



Schools Forum

Wednesday 14 June 2017 at 6.00 pm

The Village School, Grove Park, Kingsbury, London
NW9 0JY

Membership

Representing

SCHOOL MEMBERS

Nursery

Lesley Benson

Karen Zajdel

Head

Governor

Primary

Rose Ashton

Martine Clarke

Rabbi Yitzchak Freeman

Melissa Loosemore

Helga Gladbaum

Sue Knowler

Herman Martyn

Narinder Nathan

Umesh Raichada

Head

Head

Head

Head

Governor

Governor

Governor

Governor

Governor

Secondary

Vacancy

Special Education Needs

Kay Charles

Head

Pupil Referral Unit

Vivien Dean

Head

ACADEMY MEMBERS

Primary

Troy Sharpe

Jo Jhally

Head

Governor

Secondary

Andy Prindiville

Head

Rachel Kitley	Head
Gerard McKenna	Head
Martin Beard	Governor
Mike Heiser (Chair)	Governor
Titilola McDowell	Governor

Special Education Needs

Desi Lodge Patch Head

NON-SCHOOL MEMBERS

Early Years PVI

Paul Russell
Sylvie Libson

14-19 Partnership

Vacancy

Trade Union

Lesley Gouldbourne

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

For electronic copies of minutes, reports and agendas, and to be alerted when the minutes of this meeting have been published visit:

www.brent.gov.uk/committees

The press and public are welcome to attend this meeting.

Agenda

Introductions, if appropriate.

Item	Page
1 Apologies for Absence and Membership	
2 Declarations of Interest	
Members are invited to declare at this stage of the meeting, any relevant personal and prejudicial interests and disclosable pecuniary interests in any matter to be considered at this meeting.	
3 Minutes of the Previous Meeting	1 - 8
4 Matters Arising (if Any)	
5 Deputations (if Any)	
6 Update on implementation of the 30 hours entitlement in Brent	9 - 22
This report aims to provide an update on progress with the planning for the implementation of the extended entitlement including updates on communication and marketing, administration processes and sufficiency of places.	
7 Schools Forum Term of Reference and Constitution	23 - 38
This report proposes a number of changes to the Schools Forum's Terms of Reference and Constitution, in particular in relation to the transition of the Forum's administration from the Schools Finance Team to the Governance Team.	
8 Updates to the Schools Forum Rules and Procedures	39 - 48
This report proposes a number of changes to the Schools Forum's Rules and Procedures, in particular in relation to the transition of the Forum's administration from the Schools Finance Team to the Governance Team.	
9 DSG Financial Outturn 2016/17	49 - 58

This report provides forum with information on the 2016/17 financial outturn for the Dedicated Schools Grant, and includes information on the year end schools balances.

10 Dates of 2017-2018 Forums

11 Any Other Urgent Business

Dates of future meetings: Wednesday 4 October
2017



Please remember to ***SWITCH OFF*** your mobile phone during the meeting.

- The meeting room is accessible by lift and seats will be provided for members of the public.

BRENT SCHOOLS FORUM

**Minutes of the Schools Forum held on
Wednesday 8th February 2017 at Queens Park Community School**

Attended by Members of the Forum:

Governors: Martin Beard (MB)
Mike Heiser (MH) - Chair
Sue Knowler (SK)

Head Teachers: Lesley Benson (LB)
Martine Clark (MC)
Gerard McKenna (GM)
Andy Prindiville (AP)
Desi Lodge Patch (DLP)

PRU: Vivien Dean (VD)

PVI Sector:

Trade Unions: Lesley Gouldbourne (LG)

14-19 Partnership:

Lead Member (C&YP):

Officers: Brian Grady (BG)
Andrew Ward (AD)
Devbai Patel (DP)
Anna Selwyn (AS)

Others:

ITEM DISCUSSION**i. Introductions**

The Forum commenced at 6.10pm, there being a delay in order to ensure Forum was quorate.

ii. Apologies

Rose Ashton
Kay Charles
Rabbi Yitzchak Freeman
Helga Gladbaum
Rachel Kitley
Melissa Loosemore
Herman Martyn
Titilola McDowell
Narinder Nathan
Umesh Raichada
Paul Russell
Troy Sharp
Karen Zajdel
Gail Tolley

iii. Absence

Jo Jhally
Cllr Mili Patel

iv Membership

DP reported that a vacancy for Early Years Governor is now filled. There are still three vacancies. Officers are continuing to seek nominations to fill vacancies for a Maintained Secondary Head teacher, PVI sector representative and a 14-19 Partnership representative.

1 Declarations of Interests

1.1 None.

2 Minutes of the meeting held on 18th January 2017 and Matters Arising

2.1 There were no amendments to the minutes and they were approved as an accurate record.

3.0 Action Log and Matters Arising

- 3.1 Wembley Learning Zone - AS attended for this item and reported that the income for the Wembley Learning Zone is generated as follows:

DSG	£88,000
Venue Hire	£5,052
School Bookings	£19,710
FA Project	£1,966
Total	£114,728

The project was accessible to 16 Brent Schools with a total of 103 sessions and 22 non-Brent schools with 75 sessions. In addition 73 organisations hired the venue for other events. The venue and programmes are advertised through SENCO forums, newsletters to schools and Best Brent. The criteria for selecting schools is geographical proximity on a first come first served basis. Wembley Learning Zone is not allowed to achieve a charitable status. GM said it would be good to get data on a spreadsheet showing the three years trend.

- 3.2 BG provided an update on sharing intelligence on demand for school places and demographic projection. He proposed a six monthly update at Schools Forum in line with the publication of updated data by the Greater London Authority. BG said he would add dates for the reports to the School Forum forward plan.
- 3.3 LB had listed and emailed the issues that needed to be discussed for the first High Needs Task and Finish Group which took place on 1st February 2017.
- 3.4 The growth funding allocations to secondary schools were not available but will be emailed.
- 3.5 IDACI data for other boroughs on a school by school basis was not available.
- 3.6 LB said that the supplementary allocations for four nursery schools were agreed in principle but will need to work with AW on how it should be allocated to individual nursey schools.
- 3.7 AW attended the Brent Association of Secondary Heads (BrASH) meeting and informed them that the Local Government Pension Scheme employers contribution is going up to 35% by 2019-20. Head teachers wanted to know what the rationale behind this was to increase the pension to this level and Brent's LGPS employers contribution is so high in comparison to Harrow which is 24%. AW said he does not have this information and would need to ask his corporate colleagues for details.

3.8 There was no further update on the Apprenticeship Levy. Schools will be notified through the next issue of bulletins.

4.0 **DSG Budget 2017-18**

This item was for consultation

4.1 AW presented this report. The report provides details on High Needs, Schools and Central Block funding. It does not include Early Years as this was agreed at January 2017 Forum. The High Needs and Schools Blocks cross subsidise as there is currently flexibility to be able to do so. In 2018-19 there will be a creation of a central block. AW referred to Appendix 1 which was presented to the High Needs Task and Finish Group.

4.2 There is currently £938k unallocated which is due to growth. A separate High Needs consultation is currently out running in parallel to the Schools consultation. The Children in Need (CIN) and Children with Disabilities (CWD) budgets were previously funded from the Early Years block and have now moved to High Needs block. With the exception of Early Years, the appendix summarised the DSG position.

4.3 LB said that CIN and CWD were discussed at the High Needs Task and Finish Group. The change in 30 hours for working families from September 2017 needs a policy in place. BG said that this should be discussed and proposals brought forward by the next Task and Finish Group. MH agreed and said that update reports should be brought back to Schools Forum.

4.4 DLP said that apart from Band 6 funding other Special Schools bandings have not increased since 2010. MH said a review of bandings is required and it was agreed this would be undertaken through the High Needs block group. GM asked if there is a criteria to access funds for statutory duties i.e. home education. Officers will take this question away and provide Schools Forum members a response at the next meetings.

4.5 LB said in addition, 19-25 year olds High Needs funding needs reviewing and there are issues with the NHS not funding some services, adding pressure on special schools funding. It was agreed these issues would be taken up by the High Needs block group.

4.6 SK asked what Brent is doing to reduce children out of borough places. She wanted to know if this was getting better or worse. AW said that this can be brought to Autumn Forum.

4.7 The Schools Forum was asked to recommend the budget to the Council and **this was voted unanimously.**

5.0 Updated Scheme for Financing Schools and Schools Financial Regulations

This item was for consultation and Information.

5.1 This was brought to Schools Forum due to a change in the process for VAT claims by schools. VAT has been claimed quarterly but the HMRC's regulations require VAT to be claimed monthly. This needs to be correctly reflected in the Scheme for Financing Schools and Schools Financial Regulations. The School Business Managers have been notified at their meeting in January. This could not be changed on SIMS part way in the year and the schools have been asked to amend on their system from the new financial year. The returns for January improved significantly to 100% whereas previously it has been around 50%. Some challenges were identified over returns to be submitted over summer and Easter holidays. AP said academies had to change to monthly and it's been very helpful and beneficial in terms of cash flow. LB asked that a reminder was included in the year end guidelines. LG asked if this changes auditing process and it was confirmed that this does not.

5.2 Maintained school members were asked to vote on the following recommendation to the Scheme for Financing Schools:

5.3 The Schools Forum is requested to approve the amendments to VAT reclaim cycle to the Scheme for Financing Schools 2017-18. **This was voted for unanimously.**

5.4 The Schools Forum is being formally consulted on the amendments to VAT reclaim cycle to the Brent Schools Financing Schools 2017-18. **This was noted.**

6.0 Schools Forum Membership

This item was for consultation

6.1 DP reported that an update on the Schools Forum membership is brought to the Forum as agreed previously following the December pupil data release. There is an overall increase in Brent pupil population of 441 pupils but this does not change the current membership. It was therefore noted that schools membership is represented proportionately and no changes were required in 2017-18.

7.0 National Funding Consultation

7.1 AW reported two current consultations, one on High Needs funding and the other one on mainstream schools funding formula. There are nine questions within the High Needs consultation. The DfE does recognise that the way the formula is devised, will decrease High Needs funding to some local authorities and so to prevent this

funding some protections are proposed. The Task and Finish Group will formulate a response.

- 7.2 With the mainstream schools all primary and around half of secondary schools will lose funding. The DfE have taken into account that Brent teachers are paid on inner London allowance. The proposals are based on hybrid area cost adjustments but it has been difficult to get the calculations. They've used general London market for out of London but have confirmed that teaching is based for inner London.

8.0 Dates of 2017-18 Forums

14 June 2017 at The Village School
4 October 2017 at Queens Park Community School
6 December 2017 at The Village School
17 January 2018 at Queens Park Community School
21 February 2018 at The Village School

9.0 AOB

- 9.1 None

The Forum ended at 19:15.


ACTION LOG

Item	Action	Due	Owner
	What allocations for growth will be given to secondary schools for expanding?	Feb/Mar 17	AW
	An update on high needs funding for children that will be funded for 30 hours from September 2017.	June 17	Sandra Bingham /AW
	An update on review of special schools banding.	June 17	Sandra Bingham
	Data on a spreadsheet showing three years trend with the details provided on Wembley Learning Zone.	Oct 17	AS
	LGPS – why Brent employers contribution is higher in comparison to other boroughs i.e. Harrow which is 24%.	Oct 17	AW
	An update on SEN children placed out of borough.	Oct 17	Sandra Bingham
Completed Actions			
1	Wembley Learning Zone - To provide a breakdown of expenditure of the £88k allocation for 2016-17 and details of other income generated especially charitable. To list criteria for the free 6 week multi-sport programme and confirm the 10 Brent schools who participated.	Feb 17	Anna Selwyn
2	Proposal on sharing updates on demographic projections for school place demand.	Feb 17	BG
3	To set out a list of matters that are required for discussion at the High Needs Task and Finish Group.	Feb 17	LB
4	To check if IDACI data was available for other boroughs and if so to compare where Brent fits	Feb 17	AW

in for each band.

- | | | | |
|---|--|---------------------|----|
| 5 | Which block are the two nursery school ARP units funded from? | Jan 17 | AW |
| 6 | <p>Obtain an e-mail response on the following from the maintained secondary Head teacher.</p> <ul style="list-style-type: none"> • De-delegation, Free School Meals Eligibility Assessment • De-delegation, Maternity, Licenses & Trade Union Facilities Funding • De-delegation, Schools Causing Concerns Budget | Jan 17 | AW |
| 7 | Details of Trade Union Support to staff and how the funding helps pupils' outcomes. | With Jan 17 Minutes | LG |

DRAFT

 Brent	SCHOOLS FORUM June 2017 Report from the Strategic Director of Children and Young People
For Information	
Update on the implementation of the NEG funded 30 hours childcare entitlement	

1.0 INTRODUCTION

- 1.1 From September 2017, all 3 and 4 year olds from working families will have a statutory entitlement to 30 hours of free childcare and early education. Implementation and subsequent administration of this entitlement will sit with the local authority as is the case with the existing free early education entitlements for 2, 3 and 4 year olds.
- 1.2 This report provides an update on progress with the planning for the implementation of the extended entitlement including updates on communication and marketing, administration processes and sufficiency of places.

2.0 RECOMMENDATIONS

- 2.1 The Schools Forum is requested to note the contents of this paper as an update from that presented to Schools Forum in December 2016.

3.0 BACKGROUND

- 3.1 The Childcare Act 2016 extends statutory duties on local authorities to secure free childcare for qualifying children. Specifically, section 2 creates a duty on English local authorities to secure the equivalent of 30 hours of free childcare over 38 weeks of the year for qualifying children.
- 3.2 In preparation for the roll-out of the extended entitlement, the Local Authority carried out significant work in 2016, including assessment of likely demand from parents and sufficiency of places, engagement with providers and planning for the administration of the entitlement. Spring Term 2017 saw the publication of the statutory guidance to the extended entitlement, related operational guidance, the template model provider agreement and final decisions around funding rates. These documents provided clarity, both for purposes of finalising processes and for making a decision around delivery of the extended entitlement for those providers who were waiting for their final funding rate.

4.0 DETAIL

4.1 Communication strategy

- 4.1.1 An initial communication group was convened in January 2017 to plan phased introduction of the offer in spring and summer 2017. This group involves Brent Council colleagues from Setting and School Effectiveness service, Inclusion service, Employment service and Children's Centres along with partners from Job Centre Plus and Health. This group will meet again in June 2017 to confirm delivery arrangements and next steps in continuing to communicate the entitlement to families.
- 4.1.2 Engagement with parents around the offer has taken place. Brent Council communications team have scheduled a further series of outreach events. The council website is being updated to reflect the new entitlement. An important strand of communication continues to be through providers who are already offering the 15 hour entitlement to market their increase in offer to 30 hours. There has been a rolling programme of social media and print media communications from the DfE and HMRC from January 2017 onwards to invite parents to use the online eligibility checker to check whether they can access the entitlement in September. The Children and Families Information Service web pages have been updated to reflect the entitlement and changes to application processes as and when these have been confirmed. Information about provider intentions to offer the entitlement were published for families in May 2017.
- 4.1.3 Brent childcare providers have been updated on the developments around the entitlement throughout the year. Brent Headteachers have been briefed through the termly meeting with the Strategic Director. To date, four electronic bulletins exploring 30 hours have been circulated to schools, PVI settings and childminders. The entitlement has also been explored in termly network meetings. The Early Help service has provided input at the termly EYFS leaders network coordinated by the Brent Schools Partnership. We have hosted 3 rounds of business support workshops in preparation for the delivery of the 30 hours offer. 29 childminders (3 of whom attended twice) and one childminding assistant, 40 PVI settings and 16 school settings attended these workshops.
- 4.1.4 In May, a series of four 30 hour launch events were held in the LA and providers from across the sector were invited to attend. 118 settings attended the events with 66 delegates from the private, voluntary and independent sector, 23 from school settings and 29 from childminding settings. Verbal feedback from the launch events was positive. Of the 19 evaluation forms received so far, pre-course knowledge around the 30 hours offer was rated on average at 3.1 out of 5 and this improved to 4.2 out of 5 after the launch events. Attendees identified communicating the 30 hour offer to parents as a key action for them going forward. Launch events were followed by four externally facilitated workshops exploring how all providers can deliver the extended entitlement sustainably.
- 4.1.5 A marketing campaign will take place over the summer through outreach across the borough, publications such as the Brent Magazine and through the local authority's social media channels.
- 4.1.6 Members of the Early Years team have attended both general progress sharing meetings and in depth briefings on different aspects of 30 hours

delivery offered by Childcareworks, who have been commissioned by the DfE to support local authorities with the implementation of the extended entitlement.

4.2 Developing sufficiency

- 4.2.1 In order to assess the numbers of 30 hour places likely to be available in September 2017 and the impact of these on existing 15 hour and two year places, termly surveys have been carried out with providers in the borough. The most recent survey was carried out in April 2017 and from a response of 147 settings who answered 'yes' to providing 30 hour spaces from September 2017, only 95 gave an estimate of the number of places they planned to deliver. Based on these responses, the total expected number of places expected to be available as of September is 1313. As a number of providers have not yet given the numbers they are likely to offer, it is possible that the overall total will be higher.
- 4.2.2 The DfE estimate for the number of children likely to be eligible for the extended entitlement is 1550. The Spring 2017 Census shows that currently 1132 3 and 4 years olds in PVI settings and with childminders are already accessing additional paid hours in the borough and it is likely that these will be converted to 30 hour places.
- 4.2.3 Accurate and up to date vacancy information from providers is a key part of assessing availability of places, but securing this information from providers has been a challenge as despite numerous reminders, only a few providers provide this and on an ad-hoc basis. This will now be included as a requirement in the new provider agreement.
- 4.2.4 A wider mapping exercise of childcare take-up by ward is currently being carried out in order to gain an overview of take-up patterns across the borough and to look at the wards in particular with low take-up to assess what the reasons might be. This information will be used to inform any place planning work and outreach by the team and will also be shared at ward level with providers in that ward.
- 4.2.5 The Local Authority took part in the Early Years Capital Funding bidding rounds launched by the Department for Education in the summer of 2016 and in 2017. It was confirmed that 3 childcare providers in Brent had been successful. These were Roe Green Infant School, Our Lady of Grace Infant School and Wembley Park Montessori. Total capital funding of £1,596,722 was approved.

4.3 Models of delivery

- 4.3.1 Information and views are still being gathered from providers but it is likely that initially the following delivery models will be implemented from September 2017:
- Standard offer term time 38 weeks [30 hours per week]
 - Stretched offer 1 over 45 weeks [25 hours per week]
 - Stretched offer 2 over 51 weeks [22 hours per week]

- 4.3.2 Based on feedback from parents / carers, it is believed that the stretched offer will be popular as it will address an ongoing challenge of childcare during the school holidays which is currently not covered when the entitlement is being accessed on a term-time only basis.
- 4.3.3 For most providers in the borough, this will be a new way of working and support and training will be offered to them in order that they can adapt their existing systems accordingly. Local Authority administration processes and systems are being modified also as currently only one provider is offering a stretched entitlement and this has been dealt with as an exceptional situation rather than the norm.
- 4.3.4 Work with providers will continue in order to evaluate progress over the first implementation year and adaptation/adjustments will be made to the models based on experience of delivery.

4.4 Administrative processes

- 4.4.1 Planning for administration of the entitlement is being expedited. The published guidance documents have confirmed the changes to this entitlement that has been mooted in terms of flexibility and parents losing the additional hours if a change in employment status takes place. Grace periods have been confirmed, as has the requirement by the Local Authority to audit all voucher codes 6 times a year.
- 4.4.2 The process as proposed and now confirmed by the DfE is set out in Appendix 2 and assumes involvement from parents, providers and the local authority. It relies on the assumption that most parents will have access to the on line checking system and will not only be able to successfully complete an application in order to get their eligibility voucher code, but will also confirm their employment status every three months. A helpline is being made available for parents who do not have access to the on-line checking system.
- 4.4.3 Parents will have to take their voucher code to their provider of choice and the provider will have to check the parent's eligibility. This check will need to be carried out through the Synergy provider portal system which all childcare providers in the borough, including schools, now have access to.
- 4.4.4 A manual process for this administration is also being developed as a fall back in case of system issues / system failure as the 30 hour module is new within the Synergy system and much of the 30 hour functionality will be relatively new at the time of launch of the extended entitlement.
- 4.4.4 There is a requirement to move to more frequent payments based on a termly headcount for providers by 2018. The Local Authority currently pays PVI providers and childminders twice a term and this has proved popular. We will be reviewing this to see what changes, if any, need to be made. .

4.5 Online systems

- 4.5.1 Servelec, the company behind the Synergy database, announced that the 30 hour module had been developed and was available for purchase and installation at the end of 2016.
- 4.5.2 The Department for Education undertook a bidding process whereby local authorities could put forward a bid for grant funding to be used toward a digital

solution for the administration of the 30 hours. Brent put forward a successful bid in January 2017 and were awarded £8,800. This funding was used to purchase the 30 hours module.

- 4.5.3 The module is in the process of being installed and testing will take place over the coming weeks. It is hoped that the system will be live by mid-June 2017.
- 4.5.4 PVI providers are already using this module through the provider portal for submission of their headcount claims and so the addition of the 30 hours module will not change significantly their existing processes. For schools however, there will be additional challenges as they currently submit their head count through termly Census returns on the SIMS database. For purposes of 30 hour delivery they will need access to the Synergy provider portal as that will allow them to access the Electronic Checking Service (ECS) to check the validity of the voucher codes. This will be further explored with schools and the IT department over the coming weeks.
- 4.5.5 Existing schools census return and payment processes are currently being reviewed to determine how best to align PVI and schools processes to ensure smooth running of the administration of the entitlement across all parts of the sector.
- 4.5.6 Training sessions will be offered to all providers on the online systems and the new processes in June/July 2017.

4.6 Partnership project

- 4.6.1 In November 2016, Brent Council coordinated a partnership pilot meeting to bring together settings from across the sector to discuss ways of working in partnership. The pilot began in January and considers ways that settings (including schools, childminders and private, voluntary and independent providers) can work together to share information about vacancies, to develop agreements for parents to access childcare across a variety of settings, and to further consider the implications of the proposed delivery models.
- 4.6.2 Key aims of the pilot:
 - a) Test strategies and processes for effective partnership working.
 - b) Agree and test ways in which information can be shared across settings regarding the 30 hours (including vacancy information).
 - c) Explore shared training opportunities for staff across different provider types.
- 4.6.3 Each setting in the pilot is required to host network meetings in their local area to discuss the practicalities of delivery and consider ways of working in partnership. Over 20 practitioners attended these network sessions in March and May. Attendees commented positively on the new knowledge gained, for example *'Very informal Q&A - personalised for each professional that attended. Informative and accessible.'* 8 respondents identified specific actions around liaising with other providers following on from the meeting with 90% of respondents saying they would welcome further opportunities to network with providers in their local area. The sessions have highlighted the varying levels of information regarding 30 hours in settings across the borough and helped to clarify eligibility criteria, and planning considerations for taking the offer forward. The Local Authority continues to share updates with providers around

next steps and planning for 30 hours and case studies from the pilot settings were included in the recent 30 hours bulletin.

5.0 NEXT STEPS

- 5.1 Our next steps in the final stage before full roll-out in September 2017 will be as follows:
- a) To finalise administration processes and ensure providers are fully trained before the summer.
 - b) To produce new written guidance on eligibility and agreement processes and send to providers before September 2017.
 - c) To ensure the new entitlement is marketed throughout the borough from May onwards in order that all parents are aware of the offer.
 - d) To ensure that the new provider agreement has been signed by providers before the Summer break. Maintained schools will not be required to sign the provider agreement but will be provided up to date guidance. A way of auditing NEG funding in schools without time consuming processes is being explored.
 - e) To plan and deliver briefings to EY co-ordinators and Primary Heads, PVI staff and childminders.
 - f) To develop provider support strategies for the first year of implementation.
 - g) To develop simple and continuous feedback and evaluation processes by September 2017.
 - h) To put in place an ongoing system of assessing sufficiency in order to identify any potential issues in a timely manner.

6.0 RISK ASSESSMENT

Risk	Impact	Mitigation
<p>Childcare providers choose not to offer 30 hour place leaving a shortfall of places to meet anticipated demand.</p>	<p>Eligible families are unable to access what is a statutory entitlement for them.</p>	<p>Substantial work has taken place with early years' settings to help them plan for the extended entitlement. This includes providing funded business support events, cost calculators to help early years' settings plan and testing new approaches including partnership pilots. The projected figures as of date indicate that there should be sufficient places for September 2017, but this will need to be monitored closely to ensure this remains the case for subsequent terms.</p>
<p>There is low take-up of the entitlement despite sufficiency of 30 hour places in the borough.</p>	<p>Sustainability of childcare businesses would be negatively impacted.</p> <p>Families would not be accessing an</p>	<p>A comprehensive marketing and outreach campaign is being planned for the next six months to ensure that both parents and partners are aware of the entitlement and how to access it. The benefits of early</p>

	entitlement that could provide extended early education for their child and support their access to employment .	education will also be promoted. Business support to providers would continue. Work with employers and (JCP etc.) to promote the entitlement as an aid to recruitment and retention
Systems or process failures impacting administration of the entitlement	The LA unable to meet administrative requirements, affecting access to places for eligible children, payments to providers and required audits being carried out.	Back up manual processes have been developed to ensure administration can run smoothly. Monitoring and evaluation processes in place to ensure that ongoing review and feedback takes place, identifying potential issues and addressing these in a timely manner

7.0 STAFFING IMPLICATIONS

7.1 As administration of this entitlement sits with the LA, there will be staffing implications. It will be key to use existing staffing capacity effectively and for strong systems and processes to be in place for streamlined administration. Once decisions have been made about the administration of the schools headcount processes, this could further impact on existing staff capacity.

8.0 FINANCIAL IMPLICATIONS

8.1 Brent has been funded a provisional £1.8 million for the 7 months of extended entitlement in 2017/18. This would fund access to 15 additional hours for approximately 1,100 children. As this is a new entitlement, it is difficult at this stage to assess what the actual take-up rate may be. Feedback from local parent consultations indicate that this will be a popular entitlement with working parents and this is confirmed by feedback from the pilot authorities who have trialled early rollout. The DfE intend final funding allocations for 2017/18 to be based on child numbers recorded at the January 2018 census, which mitigates the risk of a higher number of children taking up the entitlement leading to a shortage of funding.

8.2 Further planning will be required for the 2018/19 financial year. In 2017/18 a disapplication of the regulations has been granted by the Secretary of State to allow some settings to continue to offer 30 hours to children whose parents would qualify for free school meals but who would not meet the working parents criteria. However the letter confirming the disapplication makes clear that this is a transitional arrangement for the 2017/18 academic year only.

8.3 The Early Years service will also need to continue to plan so that 95% of Early Years funding is passed through directly to providers from 2018/19

8.4 Early Years is supported by a single funding formula and work is underway to align the payment mechanisms for schools with other providers. The implications of this

are that adjustments based on FTE accessing provision will be made on a termly basis within the financial year, rather than in the following financial year. There may be some cash flow implications for individual schools with fluctuating numbers, although generally school balances are of a level that can accommodate this change. Schools with low balances will be contacted by CYP finance to discuss this change.

CONTACT OFFICERS

Sue Gates, Head of Early Help

0208 937 2710

Nigel Chapman, Operational Director, Integration and Improved Outcomes

0208 937 4065

APPENDIX 1:

On securing sufficient childcare, key statutory obligations are:

- Local authorities are obliged to secure funded places offering 570 hours a year over no fewer than 38 weeks of the year for every eligible child aged 2 years in their area from the relevant date; and every child aged 3 and 4 years in their area from the relevant date (the universal entitlement). This is currently offered and if delivered over the minimum 38 weeks equates to 15 hours per week.
 - Local authorities are obliged to secure an additional 570 funded hours a year over no fewer than 38 weeks of the year for qualifying children aged 3 and 4 years in their area from the relevant date set from September 2017. Eligibility for the additional funded hours will be determined by HMRC (the extended entitlement).
- 3.3 This is the new entitlement for eligible children and if delivered over the minimum 38 weeks equates to 30 hours per week.
- 3.4 The additional 15 hours of free early education and childcare that will become available from September 2017 is for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week (currently £120 per week) at the national minimum or living wage, and earns less than £100,000 a year¹². A family with an annual household income of £199,998 would be eligible if each parent earns just under £100,000.

In addition:

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

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

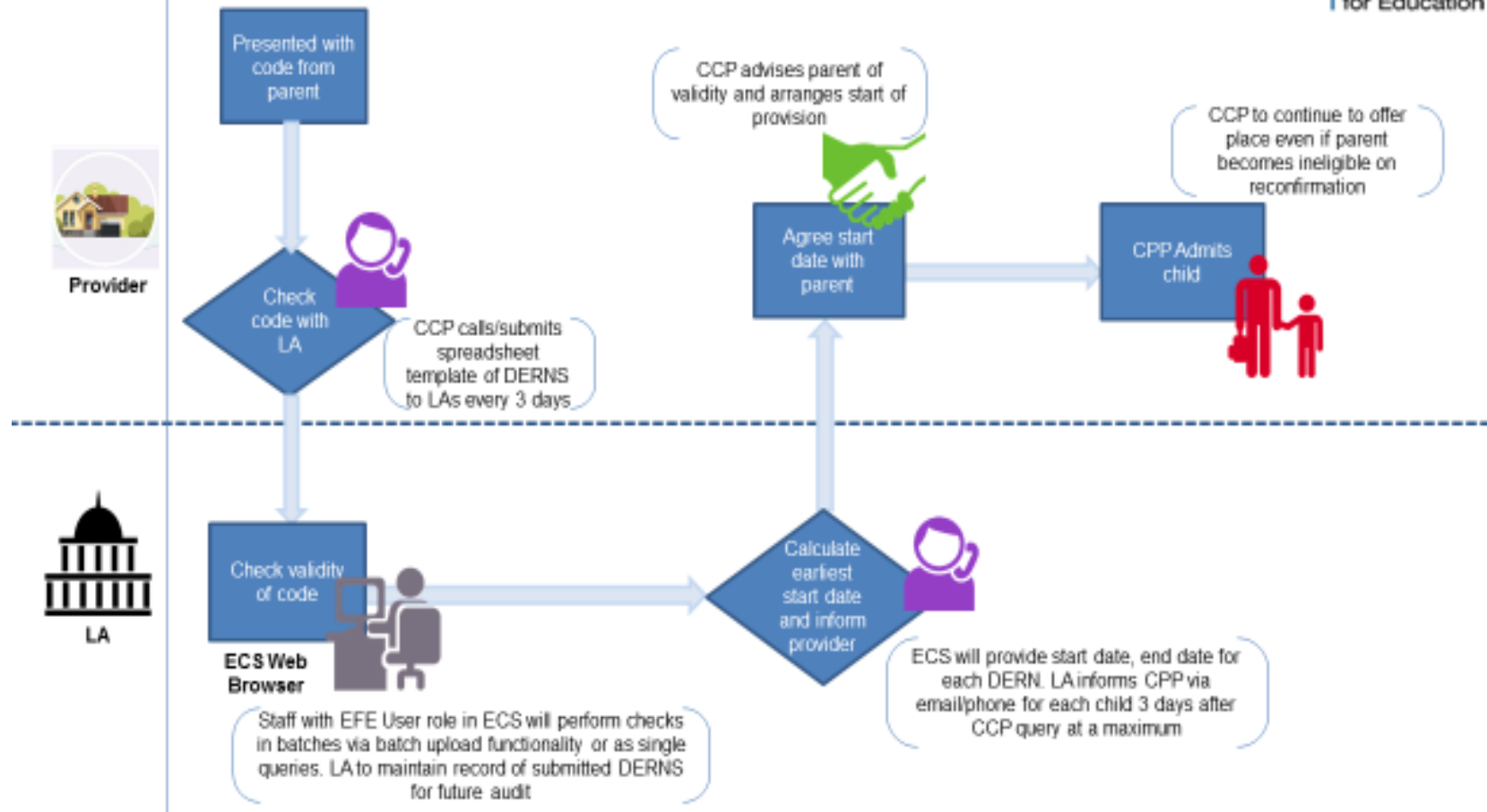
² A grace period is proposed in the statutory guidance for children becoming eligible or ineligible is that a child becomes ineligible during the first half of a term (up to the first day of the half-term holiday) should be funded until the end of that term; and a child who becomes ineligible in the latter half of the term (up to the first day of the Christmas and Easter holiday or summer holiday) should be funded until the end of the following half-term.

Proposed processes from the DfE

Starting a Place – Web Browser



Page 18

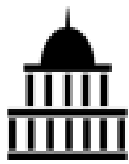


Negative Reconfirmation – Initiated by Parent

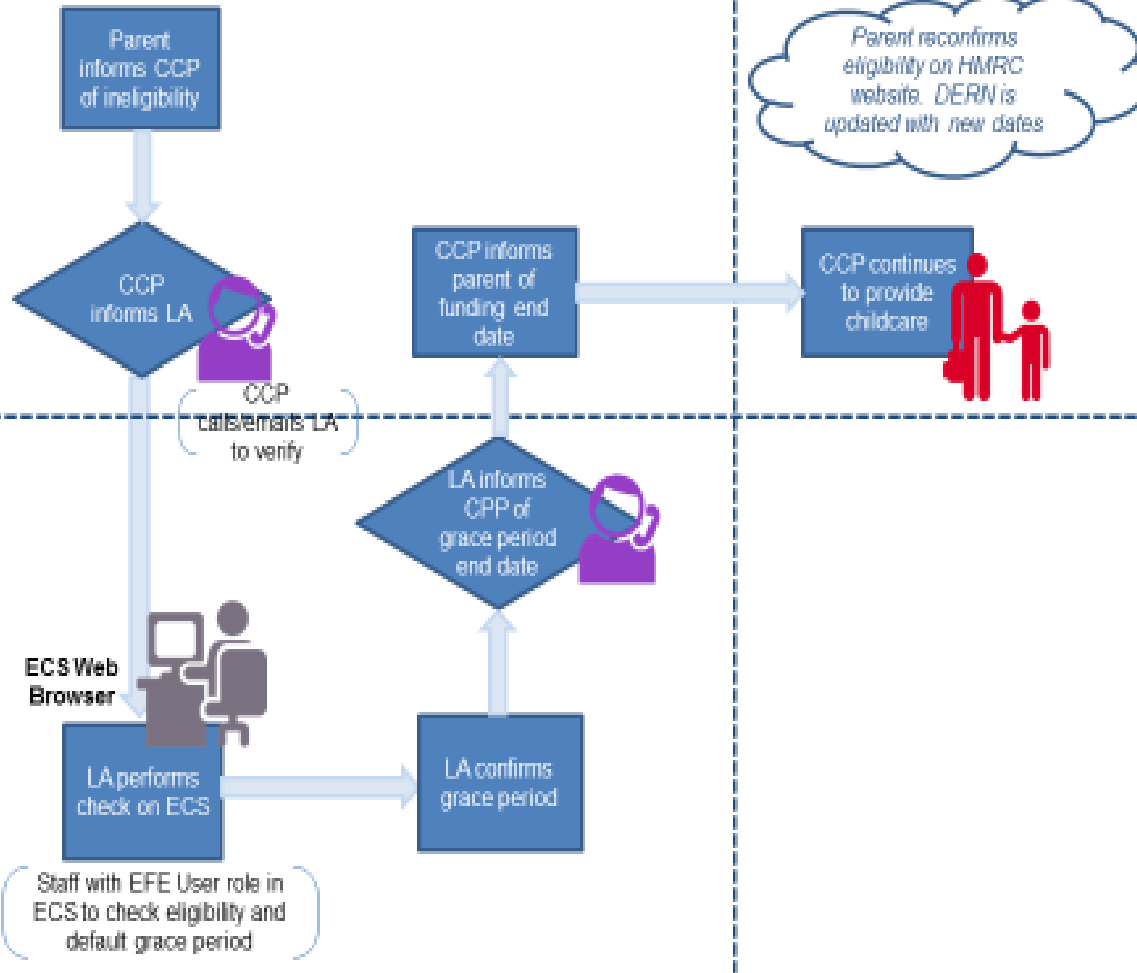
Positive Reconfirmation



Provider



LA





LA Audit Process – Negative Reconfirmation

LA initiates periodic audit of codes

LA's should have kept a record of all DERNs submitted by CCPs to audit against. Guidance is for this to be done 10 times a year. For the purposes of the trial it will be done in January 2017 at reconfirmation

LA performs check on ECS

ECS Web Browser

Using the batch upload functionality LAs can submit spreadsheet of codes to check

LA informs CCP of grace period date

CCPs should only be informed about parents who are no longer eligible and are in the grace period. Via phone/email

Department for Education

Parent reconfirms eligibility on HMRC website. DERN is updated with new dates and is reflected in the ECS



CCP informs parent of grace period

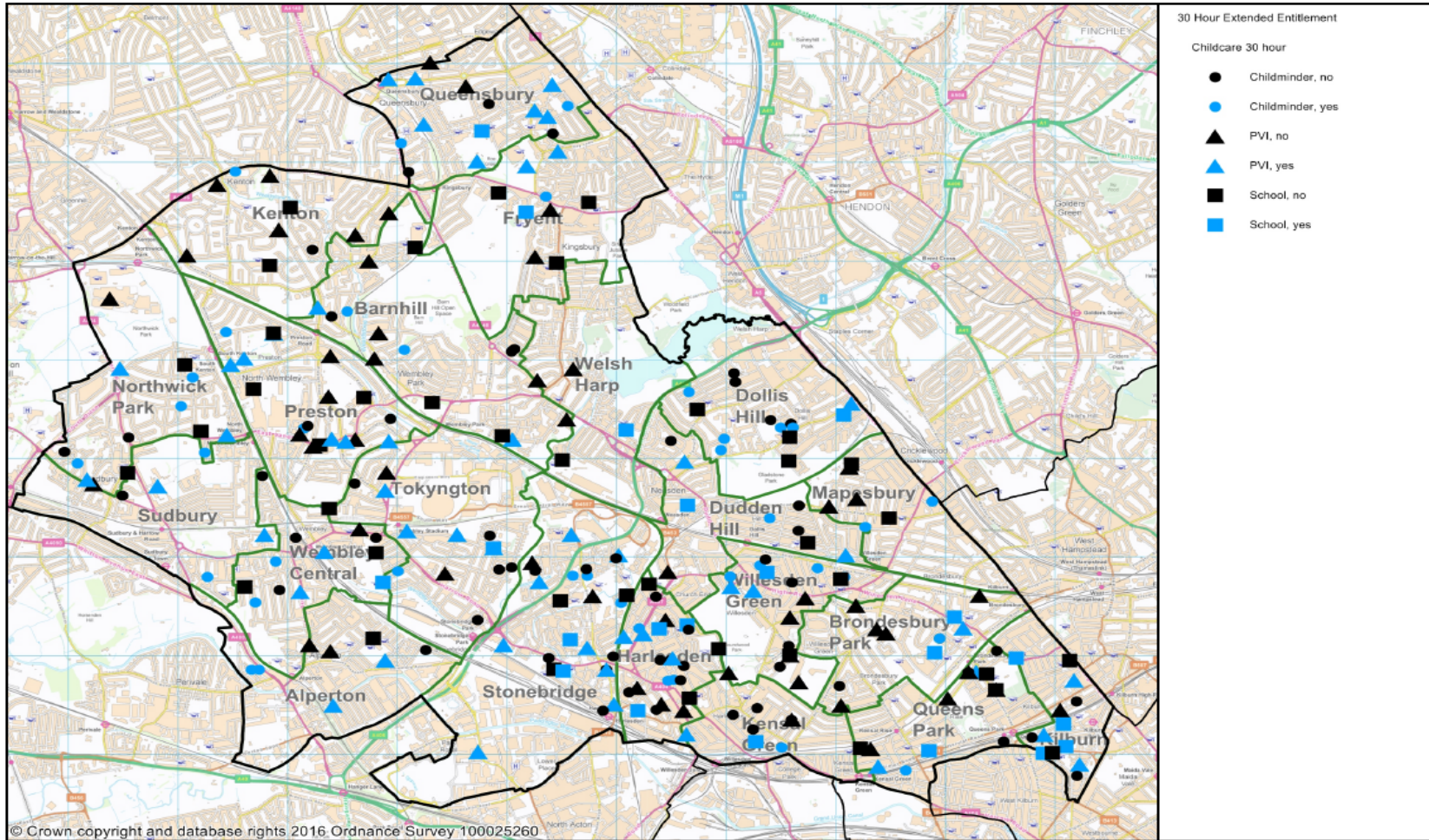
CCP and parent agrees funding end date

Via any chosen method CCP advises parent of grace period and end date

APPENDIX 3

MAP OF CHILDCARE PROVISION IN THE BOROUGH

NEG 3&4 childcare providers and settings offering 30 hour extended entitlement



This page is intentionally left blank



Schools Forum

14 June 2017

Report from the Strategic Director of Children and Young People

For Decision

Updates to the Schools Forum Terms of Reference and Constitution

1.0 Summary

- 1.1 This report proposes a number of changes to the Schools Forum's Terms of Reference and Constitution. Key sections subject to changes relate to the use of substitute members, administration of meetings, minutes, quorum, task and finish groups, and observers and public access.

2.0 Recommendations

- 2.1 The Schools Forum is asked to approve the proposed changes to the Schools Forum Terms of Reference and Constitution.

3.0 Detail

- 3.1 As part of an agreement between the Children and Young People Department and the Chief Executive's Department, the Governance Team, part of Executive and Member Services, has been asked to take over the clerking of the Schools Forum with an aim is to provide administrative support, consistent with the principles applied to all council committee meetings.

- 3.2 An extensive review of the Schools Forum's Terms of Reference and Constitution has been undertaken in the period February 2017 - May 2017 and a number of changes are proposed to improve governance and procedures. The proposed amendments are shown in Appendix A to this report. Additions to the existing texts are underlined and deletions are indicated by crossing through. The main changes are described in the body of this report.

- 3.3 The Proposed changes to the Terms of Reference are as follows:

- (i) Changes to paragraphs 1.1 and 1.2 as references to Appendices A and B are proposed to be removed. A link to The Schools Forum (England)

Regulations 2012 is available on the Schools Forum section on Brent Council's website, which can be accessed by clicking [here](#).

- (ii) Change to paragraph 1.4 (d) to spell out the acronym DfE – Department for Education. This is proposed to ensure that members of the public who are not familiar with educational terminology can understand fully the Terms of Reference of the Schools Forum.

3.4 The proposed amendments to the Schools Forum's Constitution are as follows:

(i) Appointment

- a. Changes to paragraph 2.2.1, first bullet point - it is proposed to add 'by the Children and Young People Department's Finance Team' to clarify who will be responsible for communicating with the Headteachers groups and eligible Headteachers.

(ii) Tenure

- a. Changes to paragraph 2.3.4 as it is proposed to amend the text to reflect the current practice of removal of members from office in case of a reduction in membership for a particular sector.

(iii) Substitutes

- a. Changes to paragraph 2.4.1 to provide for the arrangement of named substitute members to represent full members when the latter are not able to attend a meeting of the Schools Forum. It is expected that this measure will ensure that all sectors are equally represented and that meetings are quorate.

(iv) Meetings

- a. Changes to paragraph 2.5.4.2 are proposed to comply with paragraph 8, sections (2) and (13), from The Schools Forums (England) Regulations 2012 and to reflect current practice at the London Borough of Brent.
- b. Deletion of the current paragraph 2.5.4.3 as it has been incorporated into paragraph 2.5.4.2.
- c. Introduction of a new paragraph 2.5.4.3 with the following text added 'and via the Modern.gov application' to incorporate the committee decisions management system used by the Council.
- d. Change to paragraph 2.5.4.4 to spell out the acronym LA – Local Authority. This is proposed to ensure that members of the public who are not familiar with educational terminology can understand fully the Constitution of the Schools Forum.
- e. Change to paragraph 2.5.4.6 as 'Schools Forum Forward Planner' is amended to 'Schools Forum Forward Plan'.
- f. Deletion of paragraph 2.5.5.1 to reflect the current practice of publishing minutes of meetings after they have been approved by the Schools Forum.
- g. Change to paragraph 2.5.5.2 – deletion of 'as final'.

- h. Changes to paragraph 2.5.7.2 to state that inquorate meetings cannot legally make decisions and describe procedures when a meeting is inquorate.
- i. Deletion of paragraph 2.5.7.3 as it has been incorporated in paragraph 2.5.7.2.
- j. Changes to section 2.5.10 and paragraph 2.5.10.1 to allow the Schools Forum flexibility to appoint, as and when necessary, Task and Finish Groups in relation to specific items of interest of the Forum.
- k. Deletion of paragraph 2.5.10.2 as the Governance Team will provide a clerk to the Forum.
- l. Changes to paragraph 2.5.11.1 to eliminate contradiction between the first and the second sentence of this paragraph. The second sentence has been removed. However, the Schools Forum will be able to discuss issues in private when there is a good reason for this.
- m. Deletion of paragraph 2.5.11.3 as it has been incorporated in paragraph 2.5.4.2
- n. Proposal paragraph 2.5.11.3 to become 2.5.11.1
- o. Change to paragraph 2.5.11.4 to emphasise that minutes of meetings will be published and groups notified once these have been approved.

3.5 The 'Schools Forum Terms of Reference and Constitution' document is to be reviewed at the Schools Forum meeting in June 2018.

4.0 Financial Implications

4.1 The cost of providing a clerk to the Schools Forum will be met by the Schools Forum budget.

5.0 Legal Implications

5.1 These are addressed in the body of the report.

6.0 Diversity Implications

6.1 There are no diversity implications.

7.0 Background Papers

7.1 [Schools Forum Terms of Reference and Constitution](#)
[The Schools Forums \(England\) Regulations 2012](#)

Contact Officers

Nikolay Manov
 Governance Officer
nikolay.manov@brent.gov.uk
 020 8937 1348

This page is intentionally left blank



SCHOOLS FORUM

TERMS OF REFERENCE & CONSTITUTION

1. TERMS OF REFERENCE

- 1.1. The Terms of Reference for the Schools Forum are drawn from The Schools Forums (England) Regulations 2012, ~~attached as Appendix A.~~
- 1.2. The Schools Forum has powers and responsibilities in accordance with The School Forum (England) Regulations 2002, ~~a summary of which is attached as Appendix B.~~
- 1.3. The Schools Forum is established by the London Borough of Brent under powers contained within the Education Act 2002.
- 1.4. The Schools Forum is a statutory consultative body which shall be consulted by the London Borough of Brent on:
 - a. any schools' funding formula change.
 - b. service contracts funded by the schools' budget, which is of an amount requiring adherence to relevant Public Services Contracts Regulations.
 - c. financial issues (annually) relating to:
 - i. arrangements for pupils with special educational needs;
 - ii. arrangements for use of pupil referral units and the education of children otherwise than at school;
 - iii. arrangements for early years' provision;
 - iv. administration arrangements for the allocation of central government grants.
 - d. any proposed application to the [Department for Education \(DfE\)](#) with regards to exclusions from the Minimum Funding Guarantee (MFG).
- 1.5. The Schools Forum shall agree central spend on:
 - a. growth funding (Pre-16);
 - b. falling rolls funding (Pre-16) for surplus places in good or outstanding schools where a population bulge is expected in 2-3 years;
 - c. equal pay back-pay;
 - d. places in independent schools for non-SEN pupils;

- e. early years expenditure;
 - f. admissions;
 - g. servicing of schools forum;
 - h. capital expenditure funded from revenue;
 - i. contributions to combined budgets;
 - j. schools budget centrally funded termination of employment costs;
 - k. schools budget funded prudential borrowing costs;
 - l. special education needs transport costs.
- 1.6. The Schools Forum schools' representatives shall annually agree the following delegations, for their phase:
- a. contingencies;
 - b. administration of free school meals
 - c. insurance
 - d. licences/subscriptions
 - e. staff costs – supply cover
 - f. support for minority ethnic pupils/underachieving groups
 - g. behaviour support services
 - h. library and museum services
- 1.7. The Schools Forum shall also agree:
- a. any carry forward of a deficit on central expenditure to the next year, to be funded from the schools' budget;
 - b. Scheme for financial management changes.
- 1.8. The Schools Forum may request detailed information to assist it in carrying out its functions and the London Borough of Brent shall use its best endeavours to provide such information.
- 1.9. The Schools Forum will abide by any changes to statutory provisions or changes to the regulatory framework for schools' funding. The Terms of Reference will be amended to reflect any such requirements.
- 1.10. The Schools Forum must represent the interest of their sectors, rather than their individual school.
- 1.11. The Schools Forum must act in accordance with the seven principles of public life as set out in the report of the Government Committee on Standards in Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

2. CONSTITUTION

2.1. Membership

2.1.1. The Schools Forum shall consist of 27 members, made up of 23 school and academy members and 4 non-school members. The school and academy membership shall be split proportionally dependent on the student population in October each year.

School and Academy Membership

- 2 nursery representatives (1 head teacher, 1 governor);
- 18 primary and secondary representatives (9 head teachers, 9 governors), across the maintained and academy sector;
- 2 special school representatives (1 head teacher, 1 governor), one each from the maintained and academy sector;
- 1 pupil referral representative.

Non-School Membership

- 2 early years' PVI (private, voluntary or independent sector) representative;
- 1 14-19 partnership representative;
- 1 trade union representative.

2.1.2. The following officers shall regularly attend and speak at meetings of the Schools Forum, but are not members and have no voting rights.

- Cabinet Member – Children & Young People;
- Strategic Director – Children & Young People;
- Operational Director – Early Help & Education;
- Head of Finance – Adult Social Services and Children & Young People;
- Senior Finance Analyst – Schools;
- Schools Budget Manager.

2.1.3. The following officers may also attend and speak at meetings of the Schools Forum, but are not members and have no voting rights.

- The Chief Finance Officer;
- Officers providing financial and technical advice to the Schools Forum;
- Presenters;
- Education Funding Agency observer.

2.1.4. Non-School Membership cannot exceed one third of the total membership.

- 2.1.5. Elected members who hold an executive role in the London Borough of Brent (a Lead Member or portfolio holder) are barred from being a Schools Forum member.
- 2.1.6. Other Elected Members of the London Borough of Brent can be voting members of the Schools Forum in their capacity as governor at a school within Brent.
- 2.1.7. Officers employed by the London Borough of Brent who have a role in the strategic resource management of the authority shall not be eligible for membership of the Schools Forum.
- 2.1.8. No Schools Forum member can represent more than one sector at the same time.
- 2.1.9. The London Borough of Brent will maintain a written record of the composition of its Schools Forum, detailing the numbers of members and their names and the group/sub-group that they represent. This will also indicate the term of office of each member. This will also be published on the Schools Forum section of the Brent website.

2.2. Appointment

School and Academy Membership

- 2.2.1. London Borough of Brent shall appoint persons elected as a result of votes cast in the following manner:
 - Head Teachers: shall be elected through the Head Teachers groups. This will be communicated to all eligible Head Teachers directly by Children and Young People Department's Finance Team, and also via the bi-weekly Head Teachers' bulletin.
 - Governors: nominations shall be sought through the Governor Support Service. This shall also be communicated by emailing Head Teachers of the relevant category, and via the bi-weekly Head Teachers bulletin, so that Head Teachers can also communicate this to their governors. The category to be represented shall be clearly identified and all governors meeting the eligibility criteria shall be free to nominate themselves. Where more nominations are received than places available, votes will be invited from relevant governors.

Non-School Membership

- 2.2.2. London Borough of Brent shall appoint persons elected as a result of votes cast in the following manner:
- Early Years' PVI: nominations and elections will be sought from the PVI sector. Where this is not practical, the Head of Early Years will nominate a member from this sector.
 - 14-19 Representative: nominations and elections will be sought from the 14-19 sector. Where this is not practical, the Head of Schools Effectiveness will nominate a member from this sector.
 - Trade Union Representative: nominations and elections will be undertaken by the Teachers' Panel.
- 2.2.3. In the event of a tie between two or more candidates, then London Borough of Brent shall appoint a member instead, subject to consultation with the Schools Forum.
- 2.2.4. Where a vacancy arises, this must be filled within three months using the process set out in 2.2.1. and 2.2.2. above. Where a vacancy has not been filled within this time, the London Borough of Brent shall appoint a member instead, subject to consultation with the Schools Forum.
- 2.2.5. Members of the Schools Forum shall make declarations of interests on appointment and at each meeting if the Forum is considering matters for which they may have a pecuniary interest.
- 2.2.6. All new members of the Schools Forum shall be provided with appropriate induction materials. This shall include material relating to the operation of the Schools Forum, and any background information about the local and national school funding arrangements including:
- The Constitution of the Schools Forum;
 - The Terms of Reference of the Schools Forum;
 - A list of current members, including contact details and their terms of office;
 - Copies of minutes of previous meetings;
 - The Schools Forum Forward Plan for the year.

2.3. Tenure

- 2.3.1. Each Schools Forum member will serve for a term of three years from the day of appointment, unless:
- they cease to hold office by virtue of which the member was elected;
 - the member resigns from the Schools Forum by giving notice in writing to the London Borough of Brent;

- the London Borough of Brent replaces the member at the request of the body which the member represents;
 - paragraph 2.3.4. applies;
 - paragraph 2.3.5. applies.
- 2.3.2. Schools Forum Members that reach the end of their term of office shall be eligible for re-appointment.
- 2.3.3. There is no limit to the number of consecutive terms of office individuals can serve as Schools Forum members.
- 2.3.4. Membership may be terminated by the London Borough of Brent, where pupil number variations between each sector is reviewed annually, and membership requirements are rebalanced. Where this results in a reduction in membership for a particular sector, at the last meeting of the academic year the Schools Forum shall decide on the member with the shortest length of membership may be removed from office, ~~at the last meeting of the academic year,~~ ~~unless another member volunteers to be removed. If there are two or more members with the same length of membership, the member who received the least votes at the time of election, will be removed.~~
- 2.3.5. If a Schools Forum Member fails to attend three consecutive meetings, the Schools Forum can agree (by vote) to ask the London Borough of Brent to remove them from membership and seek a replacement from the appropriate sector to serve the remainder of the three year term. Reasonable efforts will be made to alert members that are at risk, before the potential third meeting.

2.4. Substitutes

- 2.4.1. A Schools Forum member, who is unable to attend a meeting, ~~may~~has to arrange from a named list for a substitute to attend to represent the same sector and to have voting powers. This must be notified to the Clerk of the Schools Forum, in writing, at least three working days in advance of the meeting, ~~to the Clerk of the Schools Forum.~~
- 2.4.2. A Schools or Academy member may only nominate a substitute member from the same sector, with the same role within a school.
- 2.4.3. A Non Schools member may only nominate a substitute member from the relevant representative group.

2.5. Meetings

- 2.5.1. The Schools Forum shall meet at least four times a year.
- 2.5.2. The proceedings of the Schools Forum are not invalidated by:
- any vacancy among their number;
 - any defect in the election or appointment of any member;
 - any defect in the election of the chair.
- 2.5.3. The Terms of Reference, Constitution and Membership of the Schools Forum, shall be reviewed annually by the Schools Forum in consultation with the officers allocated to advise the Schools Forum.
- 2.5.4. Administration
- 2.5.4.□.1. The London Borough of Brent shall provide a clerk for all meetings of the Schools Forum.
- 2.5.4.□.2. Papers for meetings of the Schools Forum shall be circulated to members and made available to the public on the London Borough of Brent's website, five-five clear working days in advance of the meeting.
- 2.5.4.□.3. Papers for meetings of the Schools Forum shall be sent electronically by email and via the Modern.gov application.
- ~~Papers for meetings of the Schools Forum shall be made available on the London Borough of Brent's website, five working days in advance of the meeting.~~
- 2.5.4.□.4. The agenda for meetings of the Schools Forum shall be set by the Local Authority~~by the LA~~, in consultation with the Chair of the Schools Forum.
- 2.5.4.□.5. The Schools Forum may commission work in relation to appropriate school funding issues.
- 2.5.4.□.6. An annual cycle of meetings (Schools Forum Forward Plan~~nerf~~) shall be set up to include agenda items which routinely arise.
- 2.5.4.□.7. There shall be an agenda item at the beginning of each meeting of the Schools Forum to give members the opportunity to declare conflicts of interest.

- 2.5.4.□.8. Each item on the agenda of the Schools Forum shall be timed, and the timing extended only at the Chair's discretion.

2.5.5. Minutes

~~Minutes of the meetings of the Schools Forum shall be made available on the London Borough of Brent's website within three weeks of the Schools Forum meeting, in draft form.~~

- 2.5.5.□.1. Minutes of the meeting of the Schools Forum shall be approved at the following Schools Forum meeting and shall then be made available on the London Borough of Brent's website immediately after the meeting, ~~as final.~~

- 2.5.5.□.2. Minutes shall for each item state whether the item was for decision, information or consultation.

- 2.5.5.□.3. All decisions taken by the Schools Forum shall be recorded.

- 2.5.5.□.4. Any actions agreed shall be recorded, with the action allocated to an officer.

2.5.6. Chair and Vice Chair

- 2.5.6.□.1. The Schools Forum shall appoint a Chair and a Vice-Chair from its membership.

- 2.5.6.□.2. The term of office for both the Chair and Vice-Chair shall be two years, but must not exceed the member's remaining term of office as a Schools Forum member.

- 2.5.6.□.3. A non-executive elected member or London Borough of Brent officer who is a member of the Schools Forum cannot hold the office of chair.

- 2.5.6.□.4. In the absence of both the Chair and the Vice-Chair, a temporary Chair shall be elected from amongst those voting members present.

2.5.7. Quorum

- 2.5.7.□.1. The Schools Forum meeting shall only be quorate if 40% of the total membership is present. This excludes observers, and excludes

vacancies. This equates to eleven members when there are no vacancies.

2.5.7.□.2. ~~An inquorate meeting cannot legally make decisions.~~ If a meeting is inquorate, members present may by majority vote decide to have an informal discussion, but the meeting has to be formally rescheduled.~~continue the meeting and thus be able to offer advice to the London Borough of Brent and/or respond to any consultation.~~

2.5.7.□.3. ~~An inquorate meeting cannot legally make decisions.~~

2.5.8. Conduct

2.5.8.□.1. All discussions and debate at the Schools Forum meetings shall be through the Chair.

2.5.8.□.2. For decision-making and consulting purposes, each Schools Forum member shall be entitled to one vote subject to:

- Funding Formula: This is limited to all Schools and Academy members and Early Years PVI representatives. Other Non School members cannot vote.
- Early Years Single Funding Formula: This is limited to all Nursery, Primary School members and Early Years PVI representatives. Secondary, Academy members and other Non School members cannot vote.
- De-Delegation: This is limited to the specific primary and secondary phase of maintained schools. Maintained nurseries, maintained special schools, PRUS, academies, and Non School members cannot vote on de-delegation matters.
- Scheme for Financing Schools: This is limited to schools' members.
- Other matters: All members can vote on any other matters.

2.5.8.□.3. A resolution shall be taken by a simple majority.

2.5.8.□.4. Where a vote is required and there are an equal number of votes for and against the proposal, the Chair shall have the casting vote.

2.5.8.□.5. Once a decision has been made, all Schools Forum members shall be bound by it, but any member may request for their opinion to be recorded in the minutes.

- 2.5.8.□.6. Each Schools Forum member shall consider the needs of the whole educational community within London Borough of Brent, rather than using their position on the Schools Forum to advance their own sectional or specific interests.
- 2.5.8.□.7. The Schools Forum must appropriately challenge and scrutinise the London Borough of Brent's decisions, proposals or existing arrangements.
- 2.5.8.□.8. In carrying out their functions, each Schools Forum member shall act in accordance with the seven principles of public life set out in the report of the Government Committee on Standards in Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

2.5.9. Expenses

- 2.5.9.□.1. All costs of the Schools Forum shall be met from the Schools' Budget.
- 2.5.9.□.2. Reasonable costs incurred by each Schools Forum member shall be reimbursed by the London Borough of Brent, and charged to the Schools' Budget. As meetings are held in the evening, it is anticipated that only travel and (possibly) childcare costs would apply.

2.5.10. SubTask and Finish -Groups

- 2.5.10.□.1. The Schools Forum ~~currently can appoint, as and when necessary, Task and Finish Groups in relation to specific items of interest of the Forum. has three sub-groups: Early Years, SEN and Schools.~~

~~Membership and clerking of the sub-groups shall be reviewed annually by the Schools Forum.~~

2.5.11. Observers and Public Access

- 2.5.11.□.1. All meetings of the Schools Forum shall be open to members of the public, unless there is good reason for the business to be conducted in private. ~~Members of the public shall only attend the meeting, by contacting the Clerk to the Schools Forum, in advance of the meetings, so that the necessary administrative and health and safety arrangements can be made.~~

2.5.11.□.2. Members of the public may only speak with the permission of the Chair.

~~Papers, Agendas and Minutes of the Schools Forum shall be publicly available through the London Borough of Brent's website.~~

2.5.11.□.3. Dates and locations of forthcoming meetings shall be publicly available through the London Borough of Brent's website.

2.5.11.□.4. Minutes of meetings ~~shall~~will be placed on the London Borough of Brent's website, and all schools and associated groups shall be notified when new minutes are available.

This page is intentionally left blank



Schools Forum

14 June 2017

Report from the Strategic Director of Children and Young People

For Decision

Updates to the Schools Forum Rules and Procedures

1.0 Summary

- 1.1 This report proposes a number of changes to the Schools Forum's Rules and Procedures. The changes presented in this report mirror the proposed amendments to the Schools Forum's Terms of Reference and Constitution.
- 1.2 This report proposes the 'Schools Forum Rules and Procedures' document to be renamed 'Schools Forum Guidance' to better reflect its contents.

2.0 Recommendations

- 2.1 The Schools Forum is asked to approve the proposed changes to the Schools Forum Rules and Procedures.
- 2.2 The Schools Forum is asked to approve the 'Schools Forum Rules and Procedures' document to be renamed 'Schools Forum Guidance'.

3.0 Detail

- 3.1 As part of an agreement between the Children and Young People Department and the Chief Executive's Department, the Governance Team, part of Executive and Member Services, will now provide administrative support to the Schools Forum, consistent with the principles applied to all council committee meetings and decision-making bodies.
- 3.2 A review of the Schools Forum's Rules and Procedures has been undertaken in the period February 2017 - May 2017 in partnership with the Schools Finance Team. This resulted in a number of changes being proposed which aim to improve the understanding of the 'Schools Forum Rules and Procedures' document. The proposed amendments are shown at Appendix A to this report. Additions to the existing texts are underlined and deletions are indicated. The main changes are described in the body of this report.

3.3 The Proposed changes to the Schools Forum Rules and Procedures are as follows:

(i) Title

- a. Changes to the title: it has been proposed to rename the document 'Schools Forum Guidance'. This title is considered to reflect the nature and the contents of the document better than 'Schools Forum Rules and Procedures'. In addition, it is in line with the Council's policy to use plain English whenever possible.

(ii) Membership

- a. Changes to paragraph 2.1 are suggested to emphasise that in carrying out their duties, members of the Forum are expected to act in accordance with the seven principles of public life. 'Respect for others, duty to uphold the law' and 'stewardship' have been proposed to be deleted as they are not part of the seven principles of public life. This is in line with the Committee on Standards in Public Life Guidance which is available [here](#).
- b. Changes to paragraph 2.2 are proposed to reflect that the Schools Forum consists of 27 Members.

(iii) Meetings

- a. Changes to paragraph 4.4 are proposed to reflect that meetings of the Schools Forum are open to the public.
- b. Changes to paragraphs 4.5 are suggested to ensure that the terminology used in this paragraph reflects the Council's structure, e.g. the Children and Families Department has been renamed Children and Young People and the Executive Member for Children and Families' position has been renamed Cabinet Member for Children and Young People.

(iv) Expenses

- a. Change to paragraph 6.2 is proposed to reflect that the Schools Forum has 27 members.

(v) Reporting

- a. Change to paragraph 7.2 is suggested to comply with paragraph 8, sections (2) and (13), from The Schools Forums (England) Regulations 2012 and to reflect current practice at the London Borough of Brent.

(vi) Voting

- a. Changes to Section 8 are proposed to ensure that members of the public who are not familiar with educational terminology can understand fully the Schools Forum Rules and Procedures/Schools Forum Guidance.

3.4 The 'Schools Forum Rules and Procedures' document is to be reviewed at the Schools Forum meeting in June 2018.

4.0 Financial Implications

4.1 The cost of providing a clerk to the Schools Forum will be met by the Schools Forum budget.

5.0 Legal Implications

5.1 These are addressed in the body of the report.

6.0 Diversity Implications

6.1 There are no diversity implications.

7.0 Background Papers

7.1 [Schools Forum Terms of Reference and Constitution](#)
[The Schools Forums \(England\) Regulations 2012](#)
[Schools Forum Operational and Good Practice Guide](#)
[Committee on Standards in Public Life page on gov.uk](#)

Contact Officers

Nikolay Manov
Governance Officer
nikolay.manov@brent.gov.uk
020 8937 1348

This page is intentionally left blank



SCHOOLS FORUM ~~GUIDANCE~~ RULES AND PROCEDURES

1 Overview

1.1 The Schools Forum is not a Committee of the Local Authority, it is a separate statutory body set up to provide a formal mechanism for schools' views on funding and other issues to be brought to the attention of the Local Authority (LA) under the Schools Forum (England) Regulations 2012.

2 Membership

2.1 In carrying out their duties, members of the Forum are representing the interests of their sectors rather than their individual school and should tailor their views accordingly. They are expected to act in accordance with the ~~ten~~ **seven** principles of public life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership. ~~respect for others, duty to uphold the law and stewardship.~~ **respect**

2.2 There will be ~~27~~ **28** full members of the Forum, representing the following:

Representation	Number
<i>Schools members</i>	
Primary Heads	5
Primary Governors	5
Secondary Heads	1
Secondary Governors	1
Special School Head	1
Special Schools Governor	1
Nursery School Head	1
Nursery School Governor	1
PRU Head/Governor	1
<i>Academies members</i>	
Academy Head	3
Academy Governors	3
<i>Non-schools members</i>	
Early Years PVI Sector	2
Trade Unions	1
14-19 Partnership	1
Primary School Advisor	1
TOTAL	27 28



4 Meetings

- 3.1 Each Forum member will be elected by their peer group and will serve for 3 years from the day of election
- 3.2 The election process will be carried out by the LA:
 - Head Teachers and governors will be asked to nominate themselves for the Forum by a closing date of not less than one month prior to the date of the next meeting of the Forum.
 - Heads Teachers and Governing Bodies of each category of school will be sent a voting paper by the LA setting out the nominations within their peer group.
 - Each Head/Governing Body will be able to vote for the number of candidates equal to the number of Forum seats available to their peer group (e.g. each primary head may vote for up to 5 primary head candidates).
- 3.3 There is no limit to the number of consecutive terms of office individuals can serve as Forum members.
- 3.4 Elected Members of the Local Authority can be voting members of the Forum in their capacity of governor at a school.
- 3.5 The LA will end the appointment to the Forum of any Forum member who ceases to hold the office by virtue of which they became eligible for membership (i.e. a head teacher who ceases to be a head in the LA or a governor who ceases to be a governor of a school in the relevant category). In such eventuality, the LA will immediately seek nominations from the sector for a replacement to serve the remainder of the three year term and initiate the voting process.
- 3.6 If a Forum member ceases to attend three consecutive meetings, the Forum can agree (by vote) to ask the LA to remove them from membership and seek a replacement from the appropriate sector to serve the remainder of the three year term.

- 4.1 The Forum will elect its Chair and vice Chair from within its membership at its first meeting, if necessary by a majority of votes cast by individual members.
- 4.2 If neither the Chair nor vice Chair is present at a meeting, those representatives present shall elect a Chair for the duration of the meeting.
- 4.3 The quorum for the meeting will be 40% of appointed Forum members.



5 Functions

- 4.4 The Forum meetings ~~will be~~ open to the public.
- 4.5 Anyone wishing to speak at a Forum meeting who is not a member of the Forum may only do so with the permission of the Chair, except the Strategic Director of Children & ~~Families Young People~~ or their representative and the ~~Executive Cabinet~~ Member for Children & ~~Young People Families~~ who shall be entitled to address a meeting of the Forum (through the Chair) to contribute to the discussion.
- 4.6 There shall be a minimum of 4 meetings each year.
- 4.7 Dates, times and locations of Forum meetings will be decided by the Forum at its meetings.
- 4.8 An emergency meeting of the Forum can be called by the Chair or vice Chair but must be held at least five clear working days after being called.
- 4.9 All discussion and debate at Forum meetings must be through the Chair.
- 4.10 If a vote is required, all relevant members of the Forum attending the meeting shall have one vote each (including the Chair) and in the event of a tie, the Chair shall be entitled to use their casting vote. Non-schools members except for Early Years representatives cannot vote on schools formula matters.
- 4.11 If one of the voting members on the Forum asks that the question be put to a vote, the Chair shall immediately seek a vote of the Forum members and, if a majority agree, there will be an immediate vote on the issue under discussion and the meeting will move to the next item of business.
- 5.1 The Forum will set its own work programme, subject to the Strategic Director of Children & ~~Families Young People~~ having the right to put any report to the Forum if it covers a matter on which the LA has a statutory duty to consult the Forum (see below). The agenda for each Forum meeting will be agreed by the Chair in consultation with the clerk to the Forum and the Strategic Director of Children & ~~Families Young People~~.
- 5.2 The Forum may commission work in relation to appropriate school funding issues.



- 5.3 The Forum shall have the right to consider and make recommendations to the Council on the following issues:
- The Schools Budget
 - The Scheme of Delegation and any proposed changes to it
 - The funding formula and any proposed changes to it
 - Arrangements for Special Educational Needs within the Schools Budget
 - Arrangements for the Pupil Referral Units and out of school education
 - Arrangements for early years education
 - School related insurance
 - Administrative arrangements for grants paid via the LA
 - The funding of Free School Meals
 - Service contracts to be let by the LA where the contract is paid or will be paid from the Authority's schools budget
 - The schools' Asset Management Plan
 - Any other financial issues affecting schools
- 6.1 All costs of the Forum shall be met from the Schools' Budget. The Forum shall make an estimate each year prior to the Council's budget setting process of the Forum's following year's expenditure and will keep its expenditure for that following year within that budget.
- 6.2 The reasonable costs incurred by each of the ~~28-27~~ members on the forum in attending meetings of the Forum shall be reimbursed by the LA and charged to the Schools Budget. These will include (where relevant) travel costs, supply cover (heads), loss of earnings (governors) and childcare. As meetings are likely to be held in the evening, it is anticipated that only travel and (possibly) childcare costs will apply.
- 7.1 The Forum is obliged to give schools an account of consultations carried out and action taken or not taken by the LA in consequence. It is for the Forum to decide how this feedback to schools should be given. Individual Forum members should arrange "feed-back" for the sector that elected them.
- 7.2 The LA shall provide a clerk to the Forum who will minute meetings and circulate minutes and reports not less than ~~one~~ five clear working days week before the next meeting.



9 Other regulations

8 Voting


- Schools members can vote on all Schools Forum business including consultation on the funding formula. However only primary representatives can vote on primary school de-delegation, and only secondary representatives can vote on secondary school de-delegation. Schools members, as defined previously, are primary, secondary, special education needs, nursery and PRU representatives.
- Academy members can vote on all Schools Forum business (including consultation on the funding formula) except de-delegation, as de-delegation is not an option for academies.
- Non-school members cannot vote on de-delegation. Only Private Voluntary and Independent representatives can vote on consultation on the funding formula. All non-school members can then vote on anything else.

9.1 All other rules and procedures of the Forum shall be set by the Forum itself.

9.2 Further information can be found at the following webpage:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/251521/2013_Schools_Forum_Operational_Guide.pdf

This page is intentionally left blank

 Brent	SCHOOLS FORUM June 2017 Report from the Strategic Director of Children and Young People
For Information	
DSG FINANCIAL OUTTURN 2016/17	

1.0 SUMMARY

- 1.1 The Dedicated Schools Grant (DSG) budgets underspent by a total of £5 million in 2016/17. The underspend was principally caused by lower expenditure on school growth and support for rising rolls than was budgeted for as the pace of expansion slowed down. There was also an underspend in the inclusion service which makes up the main body of the high needs block, with lower spend on out of borough placements than anticipated.
- 1.2 For 2017/18 the growth budget has been reduced by £1M in anticipation of the fall in demand. In addition the budget setting included rebalancing the Early Years and High Needs Block, so that Early Years inclusion will be funded from High Needs in 2017/18.

2.0 RECOMMENDATIONS

- 2.1 Schools Forum is asked to note this report.
- 2.2 Schools Forum is asked to consider the request from the Trade Union Representative regarding ring fencing the facilities time underspend from 2016/17 for use in 2017/18.

3.0 BACKGROUND

- 3.1 The schools funding formula for 2016/17 was set in December 2015 ahead of the final DSG budget being confirmed in February 2016.
- 3.2 The DfE recoup formula and high needs place funding from the DSG to allocate this directly to academies and free schools. This is the difference between the £302 million DSG for Brent and the £195 million reported in appendix A.
- 3.3 In recent years primary schools have been expanding to accommodate pupil growth. Budgets were set aside to support rising rolls, and to underwrite the risk of expanding and increasing planned admission numbers (PAN).

4.0 2016/17 DSG BUDGET

4.1 Schools Expenditure

4.2 Appendix A sets out the outturn for the 2016/17 DSG, also known as ‘the schools budget’. A total of £302 million was allocated to Brent schools with £107m being recouped and distributed directly to Academies. This leaves budgeted income and expenditure of £195million. Overall an underspend of £5 million is reported.

4.3 Total income exceeded the amount initially allocated by £0.28 million. This relates to an Early Years funding block adjustment for 2015/16 calculated from the January 2016 early years census. This funding was received and recorded in 2016/17. It should be noted that adjustments for future years may increase or decrease DSG income depending upon the change in FTE nursery provision.

4.4 Schools funding allocations are set ahead of the start of 2016/17 and do not change except for minor adjustments for NNDR (rates) revaluations. The final DSG allocation for 2016/17 exceeded that budgeted for by £0.7 million. This is due to pupil numbers being updated in January 2016, after the funding formula was determined. This has created an underspend of £0.7 million.

4.5 The schools in difficulty contingency budget managed by the School Effectiveness Service underspent by £24K. The amount allocated to this budget has been reduced for 2017/18 at the December 2016 forum.

4.6 There is an underspend on the de-delegated budget for trade union facility time. The NUT trade representative will submit a supplementary paper (Appendix C) requesting that a ring fence is applied to this underspend for use in 2017/18.

4.7 The expansion budget of £3.5 million and rising rolls budget of £1.1 million have underspent by a total of £2.1 million. Only £1.9 million was allocated to expanding schools as the borough did not see the same rapid growth and need for school expansions as in recent years. Equally only £0.57 million was allocated to schools with rising rolls, as the increase in pupil numbers has not been concentrated as acutely as in recent years. The growth budget has already been reduced by £1million in setting the 2017/18 budget.

4.8 Early Years Expenditure

4.9 It was anticipated that the Nursery Education Grant for 3 and 4 year old provision outside of school nurseries and nursery schools would over spend against the budget set. There were mitigating underspends in 2 year old provision and in early years central spend. This overspend has been addressed for the 2017/18 financial year with the Early Years Block budget being rebased and agreed at previous forums.

4.10 High Needs Expenditure

4.11 High needs budgets allocated to mainstream schools are set at the start of the year and allocated accordingly so these budgets are reported in line.

4.12 Any adjustments are made from the in-year placements budget which underspent significantly by £1.9million. Against this in-year placements in academies overspent slightly. The DSG spend on placements in residential and independent settings was a further £0.65 underspent. This is consistent with fewer external placements for school age children being made, and the borough being able to accommodate more

of its High Need placements. This is a strategy that can be continued if more High Needs places can be created where there is demand within the borough.

4.13 Other underspends in High Needs expenditure relate to in-year staffing vacancies in centrally run inclusion support services, and a £0.2 million underspend on the revenue charge for the capital costs of The Village School. With the annual charge tied to interest rates this underspent against the budgeted £0.9million budget.

4.14 **Central items**

4.15 There were underspends throughout central service budgets with the School Effectiveness service having some in-year staffing vacancies and the Gordon Brown Centre income holding up well despite not being fully operational. It should be noted that the termination of employment costs budget relates to the DSG contribution to the cost of premature retirements agreed before 2013. The full budgeted DSG allocation of £0.6million was charged, however the total cost to the Council of enhanced pension costs for former teaching staff in Brent was £2million, with the Council's general fund charged the £1.4 million balance.

5.0 **DSG Balances**

5.1 The DSG underspend of £5million will be added to existing reserve of £1million, so that reserves total £6million as at the start of 2017/18. Whilst this represents an opportunity to increase some combination of funding and investment in schools and high needs provision, decisions may have to be made in the context of continued uncertainty over future funding levels. The current proposals for 2018/19 funding will take the existing 2017/18 DSG budget as a baseline and this does not include DSG reserves.

6.0 **School Balances**

6.1 Overall school balances have decreased from £21.2 million to £19.5 million, but there is no obvious uniform pattern. Half of the 60 maintained schools used balances to support projects and in-year expenditure, and half added to their balances.

6.2 Given the uncertainty that exists over future school funding those schools that can are understandably holding prudent levels of reserves with the average balance held being 12%. However, 8 schools hold balances of below 5% and 1 nursery school finished the financial year in a deficit.

7.0 **BACKGROUND PAPERS**

7.1 http://democracy.brent.gov.uk/ieListMeetings.aspx?Committeeld=578&_ga=2.195682220.1059041790.1495788609-1168446895.1495788609

8.0 **APPENDICES**

8.1 **Appendix A DSG Budget 2016/17**

8.2 **Appendix B School Balances 2016/17**

8.3 **Appendix C Supplementary paper from NUT Trade Union Representative (to be supplied)**

CONTACT OFFICERS

Andrew Ward, Head of Finance – CYP
0208 937 6462

This page is intentionally left blank

Appendix A - DSG Outturn 2016/17

S251 Line	Budget Heading	Description	Budget	Actual	Variance	Commentary
Income						
1.9.1	Early Years Block		(22,533,751)	(22,812,322)	(278,571)	Early Years Adjustment from 2015/16 based on January 2016 EY census
1.9.1	Schools Block		(119,964,124)	(119,964,124)	0	
1.9.1	High Needs Block		(52,334,965)	(52,334,965)	0	
	TOTAL INCOME		(194,832,840)	(195,111,411)	(278,571)	Post recoupment DSG
Expenditure						
1.0.1	Schools Block	Primary Schools	105,509,145	105,526,927	17,782	In-year NNDR adjustments
1.0.1		Secondary Schools	12,215,959	12,215,959	0	
1.0.1		All Through Schools	0	0	0	
1.0.1		EY (Maintained Schools)	6,587,477	6,587,477	0	
		DSG Balance	766,528	0	(766,528)	Known underspend - School budgets allocated ahead of final DSG being confirmed
1.1.1	De-delegated Items	Contingencies - Schools in Difficulty	250,000	225,889	(24,111)	Allocated to schools in need, reduced budget in 2017/18
1.1.4		Free school meals eligibility	27,750	27,750	0	
1.1.8		Staff costs – supply cover excluding cover for facility time	337,846	259,738	(78,108)	TU representatives are requesting this underspend is ringfenced in 2017/18
1.4.10	Pupil Growth and Infant Class Sizes	Expansion and rising rolls funding	4,629,952	2,499,915	(2,130,037)	Significantly underspent as demand for expansion funding decreased
	Total Schools		130,324,657	127,343,655	(2,981,002)	
1.0.1	Early Years Block	2 year old Nursery Education Grant	5,130,000	4,562,184	(567,816)	
1.0.1		3 and 4 year old Nursery Education Grant	6,432,145	8,490,255	2,058,110	Anticipated overspend
1.3.1		Early Years Central Expenditure	2,142,085	1,700,567	(441,518)	Service achieved an underspend in mitigation of NEG overspend, and ahead of reduced central budget in 2017/18
	Total Early Years		13,704,230	14,753,006	1,048,776	
1.0.1/1.2.1	School/HN Block	Maintained Special School Funding	13,061,892	13,061,892	0	
1.0.1/1.2.1	School/HN Block	Maintained ARPs	689,843	689,843	0	
1.0.1/1.2.1	School/HN Block	Maintained Pupil Referral Units	2,723,755	2,723,755	0	
1.2.1	HN Block		3,095,045	3,095,045	0	
1.2.1	Top up funding	Targeted Funding			0	
1.2.1	HN Block	In year top up funding - Maintained	8,495,333	6,513,296	(1,982,037)	All in -year placements to maintained schools including out of borough
1.2.2	HN Block	In year top up funding - Academy	5,403,159	5,679,476	276,317	All placements to academies both in and out of borough
1.2.3	Top up funding	Residential and independent settings	8,738,611	8,089,754	(648,857)	Underspend consistent with fewer external placements being made
1.2.5	SEN Support	Outreach, Ed Pysch, SEN advisory, SEN Transport	3,344,908	3,381,109	36,201	
1.2.6	Hospital Education Services		253,092	171,240	(81,852)	
1.2.7	Other alternative provision services	EOTAS - Commissioned Services	500,000	415,026	(84,974)	In year underspends on staffing
1.2.8	Support for Inclusion		519,800	490,380	(29,420)	
1.2.10	PFI / BSF costs	Capital Expenditure from Revenue - Village School	944,400	728,569	(215,831)	Lower interest rates than originally budgeted for
1.2.11	Direct Payments		1,699	11,188	9,489	
1.2.13	Therapies and other health related s	Speech and Language Therapy & TAMHS	511,116	619,037	107,921	
	Total High Needs		48,282,653	45,669,610	(2,613,043)	
1.4.1	Central School Services Block	Contribution to combined budgets - Schools Effectiveness, Gordon Brown Activity Centre, Wembley Learning Centre	954,573	797,764	(156,809)	Underspends on School Effectiveness services and Gordon Brown Centre
1.4.13		Licences/subscriptions	236,989	196,787	(40,202)	20% saving achieved as VAT on licenses was recoverable
1.4.2		School Admissions	692,462	672,106	(20,356)	
1.4.3		Servicing of schools forums	33,696	19,876	(13,820)	
1.4.4		Termination of employment costs	603,580	603,580	0	Premature Retirement cost budget charged in full
	Total Central School Services		2,521,300	2,290,113	(231,187)	
	TOTAL EXPENDITURE		194,832,840	190,056,384	(4,776,456)	
	Balance		0	(5,055,027)	(5,055,027)	

This page is intentionally left blank

CC Code	School Name	Final Balance				TOTAL C/FWD	In-year movement (decrease) / increase	2017/18 BUDGETED ISB	C/FWD % (incl. Capital)	
		B/FWD (Incl. Capital)	REVENUE	CAPITAL	CHILDREN'S CENTRE					NNI
B72000	Anson Primary School	-511,840.64	-427,727.92	-13,484.37	0.00	0.00	-441,212.29	(70,628)	2,025,828.00	22%
B73603	Avigdor Hirsch Torah Temimah Primary	-20,747.05	-4,460.85	-725.46	0.00	0.00	-5,186.31	(15,561)	957,495.00	1%
B72049	Barham JMI School	-1,007,060.08	-769,363.38	0.00	0.00	0.00	-769,363.38	(237,697)	4,176,117.00	18%
B72075	BRAINTCROFT PRIMARY SCHOOL	-857,360.31	-976,467.29	0.00	0.00	0.00	-976,467.29	119,107	3,581,937.00	27%
B72003	Brentfield JMI School	-554,740.25	-698,101.65	-43,535.96	0.00	0.00	-741,637.61	186,897	3,239,520.00	23%
B72006	Byron Court Primary School	-704,808.20	-783,178.46	0.00	0.00	0.00	-783,178.46	78,370	3,460,153.00	23%
B72007	Carlton Vale Infants School	-188,924.43	-153,870.85	0.00	0.00	0.00	-153,870.85	(35,054)	1,144,253.00	13%
B72068	Chalkhill Primary School	-750,090.26	-845,725.20	0.00	0.00	0.00	-845,725.20	95,635	2,544,714.00	33%
B73301	Christ Church Brondesbury CE P	-111,224.01	-85,904.15	0.00	0.00	0.00	-85,904.15	(25,320)	1,065,089.00	8%
B71003	College Green	-391,955.40	-21,738.92	0.00	-9,559.19	-133,523.95	-164,822.06	(227,133)	439,150.00	38%
B73507	Convent of Jesus & Mary Infant	-151,650.17	-198,466.30	0.00	0.00	0.00	-198,466.30	46,816	1,540,680.00	13%
B71000	Curzon Crescent	-287,390.65	-289,502.25	-638.84	65,792.43	0.00	-224,348.66	(63,042)	693,307.00	32%
B72056	Donnington Primary School	-182,961.35	-296,069.06	-7,277.86	0.00	0.00	-303,346.92	120,386	1,238,774.00	24%
B72055	Elsley	-318,599.67	-198,370.76	-3,237.83	0.00	0.00	-201,608.59	(116,991)	2,953,958.00	7%
B71001	Fawood	-140,676.33	-207,976.77	-3,123.48	-49,326.11	0.00	-260,426.36	119,750	671,935.00	39%
B72074	Fryent Primary School	-804,170.21	-581,921.55	0.00	-131,098.14	0.00	-713,019.69	(91,151)	3,562,886.00	20%
B71004	Granville Plus	-29,343.84	16,835.34	0.00	0.00	26,960.54	43,795.88	(73,140)	621,278.00	-7%
B72017	Harlesden	-52,144.90	-126,126.15	0.00	0.00	0.00	-126,126.15	73,981	2,267,729.00	6%
B75949	Islamia Primary School	-763,161.11	-763,471.48	0.00	0.00	0.00	-763,471.48	310	2,190,180.00	35%
B74033	JFS	-23,805.01	-26,430.25	-146,028.99	0.00	0.00	-172,459.24	148,654	10,442,497.00	2%
B73302	John Keble Anglican Church Primary Sch	-290,268.03	-166,936.07	0.00	0.00	0.00	-166,936.07	(123,332)	2,046,402.00	8%
B75204	Kilburn Park School Foundation	-96,890.90	-87,251.52	0.00	0.00	0.00	-87,251.52	(9,639)	1,091,599.00	8%
B72024	Kingsbury Green School	-323,486.11	-302,561.33	0.00	0.00	0.00	-302,561.33	(20,925)	3,482,101.00	9%
B72028	LEOPOLD PRIMARY SCHOOL	-421,501.74	-45,695.28	0.00	0.00	0.00	-45,695.28	(375,806)	4,218,033.00	1%
B72031	Lyon Park Primary School	-207,278.11	-245,672.10	0.00	0.00	0.00	-245,672.10	38,394	4,256,571.00	6%
B72033	MALOREES INFANTS SCHOOL	-16,998.78	-4,880.68	0.00	0.00	0.00	-4,880.68	(12,118)	1,284,065.00	0%
B75202	Malorees Junior School (Foundation)	-35,410.03	4,222.47	-13,057.90	0.00	0.00	-8,835.43	(26,575)	1,129,090.00	1%
B77006	Manor	-387,214.49	-446,721.92	0.00	0.00	0.00	-446,721.92	59,507	4,633,100.00	10%
B72066	Mitchell Brook Primary School	-149,239.41	-27,602.15	0.00	0.00	0.00	-27,602.15	(121,637)	3,078,594.00	1%
B72073	Mora Primary & Nursery School	-190,849.12	-123,873.97	-27,558.01	0.00	0.00	-151,431.98	(39,417)	2,210,758.00	7%
B72019	MOUNT STEWART INFANT SCHOOL	-171,075.59	-100,306.54	0.09	0.00	0.00	-100,306.45	(70,769)	1,415,598.00	7%
B72018	Mount Stewart Junior School	-136,342.70	-163,936.55	0.00	0.00	0.00	-163,936.55	27,594	1,674,408.00	10%
B72064	Newfield Primary School	-318,457.09	-302,441.86	0.00	0.00	0.00	-302,441.86	(16,015)	2,149,617.00	14%
B75407	Newman Catholic College	-697,770.06	-341,351.22	0.00	0.00	0.00	-341,351.22	(356,419)	4,928,547.00	7%
B72034	Northview JMI School	-218,596.62	-296,513.32	0.00	0.00	0.00	-296,513.32	77,917	1,260,160.00	24%

CC Code	School Name	B/FWD (Incl. Capital)	REVENUE	CAPITAL	CHILDREN'S CENTRE	NNI	TOTAL C/FWD	In-year movement (decrease) / increase	2017/18 BUDGETED ISB	C/FWD % (incl. Capital)
B72071	Oliver Goldsmith Primary	-459,972.57	-335,101.58	0.00	0.00	0.00	-335,101.58	(124,871)	2,095,513.00	16%
B73510	Our Lady of Grace Catholic Infant School	-94,197.34	-79,634.57	0.00	0.00	0.00	-79,634.57	(14,563)	1,182,356.00	7%
B73500	Our Lady of Grace Junior School	-227,158.48	-295,042.44	0.00	0.00	0.00	-295,042.44	67,884	1,232,285.00	24%
B73508	Our Lady of Lourdes Catholic Primary Sc	-82,055.40	-87,965.69	0.00	0.00	0.00	-87,965.69	5,910	1,205,977.00	7%
B72038	Park Lane JMI School	-513,108.78	-569,467.96	0.00	0.00	0.00	-569,467.96	56,359	2,209,364.00	26%
B77005	Phoenix Arch	-266,995.79	-221,573.51	0.00	0.00	0.00	-221,573.51	(45,422)	1,242,053.00	18%
B72039	Preston Park Primary School	-291,662.39	-288,782.24	0.00	0.00	0.00	-288,782.24	(2,880)	3,863,128.00	7%
B73303	Princess Frederica CE VA JMI Sch.	-250,408.79	-49,098.94	-2,460.68	0.00	0.00	-51,559.62	(198,849)	1,858,513.00	3%
B72042	Roe Green Infant School	-923,210.48	-961,932.12	0.00	0.00	0.00	-961,932.12	38,722	2,999,239.00	32%
B72041	Roe Green Junior School	-403,760.45	-242,772.44	0.00	0.00	0.00	-242,772.44	(160,988)	2,140,727.00	11%
B72070	Salisbury Primary School	-93,801.71	-177,453.21	0.00	0.00	0.00	-177,453.21	83,652	2,998,329.00	6%
B73601	SINAI JEWISH PRIMARY SCHOOL	9,442.36	-118,259.83	0.00	0.00	0.00	-118,259.83	127,702	2,491,756.00	5%
B73509	St Joseph's RC Infant School	-543,026.42	-584,512.59	0.00	0.00	0.00	-584,512.59	41,486	1,266,918.00	46%
B73501	St Joseph's RC Primary School	-736,294.82	-867,548.64	0.00	0.00	0.00	-867,548.64	131,254	1,302,202.00	67%
B73511	St Margaret Clitherow Primary	-120,177.51	-123,426.63	0.00	0.00	0.00	-123,426.63	3,249	1,217,226.00	10%
B73505	St Mary Magdalen's RC JM	-178,864.11	-184,204.12	0.00	0.00	0.00	-184,204.12	5,340	1,748,950.00	11%
B73602	St Mary's Catholic Primary School	-165,273.00	-161,012.44	0.00	0.00	0.00	-161,012.44	(4,261)	1,639,201.00	10%
B73308	St Mary's CE JMI School	-181,370.47	-143,657.24	0.00	0.00	0.00	-143,657.24	(37,713)	1,584,160.00	9%
B73506	St Robert Southwell RC JMI	-149,091.96	-208,919.90	0.00	0.00	0.00	-208,919.90	59,828	2,136,653.00	10%
B75203	St. Joseph's Catholic Junior School	-214,597.71	-215,761.53	0.00	0.00	0.00	-215,761.53	1,164	2,609,947.00	8%
B72057	Stonebridge JMI School	-642,933.42	-445,653.66	0.00	0.00	0.00	-445,653.66	(197,280)	3,174,128.00	14%
B77009	The Village	-892,959.85	-399,614.49	-44,897.07	0.00	0.00	-444,511.56	(448,448)	8,111,909.00	5%
B72020	Uxendon Manor Primary School	-219,373.14	-220,164.87	0.00	0.00	0.00	-220,164.87	792	2,686,309.00	8%
B73605	Wembley Primary School	-1,311,941.45	-1,194,273.84	0.00	-80,261.69	0.00	-1,274,535.53	(37,406)	4,070,580.00	31%
B72053	Wykeham Primary School	-767,443.26	-688,871.60	0.00	0.00	0.00	-688,871.60	(78,572)	2,674,395.00	26%
		-21,234,269.59	-18,954,266.02	-306,026.36	-204,452.70	-106,563.41	-19,571,308.49	-1,662,961.10	147,417,941.00	
	Ashley College		-73,292.11				-73,292.11	73,292	978,725.00	7%
	Brent River College		-256,736.03				-256,736.03	256,736	1,745,030.00	15%
		-21,234,269.59	-19,284,294.16	-306,026.36	-204,452.70	-106,563.41	-19,901,336.63	-1,332,932.96	150,141,696.00	



Hank Roberts, ATL National Past President and Brent Branch Secretary

Mobile: 0776 273 7306

Email: hankr@hotmail.com

Shyam Gorsia, NASUWT Brent Secretary

Mobile: 0793 055 8668

Email: sgorsia_nasuwt@outlook.com

Lesley Gouldbourne, Brent Teachers Association (NUT) Secretary

Mobile: 0785 471 5686

Email: Lesley18G@gmail.com

Trades Union Facilities Funding “pot.”

1) Background Considerations.

- The Trade union facilities funding “pot” is made up of de-delegated monies from maintained schools and buy-ins from Academies and Special schools.
- This funding is used to reimburse schools who release teachers to undertake trade union duties at their actual salary costs, to pay 2 Officers directly at MP 6 (Lesley for 3 days and John for 2 days) and to reimburse schools who release school reps for training for 3 days a year at MP6 rates.
- The funding year is the financial year
- The de-delegation decision is taken in October for the funding year beginning the following April.
- The buy-ins are made over several months starting in the April of the funding year.
- Schools releasing teachers for trade union duties need to know in a timely manner so that they can arrange time-tabling at the earliest opportunity.
- I know about the de-delegation funding from the Schools Forum in October for the following April but not about the buy-ins until, and as, they are made from the following April. This makes it very difficult to plan and budget.
- We need more teachers to be released as workload has increased.

2) Under-spend from 2016/17.

The fund for 2016/17 was £143,830 (£83,577 from de-delegation and £60,253 from buy-ins.) There is an under-spend of £47,610.91 because;

- We did not reimburse the schools who released school reps for 2 training days because we had some new teachers being released from September 2016 and we did not know if the budget would cover both. This would have cost around £6,000.
- John Roche was on Upper Pay Scale and a TLR for the autumn term 2016 so his school was reimbursed at that rate. However, he left that school in December and went part-time. So now he is paid directly from the Fund at the cheaper rate of MP6, saving another £4,000.

3) Forecast for 2017/18.

The budget for 2017/18 is £97,531.44 (£80,577.46 de-delegation and £16,954 buy-ins). This is considerably less than 2016/17 partly due to more academisation and less buy-in.

Training costs for reps will be around £9,000 again.

Reimbursements and salary costs will be around £90,000

So there is currently a shortfall of around £1,500. I hope to get more buy-ins this term.

However the £100,000 estimate for training and reimbursements and salaries does not allow for;

- More teachers being released to take up the increased workload
- Any increase in school reps attending training
- My replacement (when I retire) costing more than MP6

Therefore, I am requesting that the under-spend is allocated as follows;

- 1) Schools who released reps for training in 2016/17 be reimbursed.
- 2) The remainder is carried forward to 2017/18 to help with the current shortfall.

Lesley Gouldbourne
Chair Brent teachers Panel
June 1017