,286,123	-£15,550	£2,270,572
Mitchell Brook Primary	£1,442,601	£404,221	£103,532	£0	£143,717	£651,470	£175,000	£0	£26,273	£201,273	£2,295,344	£81,567	£2,376,910	-£11,656	£2,365,254
Mora Primary	£1,229,454	£274,276	£73,507	£0	£159,106	£506,889	£175,000	£0	£24,570	£199,570	£1,935,913	£5,473	£1,941,386	-£9,934	£1,931,452
Mount Stewart Infant	£935,992	£58,207	£112,118	£0	£43,291	£213,616	£175,000	£0	£18,688	£193,688	£1,343,296	£0	£1,343,296	-£7,563	£1,335,733
Mount Stewart Junior	£1,108,980	£67,056	£11,737	£525	£100,196	£179,514	£175,000	£0	£22,142	£197,142	£1,485,636	£0	£1,485,636	-£8,961	£1,476,675
N.W. London Jewish Day Primary	£756,825	£45,460	£30,306	£0	£33,057	£108,823	£175,000	£0	£3,266	£178,266	£1,043,914	£27,808	£1,071,722	-£6,115	£1,065,607
Newfield Primary	£1,096,624	£251,479	£108,215	£0	£191,458	£551,152	£175,000	£0	£20,800	£195,800	£1,843,576	£237,734	£2,081,309	-£8,861	£2,072,449
Northview Primary	£623,994	£132,996	£36,693	£0	£90,881	£260,571	£175,000	£0	£11,812	£186,812	£1,071,377	-£5,212	£1,066,165	-£5,042	£1,061,123
Oakington Manor Primary	£1,955,388	£374,621	£99,526	£1,508	£295,914	£771,570	£175,000	£0	£7,760	£182,760	£2,909,718	-£46,799	£2,862,919	-£15,800	£2,847,120
Oliver Goldsmith Primary	£1,309,770	£159,359	£65,799	£0	£106,704	£331,861	£175,000	£0	£28,657	£203,657	£1,845,289	-£4,552	£1,840,737	-£10,583	£1,830,154
Our Lady of Grace Infant	£556,035	£116,344	£45,392	£0	£53,526	£215,262	£175,000	£0	£1,715	£176,715	£948,012	-£48,896	£899,116	-£4,493	£894,623
Our Lady of Grace Junior	£735,201	£161,047	£0	£0	£98,451	£259,498	£175,000	£0	£2,371	£177,371	£1,172,071	-£97,188	£1,074,883	-£5,940	£1,068,942
Our Lady of Lourdes Primary	£642,529	£183,576	£31,281	£0	£58,760	£273,618	£175,000	£0	£2,518	£177,518	£1,093,665	£22,008	£1,115,672	-£5,192	£1,110,480
Park Lane Primary	£1,189,296	£178,464	£89,064	£0	£124,915	£392,443	£175,000	£0	£18,367	£193,367	£1,775,106	£0	£1,775,106	-£9,610	£1,765,497
Preston Park Primary	£2,313,722	£284,675	£130,963	£0	£314,165	£729,803	£175,000	£0	£36,772	£211,772	£3,255,297	-£159,045	£3,096,252	-£18,695	£3,077,556
Princess Frederica CE Primary	£1,263,434	£143,249	£17,732	£526	£93,227	£254,735	£175,000	£0	£3,832	£178,832	£1,697,000	-£12,718	£1,684,282	-£10,209	£1,674,074
Roe Green Infant	£1,102,802	£116,212	£178,828	£0	£86,319	£381,359	£175,000	£0	£16,569	£191,569	£1,675,730	-£58,083	£1,617,647	-£8,911	£1,608,736
Roe Green Junior	£1,479,670	£164,023	£15,131	£0	£155,743	£334,896	£175,000	£0	£22,232	£197,232	£2,011,798	-£54,905	£1,956,893	-£11,956	£1,944,937
Salusbury Primary	£1,899,785	£292,164	£52,108	£1,043	£166,955	£512,270	£175,000	£0	£37,787	£212,787	£2,624,841	£0	£2,624,841	-£15,349	£2,609,493
St Andrew and Francis CE Primary	£1,300,503	£253,367	£79,386	£1,053	£212,884	£546,689	£175,000	£0	£3,485	£178,485	£2,025,677	-£38,304	£1,987,373	-£10,508	£1,976,865
St Joseph's RC	£1,368,463	£326,900	£74,432	£532	£151,388	£553,252	£175,000	£0	£4,641	£179,641	£2,101,356	-£36,940	£2,064,416	-£11,057	£2,053,359
St Joseph's RC Infant	£648,707	£89,406	£89,038	£0	£58,440	£236,884	£175,000	£0	£1,907	£176,907	£1,062,498	-£48,067	£1,014,431	-£5,242	£1,009,190
St Margaret Clitherow	£648,707	£147,673	£20,368	£523	£73,015	£241,579	£175,000	£0	£2,208	£177,208	£1,067,494	-£20,884	£1,046,610	-£5,242	£1,041,368
St Mary Magdalen's RC JM	£1,093,535	£199,766	£8,147	£1,084	£92,126	£301,123	£175,000	£0	£9,586	£184,586	£1,579,244	-£76,203	£1,503,041	-£8,836	£1,494,205
St Mary's CE Primary	£917,457	£218,511	£58,752	£543	£133,856	£411,662	£175,000	£0	£3,941	£178,941	£1,508,060	£12,634	£1,520,694	-£7,413	£1,513,280
St Mary's RC Primary	£1,158,405	£279,745	£31,869	£0	£124,404	£436,017	£175,000	£0	£3,613	£178,613	£1,773,035	£6,755	£1,779,790	-£9,360	£1,770,430
St Robert Southwell RC	£1,115,158	£124,566	£32,321	£1,115	£89,298	£247,300	£175,000	£0	£3,613	£178,613	£1,541,071	-£33,145	£1,507,925	-£9,011	£1,498,915
St. Joseph's Catholic Junior	£864,943	£128,432	£8,177	£0	£110,611	£247,220	£175,000	£0	£2,543	£177,543	£1,289,706	-£73,392	£1,216,315	-£6,989	£1,209,326

School Name	Basic Entitlement (AWPU)	IDACI Total	EAL	LAC	Low Attainment	AEN Total	Lump Sum	Split Sites	Rates Estimated for 2014/15	School Factors total	Total Allocation	14-15 MFG Adjustment	14-15 Post MFG Budget	De-delegation	Post De-delegation budget
Stonebridge Primary	£1,164,584	£323,694	£82,791	£0	£200,989	£607,474	£175,000	£0	£19,583	£194,583	£1,966,641	£10,771	£1,977,411	-£9,410	£1,968,001
Sudbury Primary	£2,514,512	£303,086	£153,783	£1,096	£306,607	£764,572	£175,000	£0	£8,724	£183,724	£3,462,807	£0	£3,462,807	£0	£3,462,807
Uxendon Manor Primary	£1,300,503	£111,665	£80,306	£1,055	£116,141	£309,166	£175,000	£0	£30,939	£205,939	£1,815,609	£127	£1,815,736	-£10,508	£1,805,228
Wembley Primary	£2,505,245	£329,373	£157,782	£1,092	£291,979	£780,225	£175,000	£0	£39,055	£214,055	£3,499,524	£0	£3,499,524	-£20,243	£3,479,282
Wykeham Primary	£1,479,670	£348,290	£87,818	£526	£156,582	£593,215	£175,000	£0	£34,236	£209,236	£2,282,121	£0	£2,282,121	-£11,956	£2,270,165
Alperton	£5,045,126	£535,763	£55,620	£5,117	£602,648	£1,199,148	£175,000	£276,919	£33,403	£485,322	£6,729,596	£65,079	£6,794,675	£0	£6,794,675
Claremont High	£5,820,765	£415,398	£48,925	£4,822	£306,920	£776,065	£175,000	£0	£39,055	£214,055	£6,810,884	£0	£6,810,884	£0	£6,810,884
Convent of Jesus & Mary Lang C	£4,141,844	£670,322	£55,386	£2,673	£299,291	£1,027,673	£175,000	£0	£27,177	£202,177	£5,371,694	£0	£5,371,694	£0	£5,371,694
Copland	£4,493,770	£631,971	£119,989	£3,130	£464,367	£1,219,458	£175,000	£0	£28,150	£203,150	£5,916,378	£174,958	£6,091,335	-£23,787	£6,067,549
JFS	£6,995,824	£161,010		£526	£194,004	£355,540	£175,000	£0	£81,406	£256,406	£7,607,770	£212,705	£7,820,475	-£37,415	£7,783,059
Kingsbury High	£7,319,607	£661,578	£45,439	£5,728	£605,063	£1,317,807	£175,000	£330,928	£55,032	£560,959	£9,198,374	£0	£9,198,374	£0	£9,198,374
Newman	£2,188,856	£316,812	£92,700	£2,538	£281,133	£693,182	£175,000	£0	£11,869	£186,869	£3,068,907	£572,979	£3,641,886	-£11,606	£3,630,279
Preston Manor	£6,372,280	£726,243	£115,101	£7,888	£553,132	£1,402,363	£175,000	£0	£26,882	£201,882	£7,976,525	£415,625	£8,392,149	£0	£8,392,149
Queens Park	£4,644,313	£523,431	£29,642	£1,029	£370,475	£924,578	£175,000	£0	£29,418	£204,418	£5,773,308	£255,775	£6,029,084	£0	£6,029,084
St. Gregory's	£4,131,324	£510,947	£27,068	£1,054	£247,761	£786,829	£175,000	£0	£17,118	£192,118	£5,110,271	£0	£5,110,271	-£22,115	£5,088,156
The Crest Boys'	£2,256,062	£346,923	£72,100	£982	£308,125	£728,130	£175,000	£0	£12,277	£187,277	£3,171,469	£123,566	£3,295,035	£0	£3,295,035
The Crest Girls'	£3,231,793	£498,795	£46,350	£0	£384,537	£929,682	£175,000	£0	£17,648	£192,648	£4,354,122	£57,470	£4,411,593	£0	£4,411,593
Wembley High	£4,983,927	£466,428	£24,462	£2,098	£351,303	£844,292	£175,000	£0	£31,447	£206,447	£6,034,665	£258,417	£6,293,083	£0	£6,293,083
<b>Total</b>	<b>£134,997,342</b>	<b>£18,660,605</b>	<b>£4,944,770</b>	<b>£57,694</b>	<b>£13,213,904</b>	<b>£36,876,973</b>	<b>£12,600,000</b>	<b>£700,827</b>	<b>£1,440,021</b>	<b>£14,740,847</b>	<b>£186,615,162</b>	<b>£1,575,199</b>	<b>£188,190,362</b>	<b>-£653,424</b>	<b>£187,536,938</b>
<b>Primary</b>	<b>£74,039,093</b>	<b>£12,283,664</b>	<b>£4,293,267</b>	<b>£20,110</b>	<b>£8,348,069</b>	<b>£24,945,110</b>	<b>£10,325,000</b>	<b>£92,979</b>	<b>£1,029,142</b>	<b>£11,447,121</b>	<b>£109,491,199</b>	<b>-£561,374</b>	<b>£108,929,826</b>	<b>-£558,501</b>	<b>£108,371,324</b>
<b>Secondary</b>	<b>£60,958,248</b>	<b>£6,376,941</b>	<b>£651,503</b>	<b>£37,584</b>	<b>£4,865,835</b>	<b>£11,931,863</b>	<b>£2,275,000</b>	<b>£607,847</b>	<b>£410,879</b>	<b>£3,293,727</b>	<b>£77,123,963</b>	<b>£2,136,573</b>	<b>£79,260,536</b>	<b>-£94,923</b>	<b>£79,165,613</b>
<b>Total</b>	<b>£134,997,342</b>	<b>£18,660,605</b>	<b>£4,944,770</b>	<b>£57,694</b>	<b>£13,213,904</b>	<b>£36,876,973</b>	<b>£12,600,000</b>	<b>£700,827</b>	<b>£1,440,021</b>	<b>£14,740,847</b>	<b>£186,615,162</b>	<b>£1,575,199</b>	<b>£188,190,362</b>	<b>-£653,424</b>	<b>£187,536,938</b>

School	2013/14 AWPU	2014/15 AWPU	Variance	2013/14 Total AEN Allocation	2014/15 Total AEN Allocation	Variance	2013/14 School Specific Factor	2014/15 School Specific Factor	Variance	Pre-MFG (School) Budget 2013/14	Pre-MFG (School) Budget 2014/15	Variance	2013/14 MFG Allocation	2014/15 MFG Allocation	Variance	2013/14 Post MFG Budget	2014/15 Post MFG Budget	Variance	2013/14 Control Total - Post Delegation Budget	2014/15 Control Total - Post Delegation Budget	Variance
Anson Primary	964,996	1,090,446	125,449	274,884	310,619	35,735	225,905	201,760	-24,145	1,465,786	1,602,825	137,039	229,969	71,559	-158,410	1,695,755	1,674,384	-21,371	1,687,572	1,665,573	-21,999
Av. H. Torah Temimah	505,735	571,480	65,745	28,473	32,175	3,701	201,855	176,916	-24,939	736,063	780,570	44,508	149,064	94,035	-55,030	885,127	874,605	-10,522	880,838	869,987	-10,851
Barham Primary	1,804,242	2,038,793	234,551	609,274	688,408	79,134	256,465	233,328	-23,137	2,669,981	2,960,530	290,549	159,253	-89,986	-249,239	2,829,234	2,870,544	41,310	2,813,935	2,854,070	40,135
Braintcroft Primary	1,864,383	2,106,753	242,370	796,155	899,655	103,500	242,472	218,873	-23,599	2,903,010	3,225,281	322,271	157,358	-120,405	-277,763	3,060,369	3,104,876	44,508	3,044,560	3,087,853	43,294
Brentfield Primary	1,377,785	1,556,897	179,112	662,799	748,963	86,164	238,544	214,815	-23,729	2,279,128	2,520,675	241,547	143,513	-63,253	-206,765	2,422,641	2,457,423	34,782	2,410,958	2,444,843	33,885
Byron Court Primary	1,662,090	1,878,161	216,072	446,228	504,102	57,873	227,496	203,403	-24,093	2,335,814	2,585,666	249,852	146,778	-67,543	-214,322	2,482,592	2,518,123	35,531	2,468,499	2,502,947	34,449
Carlton Vale Infant	464,729	525,144	60,415	198,760	224,599	25,839	214,954	190,448	-24,506	878,443	940,191	61,747	142,021	68,487	-73,533	1,020,464	1,008,678	-11,786	1,016,523	1,004,435	-12,089
Chalkhill Primary	1,290,306	1,458,046	167,740	524,180	592,323	68,143	223,315	199,084	-24,231	2,037,801	2,249,453	211,652	283,262	40,931	-242,330	2,321,063	2,290,385	-30,678	2,310,122	2,278,604	-31,518
Christ Church Brond. CE	527,604	596,193	68,589	160,440	181,226	20,786	202,225	177,299	-24,926	890,269	954,717	64,448	166,588	89,107	-77,481	1,056,857	1,043,824	-13,033	1,052,383	1,039,007	-13,377
Convent of J&M RC Inf.	738,099	834,052	95,953	260,234	294,064	33,830	202,137	177,208	-24,929	1,200,470	1,305,324	104,854	40,516	-48,032	-88,548	1,240,986	1,257,292	16,306	1,234,727	1,250,553	15,825
Donnington Primary	574,077	648,707	74,630	227,958	257,593	29,635	215,661	191,178	-24,483	1,017,696	1,097,477	79,781	96,880	3,878	-93,002	1,114,576	1,101,355	-13,221	1,109,708	1,096,113	-13,595
Elsley Primary	1,134,486	1,281,969	147,483	382,646	432,186	49,540	224,492	200,300	-24,192	1,741,624	1,914,455	172,832	130,414	-16,212	-146,626	1,872,037	1,898,243	26,206	1,862,418	1,887,885	25,467
Fryent Primary	1,254,768	1,417,888	163,120	433,894	490,300	56,406	230,442	206,447	-23,995	1,919,104	2,114,635	195,531	186,761	0	-186,761	2,105,865	2,114,635	8,769	2,095,226	2,103,178	7,952
Furness Primary	1,320,377	1,492,026	171,649	558,288	630,865	72,577	229,215	205,179	-24,036	2,107,880	2,328,070	220,190	412,727	159,095	-253,632	2,520,607	2,487,165	-33,442	2,509,411	2,475,109	-34,302
Gladstone Park Primary	1,716,764	1,939,943	223,179	609,901	688,915	79,015	236,580	212,787	-23,793	2,563,244	2,841,645	278,400	84,850	-155,415	-240,264	2,648,094	2,686,230	38,136	2,633,537	2,670,557	37,020
Harlesden Primary	554,941	627,083	72,142	267,748	302,556	34,807	215,661	191,178	-24,483	1,038,350	1,120,817	82,466	97,081	1,097	-95,984	1,135,432	1,121,914	-13,518	1,130,726	1,116,847	-13,879
Islamia Primary	1,049,741	1,186,207	136,466	339,629	383,781	44,152	299,224	273,725	-25,499	1,688,594	1,843,713	155,119	151,760	0	-151,760	1,840,354	1,843,713	3,359	1,831,453	1,834,129	2,675
John Keble CofE Primary	1,033,339	1,167,673	134,334	469,435	530,394	60,958	202,950	178,047	-24,903	1,705,724	1,876,113	170,389	209,775	13,666	-196,109	1,915,499	1,889,779	-25,720	1,906,737	1,880,344	-26,393
Kensal Rise Primary	1,503,535	1,736,064	232,529	524,489	605,535	81,046	232,406	208,475	-23,931	2,260,430	2,550,074	289,644	320,234	47,452	-272,782	2,580,664	2,597,526	16,862	2,567,915	2,597,526	29,611
Kingsbury Green Primary	1,596,481	1,797,845	201,364	516,689	581,793	65,104	224,492	200,300	-24,192	2,337,662	2,579,938	242,276	167,282	-47,289	-214,571	2,504,944	2,532,649	27,705	2,491,407	2,518,122	26,716
Leopold Primary	1,134,486	1,281,969	147,483	360,119	406,935	46,816	224,963	200,787	-24,176	1,719,568	1,889,690	170,122	192,005	0	-192,005	1,911,572	1,889,690	-21,882	1,901,953	1,879,332	-22,621
Lyon Park Infants	992,333	1,121,336	129,003	433,851	490,251	56,401	221,130	195,275	-25,855	1,647,314	1,806,862	159,548	0	-138,636	-138,636	1,647,314	1,668,226	20,912	1,638,899	1,659,165	20,266
Lyon Park Junior	1,303,975	1,473,492	169,517	460,442	520,300	59,858	224,287	201,642	-22,645	1,988,704	2,195,433	206,729	33,598	-143,151	-176,749	2,022,303	2,052,282	29,980	2,011,246	2,040,376	29,130
Malorees Infant	497,533	562,213	64,679	143,277	161,903	18,626	202,437	177,518	-24,919	843,248	901,634	58,386	67,504	0	-67,504	910,751	901,634	-9,117	906,532	897,091	-9,441
Malorees Junior	653,354	738,290	84,936	124,027	140,150	16,123	202,897	177,992	-24,905	980,278	1,056,433	76,155	103,264	13,686	-89,577	1,083,541	1,070,119	-13,422	1,078,001	1,064,154	-13,848
Michael Sobell Sinai	1,703,095	1,924,497	221,402	140,751	159,049	18,298	206,849	182,075	-24,774	2,050,696	2,265,622	214,927	267,009	20,500	-246,508	2,317,704	2,286,123	-31,582	2,303,263	2,270,572	-32,691
Mitchell Brook Primary	1,276,638	1,442,601	165,963	576,522	651,470	74,948	225,434	201,273	-24,161	2,078,594	2,295,344	216,750	330,268	81,567	-248,702	2,408,862	2,376,910	-31,952	2,398,037	2,365,254	-32,783
Mora Primary	1,088,013	1,229,454	141,442	448,574	506,889	58,315	223,786	199,570	-24,216	1,760,373	1,935,913	175,541	206,484	5,473	-201,011	1,966,856	1,941,386	-25,470	1,957,631	1,931,452	-26,178
Mount Stewart Infants	828,311	935,992	107,680	189,041	213,616	24,575	218,091	193,688	-24,403	1,235,443	1,343,296	107,853	108,094	0	-108,094	1,343,537	1,343,296	-242	1,336,514	1,335,733	-781
Mount Stewart Junior	981,398	1,108,980	127,582	158,922	179,514	20,592	221,435	197,142	-24,293	1,361,756	1,485,636	123,880	117,254	0	-117,254	1,479,009	1,485,636	6,627	1,470,688	1,476,675	5,988
Newfield Primary	970,464	1,096,624	126,160	487,745	551,152	63,407	220,135	195,800	-24,335	1,678,344	1,843,576	165,232	430,675	237,734	-192,941	2,109,019	2,081,309	-27,710	2,100,790	2,072,449	-28,341
Northview Primary	552,207	623,994	71,787	230,594	260,571	29,977	211,435	186,812	-24,623	994,236	1,071,377	77,141	58,418	-5,212	-63,630	1,052,654	1,066,165	13,511	1,047,972	1,061,123	13,152
NW London Jewish	669,757	756,825	87,068	96,303	108,823	12,519	203,162	178,266	-24,896	969,222	1,043,914	74,692	115,882	27,808	-88,074	1,085,104	1,071,722	-13,382	1,079,425	1,065,607	-13,818
Oakington Manor Primary	1,757,769	1,955,388	197,619	693,768	771,570	77,802	207,512	182,760	-24,752	2,659,049	2,909,718	250,669	205,447	-46,799	-252,246	2,864,496	2,862,919	-1,577	2,849,591	2,847,120	-2,472
Oliver Goldsmith Primary	1,159,089	1,309,770	150,682	293,683	331,861	38,179	227,742	203,657	-24,085	1,680,514	1,845,289	164,775	134,868	-4,552	-139,420	1,815,381	1,840,737	25,355	1,805,553	1,830,154	24,601
Our Lady of Grace RC Inf	492,066	556,035	63,969	190,497	215,262	24,765	201,660	176,715	-24,945	884,223	948,012	63,788	4,020	-48,896	-52,916	888,244	899,116	10,873	884,071	894,623	10,552
Our Lady of Grace RC Jnr	650,621	735,201	84,581	229,645	259,498	29,854	202,295	177,371	-24,924	1,082,560	1,172,071	89,510	-21,093	-97,188	-76,095	1,061,467	1,074,883	13,415	1,055,950	1,068,942	12,992
Our Lady of Lourdes RC	568,610	642,529	73,919	242,140	273,618	31,478	202,437	177,518	-24,919	1,013,186	1,093,665	80,478	116,571	22,008	-94,563	1,129,757	1,115,672	-14,085	1,124,936	1,110,480	-14,455
Park Lane Primary	1,052,475	1,189,296	136,822	347,295	392,443	45,148	217,780	193,367	-24,413	1,617,549	1,775,106	157,557	180,467	0	-180,467	1,798,016	1,775,106	-22,909	1,789,092	1,765,497	-23,595
Preston Park Primary	2,047,541	2,313,722	266,180	645,843	729,803	83,960	235,598	211,772	-23,826	2,928,983	3,255,297	326,314	122,968	-159,045	-282,013	3,051,951	3,096,252	44,301	3,034,589	3,077,556	42,968
Princess Frederica CE	1,118,083	1,263,434	145,351	225,489	254,735	29,245	203,709	178,832	-24,877	1,547,282	1,697,000	149,719	114,485	-12,718	-127,203	1,661,767	1,684,282	22,516	1,652,286	1,674,074	21,788
Roe Green Infant	975,931	1,102,802	126,871	337,486	381,359	43,873	216,040	191,569	-24,471	1,529,457	1,675,730	146,274	66,134	-58,083	-124,217	1,595,591	1,617,647	22,056	1,587,315	1,608,736	21,421
Roe Green Junior	1,309,442	1,479,670	170,227	296,369	334,896	38,528	221,521	197,232	-24,289	1,827,332	2,011,798	184,466	102,674	-54,905	-157,580	1,930,006	1,956,893	26,887	1,918,903	1,944,937	26,034
Salusbury Primary	1,681,226	1,899,785	218,559	453,456	512,270	58,814	236,580	212,787	-23,793	2,371,262	2,624,841	253,580	228,708	0	-228,708	2,599,970	2,624,841	24,872			

School	2013/14 AWPU	2014/15 AWPU	Variance	2013/14 Total AEN Allocation	2014/15 Total AEN Allocation	Variance	2013/14 School Specific Factor	2014/15 School Specific Factor	Variance	Pre-MFG (School) Budget 2013/14	Pre-MFG (School) Budget 2014/15	Variance	2013/14 MFG Allocation	2014/15 MFG Allocation	Variance	2013/14 Post MFG Budget	2014/15 Post MFG Budget	Variance	2013/14 Control Total - Post Delegation Budget	2014/15 Control Total - Post Delegation Budget	Variance
Sudbury Primary	2,225,232	2,514,512	289,280	676,738	764,572	87,833	208,445	183,724	-24,721	3,110,415	3,462,807	352,393	314,663	0	-314,663	3,425,078	3,462,807	37,730	3,425,078	3,462,807	37,730
The Kilburn Park Found.	527,604	596,193	68,589	184,005	207,859	23,854	201,819	176,879	-24,940	913,428	980,931	67,503	195,874	114,512	-81,362	1,109,302	1,095,443	-13,859	1,104,828	1,090,626	-14,202
Uxendon Manor Primary	1,150,888	1,300,503	149,615	273,720	309,166	35,446	229,951	205,939	-24,012	1,654,558	1,815,609	161,050	184,426	127	-184,299	1,838,984	1,815,736	-23,249	1,829,226	1,805,228	-23,998
Wembley Primary	2,217,031	2,505,245	288,214	690,590	780,225	89,635	237,807	214,055	-23,752	3,145,428	3,499,524	354,096	352,277	0	-352,277	3,497,705	3,499,524	1,819	3,478,906	3,479,282	376
Wykeham Primary	1,309,442	1,479,670	170,227	525,029	593,215	68,185	233,143	209,236	-23,907	2,067,615	2,282,121	214,506	197,266	0	-197,266	2,264,880	2,282,121	17,240	2,253,777	2,270,165	16,388
Alperton Community School	4,079,856	5,045,126	965,270	726,395	1,199,148	472,753	510,279	485,322	-24,957	5,316,529	6,729,596	1,413,066	1,653,113	65,079	-1,588,034	6,969,642	6,794,675	-174,967	6,969,642	6,794,675	-174,967
Claremont High School	4,656,612	5,820,765	1,164,153	493,655	776,065	282,410	237,807	214,055	-23,752	5,388,074	6,810,884	1,422,810	1,490,607	0	-1,490,607	6,878,681	6,810,884	-67,797	6,878,681	6,810,884	-67,797
Convent of Jesus & Mary Lang. Col.	3,313,476	4,141,844	828,369	678,412	1,027,673	349,260	226,309	202,177	-24,132	4,218,197	5,371,694	1,153,497	1,146,265	0	-1,146,265	5,364,462	5,371,694	7,231	5,364,462	5,371,694	7,231
Copland	3,595,016	4,493,770	898,754	797,811	1,219,458	421,647	227,251	203,150	-24,101	4,620,078	5,916,378	1,296,300	1,562,186	174,958	-1,387,228	6,182,264	6,091,335	-90,928	6,160,173	6,067,549	-92,625
JFS School	5,596,659	6,995,824	1,399,165	176,238	355,540	179,302	278,806	256,406	-22,400	6,051,703	7,607,770	1,556,067	1,881,990	212,705	-1,669,285	7,933,693	7,820,475	-113,219	7,898,946	7,783,059	-115,887
Kingsbury High School	5,867,368	7,319,607	1,452,239	765,982	1,317,807	551,826	584,884	560,959	-23,925	7,218,234	9,198,374	1,980,140	1,931,496	0	-1,931,496	9,149,729	9,198,374	48,645	9,149,729	9,198,374	48,645
Newman Catholic College	1,751,085	2,188,856	437,771	443,153	693,182	250,029	211,489	186,869	-24,620	2,405,727	3,068,907	663,180	1,289,915	572,979	-716,936	3,695,642	3,641,886	-53,756	3,684,863	3,630,279	-54,584
Preston Manor School	5,188,999	6,372,280	1,183,281	964,744	1,402,363	437,619	219,517	201,882	-17,635	6,373,260	7,976,525	1,603,265	2,189,180	415,625	-1,773,555	8,562,440	8,392,149	-170,291	8,528,898	8,392,149	-136,749
Queens Park Community School	3,715,450	4,644,313	928,863	564,147	924,578	360,431	228,478	204,418	-24,060	4,508,075	5,773,308	1,265,233	1,609,680	255,775	-1,353,905	6,117,755	6,029,084	-88,672	6,117,755	6,029,084	-88,672
St. Gregory's Catholic Science College	3,305,059	4,131,324	826,265	514,967	786,829	271,862	216,571	192,118	-24,453	4,036,597	5,110,271	1,073,674	1,065,326	0	-1,065,326	5,101,923	5,110,271	8,348	5,081,386	5,088,156	6,771
The Crest Boys' Academy	1,804,850	2,256,062	451,212	496,716	728,130	231,414	211,885	187,277	-24,608	2,513,451	3,171,469	658,018	829,833	123,566	-706,267	3,343,284	3,295,035	-48,249	3,343,284	3,295,035	-48,249
The Crest Girls' Academy	2,585,434	3,231,793	646,359	626,357	929,682	303,325	217,084	192,648	-24,436	3,428,875	4,354,122	925,247	1,047,496	57,470	-990,026	4,476,371	4,411,593	-64,778	4,476,371	4,411,593	-64,778
Wembley High Technology College	3,987,141	4,983,927	996,785	517,593	844,292	326,699	230,442	206,447	-23,995	4,735,176	6,034,665	1,299,489	1,650,465	258,417	-1,392,048	6,385,642	6,293,083	-92,559	6,385,642	6,293,083	-92,559
Total	114,377,847	134,997,342	20,619,495	29,603,428	36,876,973	7,273,545	16,490,732	14,740,847	-1,749,885	160,472,007	186,615,162	26,143,156	28,365,436	1,575,199	-26,790,236	188,837,442	188,190,362	-647,081	188,184,045	187,536,938	-647,107
Total Primary	65,521,322	74,039,093	8,517,772	22,078,731	24,945,110	2,866,379	12,889,930	11,447,121	-1,442,809	99,658,030	109,491,199	9,833,169	9,017,884	-561,374	-9,579,258	108,675,914	108,929,826	253,911	108,144,212	108,371,324	227,113
Total Secondary	48,856,525	60,958,248	12,101,723	7,524,697	11,931,863	4,407,166	3,600,802	3,293,727	-307,075	60,813,976	77,123,963	16,309,987	19,347,552	2,136,573	-17,210,979	80,161,528	79,260,536	-900,992	80,039,833	79,165,613	-874,220
Total	114,377,847	134,997,342	20,619,495	29,603,428	36,876,973	7,273,545	16,490,732	14,740,847	-1,749,885	160,472,007	186,615,162	26,143,156	28,365,436	1,575,199	-26,790,236	188,837,442	188,190,362	-647,081	188,184,045	187,536,938	-647,107

 <b>Brent</b>	<p><b>Schools Forum – 23<sup>RD</sup> October 2013</b></p> <p><b>Report from the Director of Children &amp; Families</b></p>
For Action	
<b>De-delegation – Free School Meals Eligibility</b>	

## **1.0 Background**

- 1.1 The Free School Meals Eligibility budget and facilities is currently managed centrally and under the new National Funding Formula is required to be delegated to schools. This was omitted in error from the previous meeting.

## **2.0 Budgets and methods for allocation.**

- 2.1 The funding is used for the administration of determining eligibility for FSM centrally rather than schools doing the checks themselves. This covers staffing costs, application forms, web pages, on line applications, liaising with DFE and DWP, updating information, advising schools of eligible pupils/families. FSM is based on those attending school in Brent – not borough of residence.
- 2.2 To be eligible for FSM parents must be in receipt of certain benefits which are;
- Income Support (IS) or Income Based Job Seekers Allowance (IBJSA)
  - An income-related employment and support allowance
  - Support under part VI of the Immigration and Asylum Act 1999
  - Child Tax Credit, (provided you are not entitled to Working Tax Credit) and have an annual income that does not exceed £16,190.00 (as assessed by Her Majesty's Revenue and Customs) (TC 602 Final Award Notice - 2012/2013)
  - For those who receive Working Tax Credit (other than a four week run on period) their child is not eligible for a free school meal.
  - Guarantee element of State Pension Credit Children who receive IS or IBJSA in their own right

- 2.3 Total number of eligible families whose children attend Brent schools in receipt of Free School Meals is 5,675 for 2013 academic year. Total number of pupils eligible for Free School Meals in Brent schools is 10,511.
- 2.4 The eligibility checks are currently done through the Department for Work and Pensions portal and are done singly or in batches by the children's team in customer Services. The update of system parameters such as the income figure that impacts on eligibility criteria are managed by the pupil and parents team.
- 2.5 Improvements have been made to the service during 2013 with the introduction of an online application for free school meals. This increases the speed of application processing by allowing applications to be downloaded and matched using the DWP portal the next day. This also enables schools to view and download reports via SAM detailing which of their pupils are entitled to free school meals at that point in time. Parents can also apply with a paper application which will take longer to process.
- 2.6 We have streamlined the process whereby we do not ask parents to reapply every year, but we do carry out at least annual checks on continued eligibility. In some cases the DWP portal may indicate that a parent is not entitled to free school meals but they are in receipt of a qualifying benefit. In those cases we will require the parent to provide us with proof of the benefit they are receiving which can then be used to establish entitlement.
- 2.7 The budget is £27,750, which if de-delegated based on pupil numbers would equate to approximately £1.06 per pupil. This maintains the same pupil unit value as in 2013/14.


### **3.0 Recommendations and Consultation points**

- 3.1 The Schools Forum is requested to:
- (a) Agree to de-delegate the FSM Eligibility budget of £27,750 for 2014/15.

#### **Contact Officers**

Paula Buckley  
Head of Service (Revenues and Customer Service)

**Sara Williams**  
**Interim Director of Children and Families**

 <b>Brent</b>	<b>Schools Forum</b>  16 October 2013  <b>Report from the Director of Children &amp; Families</b>
For Decision	
<b>Review of the DSG funded Schools in Difficulty (SID) Budget</b>	

## 1 Consultation and Decision Making

The Schools Forum has decision-making powers on the budget covered in this report.

At the meeting of 18 September 2013, the Schools Forum asked for a series of reports to be prepared, allowing the Forum to review and challenge the spending on services provided by the Council and funded through DSG. This report is part of that series.

This particular report focuses on the Schools in Difficulty budget, which has been funded over 20 years through the DSG and is managed by the Children and Families Directorate.

## 2 Schools in Difficulty (SID) Budget

This budget currently stands at £184,800 which equates £4.90 per pupil. This is the same level of funding that was allocated last year in 2012/13. Historically, it has used primarily as a way of allocating cash sums to individual schools which are in difficulty, for purposes agreed between the school and the previous Head of Services to Schools. Over the last five years, 50 schools have been allocated cash sums, normally in the region of £5,000 - £10,000, but on occasion a more substantial sum. Some of these schools have received funding on more than one occasion.

Previously, the link adviser of a school would alert the head teacher to the possibility of securing funding from the SID budget, and would inform the Head of Services to Schools. Head teachers were invited to submit a short application in writing, stating what the funding will be used for. Each application was considered along with monitoring information on the school held by Services to Schools. If the request was approved, the agreed sum was transferred to the school.

On occasions, the SID budget has been used centrally to pay for support: to secure the services of an interim head, for example, or to pay costs relating to the managed departure of a head teacher.

A previous report sent to Schools Forum in September 2012 suggested that the monitoring of this budget following allocation to schools had not been sufficiently robust.

From September 2013, the School Improvement Service is working to a new Core Offer for School Improvement. This Core Offer explains the differentiated support to be provided to all schools in Brent at no cost to the schools' budget. The Core Offer also explains a new methodology for allocating money to schools from the Schools In Difficulty budget. It is believed that this methodology provides greater transparency and will ensure that funds are allocated where there is greatest need.

For schools which require improvement and those in an OfSTED category, a one year cycle will be established to ensure rapid improvement or ultimately to trigger intervention. Schools are responsible for their own improvement and must develop their own capacity for improvement. But the Local Authority, through the School Improvement Service, has a statutory requirement to provide challenge and support for those schools failing to provide all children and young people with the standard of education required.

This one year cycle will consist of regular half termly Rapid Improvement Groups (RIGs), to which the head teacher, chair of governors or their representative, school improvement specialist, Head of School Improvement or school Improvement lead officer and other relevant school or school improvement staff will be invited.

The work of the RIG will be informed by an action plan, the production of which will be the responsibility of the school, working with the link adviser. The content of the action plan will lead to the implementation of a support programme which will be monitored and reviewed at each half termly meeting. The production of an effective action plan will trigger external financial support funded by the LA through the Schools in Difficulty budget should the school's own budget not be able to support the plan. This will be in discussion with the School's link adviser and appropriate financial advice from the Local Authority. The plan should be specifically tailored to the needs of the school to include support for leadership and management, teaching, learning, inclusion and governance.

Improvement for schools in these circumstances must be swift and embedded in good sustained practice, recognised at OfSTED monitoring visits or through LA reviews. If a school is deemed to be good before the end of the annual cycle, and it is generally agreed that the strategy group is no longer required, it will be disbanded. If at the end of the year, this improvement has been achieved, the school will continue its improvement journey as it sees fit. If this has not been the case, the LA will use its powers of intervention to ensure improvement at speed.

This financial year has fallen across the transition from one process and the next, meaning that some allocation of the Schools in Difficulty budget was managed under the previous arrangements. But now all allocations will be determined through the production of an action plan, which will be properly costed and will determine to what extent the school can fund its own improvement. Where this is not possible, application can be made to the Schools In Difficulty budget.

The Brent Schools Partnership has approved the Core Offer and reports will go to the BSP Executive with regard to progress with schools in difficulty and the use of Schools In Difficulty resources. It is the

intention to use the funding in part to resource school to school support, which will be supported by the BSP.

### 3 Take-up

Spend on SCC budget	12-13 (Actual) £	13-14 (YTD Actual) £
Total Federation support	10,000	
Total Headteacher consultants	133,898	10,046
Total IEBs		4,620
Total Cash sums to schools	110,000	71,500
Total spend on SCC	253,898	86,166
Budget available	(184,800)	(184,800)
Balance	69,098	(98,634)
	Funded by the LA	To spend this year

Eleven schools have been supported so far in this financial year and in total eleven were supported last year. Only two schools received money this year and last, both of which are in Special Measures. Of the remaining schools, most are schools in challenging circumstances. As stated earlier in the report, some allocations were made before the RIG process was established, but from the start of this academic year, all allocations will be through that process.

### 4 Impact

The RIGs will monitor and evaluate progress being made in schools in an OfSTED category or Requiring Improvement. They will decide whether the identified support is making a difference and whether progress is being made. These decisions will be made jointly by the head teacher, the governors, the LA and any other stakeholders represented on the RIG. The particular contribution made by additional funding will also be monitored and evaluated, to inform future spending decisions through the Schools in Difficulty budget.

Ultimately, the final judgement on impact for this budget will be the improving profile of schools in Brent as judged through the OfSTED inspection process. As schools are removed from categories and more move to good, the requirement for this additional funding for a small group of schools will be removed.

Any future proposal for additional funding should be proportionate to need and evidenced through the risk analysis of the schools in Brent.

## **5 Risk Analysis**

Without this budget there is currently a risk that schools causing concern and those requiring improvement will face even greater difficulties in bringing about much needed improvements within the short time scale required by OfSTED and demanded through our statutory responsibility for the children and young people of the borough. The improved transparency of allocation and the rigorous monitoring of the budget's use and effectiveness through the RIG process makes this a robust and accountable improvement strategy.

## **6. Proposed 2014/15 Budget**


In order to support the approach presented in this report Schools Forum is being asked to approve a budget of £184,800. This equates to pupil unit value of £7.06 which reflects the reduction in pupil numbers arising from the academy conversions in 2012/13 and 2013/14.

## **7 Recommendation**

Schools Forum is asked to approve the de-delegated budget of £184,800 for Schools in Difficulty for 2014/15

Rebecca Matthews

Interim Head of School Improvement.

 <b>Brent</b>	<b>Schools Forum</b>  23 October 2013  <b>Report from the Director of Children &amp; Families</b>
For Decision	
<b>Review of the Schools Budget: DSG Funded Services (ii) The Learning Zone at Wembley Stadium</b>	

## 1 Consultation and Decision Making

The Schools Forum has decision-making powers on the budgets covered in this report.

At the meeting of 18<sup>th</sup> September, the Schools Forum asked for an updated version of a similar report presented last year describing the activities of the Learning Zone at Wembley Stadium. This was one of a series of reports to be prepared, allowing the Forum to review and challenge the spending on services provided by the council and funded through DSG. This report is part of that series.

The Wembley Learning Zone has been funded through the DSG since March 2011 and is now managed by the Children and Families Directorate.

## 2 The Learning Zone at Wembley Stadium

The Learning Zone at Wembley Stadium is the result of a unique partnership between the local authority and Wembley Stadium, which provides support geared to the needs of individual schools and their pupils. It offers opportunities for young people to develop positive attitudes to learning, raise self-esteem and achieve their educational potential using sport and entertainment as a stimulus. It provides them with a safe and inspirational environment on their doorstep which helps to enrich and inspire their learning. In addition, it offers an accessible and affordable link to special events, such as the Olympics, football and the world of entertainment.

The service was originally funded through the DfE programme “Playing for Success” (PfS) which delivered literacy and numeracy through the medium of football. Wembley provided the stadium as part of its programme of support for the local community. PfS funding ceased in March 2011, but Wembley

Stadium continues to provide in-kind funding of accommodation for teaching and learning, utilities and cleaning.

### 3 Summary of Services, budgets, staffing and activities 2013-14

Service and Budget 2011-12 and 2012-13 and 2013-14	Staffing and specific activities
<p>Wembley Learning Zone</p> <p>Schools Forum: £81,000 (previously funded by Extended Schools Grant – Standards Fund)</p> <p>Service part-traded. Forecast traded income 2013-14 £15,000</p> <p>Wembley Stadium provides in-kind support including office, teaching/activity space, rent, utilities and cleaning and some event tickets for young people.</p>	<p>2 staff: one officer; one part-time seconded teaching assistant</p> <p>Programmes designed with schools:</p> <ul style="list-style-type: none"> <li>• Support for literacy, numeracy and ICT, using a variety of equipment.</li> <li>• Enrichment programmes across the curriculum</li> <li>• Intervention and extended learning programmes.</li> <li>• Day trips and school excursions.</li> <li>• Holiday schemes.</li> <li>• Researcher training for students</li> <li>• Student engagement courses</li> <li>• Lego mechanics, robotics and renewable energy workshops and fun days</li> <li>• Bespoke Courses for all schools e.g. three faith schools working together, sky sports leaders training</li> </ul>

### 4 Take up and impact

The learning zone goes from strength to strength. Approximately one third of Brent's primary schools have attended the six week courses and at least half have visited for the one day experience Over 1000 primary pupils each year attend the Learning Zone, with a total of 4200 learning sessions delivered.

Teachers have reported that The Wembley Learning Zone has had a positive impact on young people in terms of their confidence and feelings about school. Analysis of surveys conducted with students and accompanying teachers showed that there has been significant change in pupils' response to curriculum and confidence in learning, and that learners participating in WLZ programmes have made good progress since their participation in Learning Zone activities.

## 5 Proposal for 2014-15

We are seeking the agreement of the Schools Forum to continue funding the staffing costs and make a modest contribution towards running costs of this service. Other costs will be covered by the continuing in-kind support of Wembley Stadium, and through trading some teaching and learning courses and other activities.

### Wembley Learning Zone

It is proposed that in 2014-15, the Wembley Learning Zone will work with its steering group and schools to provide:

- support for pupils with literacy, numeracy and ICT, using the stadium as a resource to inspire pupils
- activities using a variety of equipment such as the latest ICT , video and digital cameras, interactive quizzes and the stadium itself to help enhance the curriculum and engage pupils
- enrichment programmes which include curriculum links to local and 20th century history, famous and inspirational people, local geography, ICT, design, literacy, arts and crafts.
- researcher training for pupils covering research ethics, research methodology, data retrieval, analysis and report writing
- extended learning programmes.
- Lego mechanics, robotics, renewable energy workshops and fun days
- day trips or school excursions
- holiday schemes
- bespoke programmes designed to the specifications of schools requirements.
- Behind the Scenes - a unique look into life at Wembley Stadium giving students the opportunity to feel privileged and special.

### Proposed/requested budget 2014-15

**£81,000 – Primary sector only**

## 6 Risk Analysis

- Without funding from schools or the local authority to contribute to a significant element of the running costs of this service, the future support of Wembley Stadium in terms of in-kind running costs, as well as access to the Stadium itself, may be lost. This is an excellent resource which can be developed further over time for the benefit of school children in Brent, in partnership with schools and Wembley Stadium.
- There is a risk of losing the positive impact in confidence, self-esteem and learning on pupils in Brent schools through projects and activities developed with schools in a safe and inspirational learning environment.
- An accessible and affordable link to special events, such as the NFL Programme, rugby world cup, football and the entertainment world may be lost.
- The learning zone is also providing a unique training venue for conferences, meetings and continued professional development for schools and other partners.

## 7. Recommendation

Schools Forum is asked to approve the central provision of £81,000 to part fund the Wembley Learning Zone for 2014/15.

**Contact Officer**


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**Sara Williams**

Interim Director of Children and Families

 <b>Brent</b>	<p style="text-align: center;"><b>Schools Forum</b>  <b>23<sup>rd</sup> October 2013</b></p> <p style="text-align: center;"><b>Report from the Director of Children &amp; Families</b></p>
For Action	
<b>De-delegation: Maternity Grant, Trade Union Facilities and Licences Budgets</b>	

## **1.0 Introduction and Background**

- 1.1 This report is one of the reports requested by the Schools Forum in September, in relation to de-delegated budgets.
- 1.2 The Maternity Grant, Trade Union Facilities and Licencing services were de-delegated in 2013-14 following consultation with the Schools Forum. However this now has to be reviewed and decided upon annually. It is therefore required that Schools Forum members in the relevant phase (primary and secondary) decide whether these services should still be provided centrally.
- 1.3 De-delegation is not an option for academies, special schools, nurseries or PRUs. If de-delegation is agreed for maintained primary and secondary schools, the service can then be offered to academies on a buy-back basis. For special schools and PRUs, the funding for these services will be included in the top-up.

## **2.0 Budgets and methods for allocation.**

- 2.1 The current budgets, methods for allocation/spending of the funding and what delegation would mean for the service are demonstrated below.
- 2.2 Maternity Grant  
This covers all female staff except SMSA's, with a grant of £4,206 for teachers and £3,179 for non-teachers.
  - 2.2.1 Claims are made to the Schools Finance Team by submitting a claim form with the MATB1 and a letter of intention to return to work from the employee.
  - 2.2.2 Delegation would mean that schools would need to make plans to cover this directly from their budgets. Currently schools are able to pool risk so that costs do not fall unpredictably or unevenly across schools.

- 2.2.3 The current budget per pupil is £8.48. For 2013-14 the budget is £339,667, made up of £219,401 for Primaries and £120,266 for Secondaries.
- 2.2.4 The proposed budget for 2014-15 would be dependent on the October pupil census. This is estimated as £223,143, being £190,673 for Primaries and £32,470 for Secondaries. This assumes the same budget per pupil, but is lower than previous years due to reduced pupil numbers as a result of academy conversions.

### 2.3 Trade Union Funding

Under the Employment Protection Act 1975 Trade Union representatives have a statutory right to reasonable paid time off from employment to carry out trade union duties and training. The funding required to provide supply cover for this time off is therefore currently reimbursed by the Local Authority. Further information on the Trade Union work this funds can be found in *Appendix 1*.

- 2.3.1 The Teachers Panel submits an annual claim to the Schools Finance Team, detailing the FTE time spent on union duties. This is then converted into a salary cost for an average M6 grade and paid to the schools where the staff were absent on union duties.
- 2.3.2 Delegation would mean that schools need to make plans to cover this directly from their budgets. Schools will lose economies of scale and costs could fall disproportionately on schools undergoing change/expansion. Currently each school contributes a small amount to this budget and in return is protected from significant costs.
- 2.3.3 The budget is based on 3.52 FTE staff as has been previously agreed. The budget for 2013-14 was £159,457 which represents £102,993 for Primaries and £56,464 for Secondaries.
- 2.3.4 The proposed budget for 2014-15 is £140,000. This represents the same staffing at 3.52FTE, with a deduction of £20k which is funded by academy buy-back. There is already an existing buy-back service for available for academies to buy into, a new buy-back service will be developed for nurseries and special schools.

### 2.4 Licences

A number of blanket licences are purchased to cover all schools, listed below:

- **British Pathé** – provides schools with access to archive material which the British Pathé owns including footage of major 20<sup>th</sup> century events , lifestyle, famous faces, travel, science etc. dating back to 1896.
- **Copyright Licensing Agency (CLA)** – allows schools to use extracts of text and pictures from millions of print and digital books, journals and magazines, including websites.
- **CLEAPSS** – is an advisory service providing support to schools in science and technology.
- **The Education Recording Agency (ERA)** – allows schools to copy and retain television and radio broadcasts for educational purposes.

- **Motion Picture Licensing Company (MPLC)** – allows schools to publicly perform certain DVD/Blu-Ray media or downloads.
- **Music Publishers Association (MPA)** – provides a **Schools Printed Music Licence (SPML)** which allows schools to make copies of printed music without having to contact the publisher directly to seek permission.
- **Performing Right Society (PRS)** – gives schools the performance right on behalf of music composers, songwriters and publishers.
- **Phonographic Performance Licence (PPL)** – is required for the non-curricular use of copyrighted music in schools.
- **Public Video Screening (PVSL)** – entitles schools to screen unlimited films from the participating studios throughout the year to non-paying audiences.

- 2.4.1 The council currently purchases these licences on behalf of all maintained schools within the borough. The CLA and MPA licences can be centrally retained before allocating the schools formula, with agreement from the Schools Forum, and therefore if agreed would not need to be de-delegated. This would mean top-slicing DSG before the schools formula is calculated.
- 2.4.2 Delegation would mean that schools need to purchase all of the licences individually, and would also not receive the discounts currently granted to the LA for blanket licenses.
- 2.4.3 The budget for 2013-14 was £138,351, made up of £89,365 for Primaries and £48,985.83 for Secondaries. Note that charges exclude VAT which is recoverable.
- 2.4.4 The proposed budget for 2014-15 would be dependent on the October pupil census. This is estimated as £44,418 excluding CLA and MPA licences, being £36,447 for Primaries and £7,970 for Secondaries for de-delegation. This assumes a 3% inflation on the budget per pupil as inflation is usually applied, and also reflects reduced pupil numbers as a result of academy conversions. The total requested to be centrally retained in respect of CLA and MPA licences is £75,000.

### 3.0 Recommendations and Consultation points

- 3.1 The Schools Forum is requested to agree to de-delegate each of the 3 budgets shown above. A decision will need to be made by representatives of each sector, for both primary and secondary schools.
- 3.2 The Schools Forum is also requested to agree to centrally retain the CLA and MPA licences rather than de-delegating.

#### Contact Officers

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Schools Finance Team

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## **Brent Teachers Unions – de-delegation of funding 2013/14**

### **What do the Teachers Unions Officers do for Brent Schools?**

- **Casework:** representing members (capability, disciplinary, sickness absence etc;) resolving issues at an early stage, saving schools time and money and maintaining good relationships. Avoids compulsory redundancies and Employment tribunals and associated expense.

**\*\*A well represented teacher = a happy teacher who will stay in post**

2004 Workplace and Employment Relations survey found savings of between £372 - £977 in terms of recruitment and ET costs. For every £1 spent on trade union facility time, between £3 - £9 is saved – invest to save and have a good return on your investment.

- **Training:** Regular training and updating of school Reps so that they are enabled to deal with issues themselves in the first instance. Also signposting Reps and members to local and national training and professional development opportunities. Regular meetings with members in schools.
  - **Health and Safety:** Local Officers have helped Brent to develop a high profile as a leader in H&S. They have developed national guidelines on school trips with DfE and asbestos management. Pool of expertise for school Reps to call on.
  - **Assisting with school re-structuring/re-organisation** i.e. Hay Lane/Grove Park to The Village, numerous expansions in schools, current restructuring of BETS/PRUs, School Improvement restructuring
- 
- **Contributing to Brent Forums** – Schools Forum,, SEN sub group, Schools Policy Review group, Overview and Scrutiny, Schools and Corporate Health and Safety committees, Teachers Panel, JCC
  - **School policies** – since September 2012 Officers have worked in partnership with Brent to produce the following policies for schools to consider adopting – Pay Policy, Performance Management/Appraisal, Safer Recruitment, Physical Intervention, Disciplinary, Capability, Managing Alcohol, Drugs, and Substance Misuse at Work, Collective Grievance and Disputes, Exit Interviews, Leave of Absence, Managing Organisational Change, Whistleblowing, Conflict of Interests, DBS, Code of Conduct

**Every London Borough in Greater London, except Bexley and Waltham Forest, de-delegated last year**

### **What happens if we don't de-delegate?**

Lose economies of scale and costs could fall disproportionately on schools undergoing change/expansion etc. Because trade union Officers have a statutory right to paid time off for duties and training if this didn't come from a central pot it would have to be paid for by the individual school. This could be very expensive and disruptive to students education unlike planned Officer time.

Where the greatest expertise of local Officers was needed this would have to take place outside normal working hours and into the evening, for example – inconvenient/expensive for school managers and governors.





Dear Director

We are writing on behalf of all employees working in your local authority area who are members of ATL, NAHT, NASUWT and NUT.

You will recall that, from April 2013, local schools decided through your Schools Forum to delegate funding for supply cover costs, which included trade union facilities time. We were disappointed with this decision – it is at odds with the overwhelming majority of local authorities in England. Discussions are now taking place in your authority on funding arrangements for supply cover costs from April 2014 and we are asking you to support the view taken by the vast majority of other Schools Forums that these funds should be retained at local authority level through de-delegation.

Successive governments have recognised the importance of good industrial relations and have legislated to provide a statutory basis for facilities time as follows:

- Paid time off for union representatives to accompany a worker to a disciplinary or grievance hearing
- Paid time off for union representatives to carry out trade union duties
- Paid time off for union representatives to attend union training
- Paid time off for union 'learning reps' to carry out relevant learning activities
- Paid time for union health and safety reps paid time during working hours to carry out health and safety functions.

These provisions are contained within the Employment Relations Act 1999, the Trade Union Labour Relations (Consolidation) Act 1992, and the Safety Representatives and Safety Committees Regulations 1997.

But most importantly, de-delegation will help maintain a coherent industrial relations environment where issues and concerns whether individual or collective can be dealt with more effectively. In other local authorities, de-delegation of the fund has allowed trade union representatives who understand the local context to continue to deal with issues arising within schools, without necessarily being a member of staff of the particular school. It has also allowed experienced trade union representatives to seek to resolve problems at an early stage, often informally. Well organised trade union representation has helped to support morale, reduce staff turnover and lower recruitment costs. We believe that co-operation and co-ordination between schools on these matters assists school leaders and governors in arranging the trade union representation to which staff are entitled.

Irrespective of the funding arrangement, our chosen representatives are still entitled to be released to represent our members. Without a central pool, each employer is required to consult and negotiate separately with trade unions on employment procedures. Each employer is required to negotiate, fund and manage separate arrangements for trade union facilities and time off with pay for each trade union with membership at the school. And without a central pool all schools face higher costs by having to release trade union representatives from each union at the school to undertake their trade union duties and attend relevant union training in order to perform the role effectively.

Further, even having delegated the funding to schools, the local authority retains the statutory duty to allow paid release for trade union officers to carry out their trade union duties in respect of its employees. We expect our officers to be released from maintained schools as and when necessary to exercise their statutory rights. The funding delegated to a single school is not sufficient to meet the cost of releasing a local officer for their trade union duties, for example to allow them to negotiate with the local authority on the terms and conditions of teachers in the maintained schools within the authority. The local authority is therefore required to refund the school the release time or it will need to explain to the school that it must release our officers whether it is reimbursed or not.

We believe that co-operation and co-ordination between schools on these matters assists school leaders and governors to cost-effectively arrange the trade union representation to which staff are entitled. We hope that you will now reflect that your local authority should establish a central pool to cover staffing costs for trade union facility time and other civic responsibilities (including service as a magistrate and jury service), and accordingly that you will pass this information on to Schools Forum members advising them to vote for delegation.

Yours sincerely

---

Mary Bousted

Russell Hobby

Chris Keates

Christine Blower

## **Appendix 1**

### **Case Study 1**

#### **Costs for a discrimination case**

Discrimination claims can include not only race discrimination but also discrimination on the grounds of faith or belief which can be quite wide ranging. The legislation also allows claims for alleged discrimination on grounds of sex, disability, sexuality and age, all of which may also be pursued as separately identified cases against a school. Employees can also pursue claims for victimisation where they have made a complaint of discrimination (whether internally or externally) and feel they received treatment that victimised them in response to that complaint.

Other key pieces of legislation that teachers have been known to pursue claims under include the Fixed Term Employee Regulations, the Part Time Worker Regulations, the Agency Worker Regulations, Unfair Dismissal and Unfair Selection for Redundancy. These are the commonest claims the trade unions generally handle for teachers, although there are other heads of law that could be relied upon.

This case study demonstrates the costs associated with a case where a teacher believed that he was being discriminated against on grounds of race and disability. This teacher raised the issue of race discrimination with the school but was not satisfied with the way in which his complaint was handled or resolved. This led to extreme stress and anxiety which after a period of time manifested itself in physical illness diagnosed as severe and chronic irritable bowel syndrome and severe migraines. This teacher was then off sick for a considerable length of time resulting in the school commencing procedures to dismiss the teacher on grounds of ill health. This teacher was convinced that his illness was caused by the racial discrimination he experienced in his workplace and intended to take a claim for unfair dismissal and discrimination on the grounds of race and disability to employment tribunal. There was medical evidence to support this view for legal purposes.

The case was eventually settled by way of a compromise agreement after more than 18 months of meetings and negotiation.

The NUT rep spent in the region of 168 hours or approximately 24 days over 18 months on this case. The associated cost of release from normal duties is £3,216.

Had the member not had NUT representation, he would undoubtedly have taken the case to tribunal. The NUT would have covered the member's legal costs but the school would have had to prepare and defend themselves in an employment tribunal which would have been listed as a 5 day hearing. The legal costs for the school would have been solicitor's fees of approximately £20,000 plus VAT. Since the case involved two

strands of discrimination, the school would have considered using a barrister. Barristers' fees are at least £1,500 per day (and may be much more) so including preparation time this could easily have been in the region of a further £10,000 plus VAT.

The potential costs of this case had it not been resolved by the intervention and support of the trade union concerned have been assessed as follows:

NUT rep	24 days @ £134 per day supply rate	£ 3,216
Solicitor's fees		£ 24,000
Barrister's fees		£ 12,000
<b>TOTAL</b>		£ 39,216

Further associated costs for the school would have been the time for staff in the school in preparing for the case and being witnesses at the hearing. If we take conservative figures of:

Headteacher	12 days @ annual salary of £90,000	£ 2,959
Admin support	12 days	£ 657
Witnesses x 8	2 days per person @ supply rate	£ 2,144
<b>TOTAL COST</b>		£ 44,976

By settling via a compromise agreement rather than having to represent themselves at employment tribunal, **the school saved at least £41,759** before consideration is given to any award that would have been made if the member won his claim. The teacher would not have signed a compromise agreement without NUT support and would certainly have continued to pursue his intended course through the employment tribunal if not given timely and competent advice regarding case prospects and settlement terms by his trade union. The employment tribunal service is well-known for being inundated with claims from unrepresented claimants with little understanding of legal processes and ultimately poor case prospects, whereas none of the teacher trade unions would ever support a member in pursuing a claim without reasonable prospects of success being clearly assessed and identified. The trade union rep's input into this at an early stage is a key element that needs to be supported properly by schools.

**Paying into the facilities budget saved this academy school at least £42,935 after taking into consideration their contribution to the facilities budget.**

## **Case Study 2**

### **The Cost Of An Employment Tribunal Case**

The likely costs of any hearing will depend on the complexity of the case and the length of the hearing. However, ATL recently had costs awarded against them for a failure to consult case that was only listed for half a day. These costs, set by the employment tribunal, were £4371.

The School's solicitor's hourly rates were:-

**Partner: £ 260.00**

**Solicitor: £ 155.00**

**Trainee: £ 98.00**

A standard unfair dismissal case could easily take 40 hours to prepare so at £155 per hour that would be **£6,200** (or, for the services of a partner, the cost would be **£10,400**.) Some claims involve a solicitor and a partner working together so those costs would turn out to be quite considerable for a school.

A two day hearing on top (which is fairly standard for unfair dismissal) is £2,480 (a barrister would probably charge around £5,000 for a two day case).

**Therefore a straight forward unfair dismissal case could cost £8,000 to £10,000 in fees alone, using a standard level solicitor to prepare and present the case for the school. There would be additional costs if the school were to lose the case and/or have separate costs awarded against them. The average award for unfair dismissal in 2010/11 was £8,924.**

Discrimination cases are usually more complex, which means greater solicitor costs, the likely involvement of a barrister to prepare or present a case and a longer Employment Tribunal hearing. In addition, awards in discrimination cases are typically far higher, for example the average award for age discrimination claims in 2010/11 was **£30,289**.

