



Schools Forum

**Monday, 23 June 2014 4.00 p.m.
The Board Room - Municipal Building,
Widnes**

Chief Executive

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The next meeting of the Committee is on Thursday, 16 October 2014*

**ITEMS TO BE DEALT WITH
IN THE PRESENCE OF THE PRESS AND PUBLIC**

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In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

SCHOOLS FORUM

At a meeting of the Schools Forum on Monday, 17 March 2014 at the Civic Suite, Town Hall, Runcorn

Present:

J. Rigby, Ormiston Bolingbroke Academy (Chairman)
 E. Cargill, Primary School Governor Representative
 S. Clough, Children & Enterprise
 J. Coughlan, Primary School Representative
 D. Stanley, All Through School Representative
 S. Broxton, Primary Representative
 A. Jones, Democratic Services
 M. Constantine, Special Schools Representative
 L. Feakes, School with Nursery Unit
 A. Jones, Financial Services
 R. Collings, Primary Representative - Infant School
 K. Landrum, Primary Representative - VA School
 A. Brown, Nursery Schools Representative
 N. Unsworth, Financial Services
 J. Berry, Early Years PVI Sector
 M. West, Policy, Provision & Performance
 G. Monument, Education Funding Agency (Observer)
 I. Hodkinson – Part (SCF42)
 M. Musson – Part (SCF45)
 D. Airey – Part (SCF45)

Action

SCF37 APOLOGIES

Apologies had been received from Ann McIntyre, Dianne Moran, Jamie Jardine and Andrew Keeley.

The Chairman welcomed new Forum member Jill Berry, representative for Early Years Private, Voluntary and Independent Sector.

Also Gavin Monument from the Education Funding Agency was introduced as an observer for today's meeting.

SCF38 MINUTES OF THE LAST MEETING & MATTERS ARISING

The Minutes of the last meeting were agreed as a correct record subject to amending the time from 7.43 pm to 6.43 pm.

SCF 35 – Development of a School Family Support Service – this was progressing however an update would be sought regarding its status.

Ann McIntyre

SCF39 MEMBERSHIP UPDATE

The Chairman advised the Forum that currently there was a vacancy for a secondary representative, recruitment for this had commenced. Also the requirement to have representation from the 14-19 category was removed and would be replaced with a representative from providers of 16-19 education. Simon Clough therefore would be replaced with a representative of Post 16 providers.

SCF40 ASSESSMENT FRAMEWORK

A report was presented to the Forum which provided an update on the implementation of the High Needs Students Assessment Framework for 2013/14 and revisions proposed for 2014/15. The *High Need Students Assessment Framework for 2014-15* document was appended to the report for reference.

The Forum was reminded that in April 2013 Halton Borough Council introduced the High Needs Students Assessment Framework in response to each local authority becoming responsible for managing the funding for education support for high needs students aged 0-25. Through the post 16 element of the Assessment Framework a total of 91 applications were received for high needs funding for Post 16 students from colleges and Independent Specialist Providers. These were processed through an assessment panel in summer 2013 and a total of 74 applications were approved. It was noted that contracts were in place for each of the 74 placements and the success of placements was being reviewed through monitoring arrangements.

It was reported that in reviewing the High Needs Students Assessment Framework for 2013/14 feedback was sought from the applicants ie, Future Education Colleges and Independent Specialist Providers, and from Panel Members. Based on this feedback, changes had been made to reduce and focus the evidence requirements for new applications and for continuing learners to documentation most beneficial in assessing the suitability of the placement and costs associated. Changes had also been made to the finance documentation, which asked applicants to breakdown the cost of the placement further, which would be useful when making future comparisons between costs in institutions.

RESOLVED: That Schools Forum approves the High Needs Students Assessment Framework for 2014-15.

SCF41 HIGH NEEDS TOP UP FUNDING

The Forum received the Top-Up Funding Rates for 2014-15 which were appended to the report in table format at Appendices A and B, for the following:

- Special Schools;
- Resource Bases
- Resource Base Service Level Agreements;
- The Pupil Referral Unit;
- Enhanced Provision Funding; and
- High Needs Block Funding

Officers also tabled the '*Special Unit Top-up Values*' and a '*Summary of Special School Funding 2014-15*', and provided an explanation of the figures.

Resulting from debate on the Secondary Special Unit Top-up Values relating to The Grange, it was commented that the recommendations on the report were wrong, as the Forum was not required to make a decision on this item. Therefore they should be reworded to reflect that the reports presented are 'noted' by members, not 'agreed'.

It was noted that advice would be sought from Ann McIntyre when she returns regarding the allocations of funding. In the meantime members were happy to note the high needs top up funding.

RESOLVED: That Schools Forum note the report and

1. note the top up funding levels; and
2. note the SLA Funding levels.

SCF42 FAIRFIELD PRIMARY UPDATE

The Forum received a request for financial support for the expansion of Fairfield Junior School to include infant aged children.

The Headteacher, Irene Hodkinson, presented a statement which outlined the requirements of Fairfield Primary School in order to further support the successful merger of the former two Schools, Fairfield Infant School and Fairfield Junior School, currently with two different identities.

She advised that the conversion date of the Schools to a Primary School was 1 January 2014. This date, which

was part way through the academic and financial year, had meant that preparations had to take place after the actual conversion instead of beforehand. Two transition days had been given to enable staff to work together without children being present at the School and financial out lay had already taken place. It was commented that although some actions had taken place, other actions were needed to enable the smooth transition for the staff and children in the new School; these were listed in the statement and explained to the Forum.

The Headteacher then put forward her proposals and objectives in relation to the required actions as discussed in the report.

The Forum debated the request for funding, taking into consideration the information before them and information supplied by the Headteacher. It was agreed that due to the fact that Fairfield Primary was now one school, the loss of the £125,000 lump sum would be offset by the staff savings it would experience. The request for funding was therefore refused.

RESOLVED: That Schools Forum agree that the request for funding from Fairfield Primary School be refused.

SCF43 FREE SCHOOLS MEALS

Anne Jones advised the Forum that the most recent information regarding Free School Meals (FSM) was now on the Department for Education Website.

In summary she advised that an amount of £2.30 was allocated per meal for newly eligible take ups of FSM. Schools would be notified of their provisional allocation in June 2014 and the first payment would be made at the end of June for Maintained Schools and early July for academies. This payment would fund the Autumn 2014 and Spring Term 2015 terms and would be based on the January 2014 census with an assumption that take up would be 87% of the newly eligible pupils. Schools with fewer than 150 pupils would get transitional funding for 2014/15 only as a lump sum.

It was noted that if pupils were entitled to FSM they would not have to apply as they would be picked up when benefits were applied for by the parents.

More information would be provided at the next meeting.

RESOLVED: That the information be noted.

SCF44 CAPITAL PROGRAMME 2014-15

It was reported that in December 2013 the DfE announced the schools capital grant allocations for 2014-15. A summary was provided to The Forum of the capital programmes for 2014-15, for the Children and Enterprise Directorate. Information relating to the funding received was provided in the report in paragraph (3.1). The Capital Repairs Programme 2014-15 was appended at Appendix A.

The report also presented information relating to:

- Capital Maintenance and Capital Expenditure Revenue Account Funding;
- Basic Need Capital Funding;
- Halebank Church of England Voluntary Controlled Primary School; and
- Universal Infant Free School Meals (Appendix 2).

RESOLVED: That Schools Forum note:

1. the capital funding available for 2014-15;
2. the position in respect of Basic Need;
3. the proposals to be funded from Universal Infant Free School Meals capital;
4. the proposals to be funded from Capital Maintenance and Capital Expenditure Revenue Account;
5. the proposals for the Halebank Voluntary Controlled Church of England Primary School; and
6. that full Council would be required to approve the Capital Programme for 2014-15.

SCF45 LEARNING OUTSIDE THE CLASSROOM SERVICE LEVEL AGREEMENT

The Forum was requested to consider the continuation of the provision from Cheshire West and Chester Council (CWaC) and Edufocus the provision of Learning Outside the Classroom (LOtC), Visits and Outdoor Education advice and guidance to Halton schools, and for Halton Schools Forum to make a decision about funding this provision from April 2014.

The Forum was advised that learning outside the classroom and off-site activities provided a valuable opportunity for pupils and young people to encounter experiences that were not available to them in the classroom. They were an opportunity to extend the learning

of all pupils and could enable young people to learn through new experiences and develop their initiative and independence, and enrich their understanding of themselves, others and the world around them. They could also be a catalyst for positive engagement in education, improved personal performance, and promote a lifetime interest; and in some cases lead to professional fulfilment.

It was noted that for the past 5 years Halton had engaged the services provided by CWaC Quality Learning Partnership Outdoor Education Adviser (QLP OEA) and Edufocus to manage the risks associated with LOtC activities and to operate within the requirements of legal frameworks governing the health, safety and welfare of employees and pupils/young people in the context of LOtC, educational visits and outdoor education. Last year the service supported 95,430 Halton pupils taking part in 4632 visits.

The Forum agreed that the combined service provided by CWaC and Edufocus provided outstanding support for LOtC, offered good value for money and delivered the service in a cost effective way. The Forum agreed to support the provision of the LOtC Service as requested.

RESOLVED: That Schools Forum supports the provision of the LOtC Service provided by CWaC at a cost of £41,371 for 2014/2015 and £6,437 for Edufocus for the period 17 December 2014 to 31 March 2016.

SCF46 SCHOOLS AND EARLY YEARS FINANCE REGULATIONS 2014-15

The Forum received an update on the new features in the school and early years finance regulations 2013 and the DSG conditions 2014-15.

It was reported that the Education Funding Agency (EFA) issued the summary of new features in the Schools Finance (England) regulations 2013 and Dedicated Schools Grant (DSG) conditions of grant for the financial year 2014-15, a summary of this was attached with the report.

Members were drawn to the following new feature in the Schools Finance Regulations 2014-15:

Regulation 3 – included an amendment to the Schools Forum Regulations 2012 to require the election of a representative of providers of 16 to 19 education to the

Schools Forum, and to remove the inclusion of a representative of the local authority's 14 to 19 partnership of the Forum. Eligible institutions were those in the further education sector and other post school institutions that specialised in Special Educational Needs (SEN) and Learning Difficulties and/or Disabilities (LDD) provision, Independent Specialist Providers, where 20 % or more of their students resided in the authority's area.

It was noted that this change came into force on 1 January 2014.

RESOLVED: That the report and summary be noted.

SCF47 EARLY YEARS FUNDING 2014-15

Schools Forum was advised of the proposals for Early Years Funding for 2014-15.

Officers proposed that for Nursery Schools and Units, the funding factors stayed the same – namely Basic per Pupil, Deprivation (using IDACI), Lump Sum and LA Rates (for nursery schools only). It was noted that since the publication of the report calculations had been made to ascertain the cash values of the funding factors which were tabled at the meeting.

The proposal for Private, Voluntary and Independent (PVI) Sector Providers was also not to change the funding factors used – so to keep Basic per Pupil, Deprivation (IDACI) and LA Rates. Details of the cash values had now been calculated and were presented on the above document that was tabled.

The Forum queried on whether there was a funding factor for low level SEN funding for PVI Nursery Schools. Anita Parkinson would be contacted in this regard.

Anne Jones

RESOLVED: That Schools Forum:

1. notes the report;
2. agrees the funding formula for Maintained Early Years settings; and
3. agrees the funding formula for the PVI settings.

SCF48 FUNDING UPDATE

The Forum was advised that consultation was ongoing regarding the National Fair Funding Formula for 2015 – 2016 onwards. It was noted that there was no

obligation for the Council to change its funding levels.

Finance staff would be attending a national conference on 4 June 2014 and would report back at the next meeting.

The Education Funding Agency announced last week £350m of additional funding for 62 Local Authorities whose Guaranteed Unit of funding fell below that required for the average funding levels of the 2014-15 formula. Unfortunately Halton was not one of these authorities and no additional funding was due.

RESOLVED: That the information be noted.

Meeting ended at 5.40 p.m.

REPORT TO: School Forum

DATE: 23rd June 2014

REPORTING OFFICER: Senior Finance Officer, Financial Management Division

SUBJECT: Dedicated Schools Grant Outturn 2013-14

1.0 Purpose of the Report

- 1.1 To report to the School Forum the final Dedicated Schools Grant position for 2013-14 and note the amount of DSG carried forward into the 2014-15 financial year.

2.0 Recommendation

RECOMMENDED: That the amount of unspent DSG from 2013-14 of £3,836,237 is carried forward into the 2013-14 financial year be noted by the School Forum.

3.0 Background

Each year all local authorities are required to submit a Section 251 Outturn return to the Department for Education. The authority records its total income and expenditure for the previous financial year (2013-14). This includes income and expenditure at individual school level, taken from the Consistent Financial Reporting return plus central local authority income and expenditure.

- 3.1 The DSG available for distribution in 2013-14 totalled £86.2M as below:

Final allocation of DSG for 2013-14	£83.1M
Plus unspent DSG from 2012-13 carried forward	<u>£ 3.2M</u>
Total DSG available in 2013-14	£86.2M

- 3.2 The DSG expenditure in 2013-14 totalled £82.4M as below:

Actual DSG School level expenditure	£73.4M
Actual DSG Central expenditure	<u>£ 9.0M</u>
Total DSG expenditure in 2013-14	£82.4M

- 3.3 The unspent DSG from 2011-12 brought forward into 2013-14 is therefore £3.8M as below:

Total DSG available in 2013-14	£86.2M
Total DSG expenditure in 2013-14	<u>£82.4M</u>
Total DSG brought forward into 2014-15	£ 3.8M

- 3.4 The central DSG budget underspends was made up of High Needs and Early Years provisions. The funds brought forward will be used to fund budget pressures in the current 2014-15 financial year.

REPORT TO: School Forum

DATE: 23rd June 2014

REPORTING OFFICER: Operational Director – Children’s Organisation and Provision

SUBJECT: Contingency Update 2014/2015

1.0 PURPOSE OF REPORT

1.1 This report provides an update on the value of the Dedicated School Grant contingencies for 2014/2015.

2.0 RECOMMENDED: That

2.1 (a) School Forum note the current balance on each of the contingencies

3.0 BACKGROUND

3.1 The General Schools Contingency for 2014/2015 is £351,454. A licenced deficit for Farnworth Primary School for £9,541 has been agreed leaving a revised total of £341,913.

3.2 The Pupil Growth Contingency for 2014/2015 is £180,000.

3.3 The High Needs Contingency budget for 2014/2015 is £1,226,420. The carry forward balance for 2013/2014 is £2,120,856 giving a total budget of £3,347,276. Funding has already been approved and allocated to Ashley School for Post-16 development, £110,000 and Post-16 High Needs Assessment £14,000. Funding of approximately £108,050 will be allocated to Cavendish for place funding error. The remaining balance on this contingency is £3,115,221.

3.4 The Early Years Contingency budget for 2014/2015 is £730. There is a carryforward budget of £821,813. After the deduction of the Early Years Enhanced budget of £80,000 and the support to Ditton Nursery of £54,427 there is balance of £688,116.

3.5 The total Central Contingency carryforward from 2013/2014 is £1,170,059. After deduction of the additional rates cost for The Grange of £170,589, additional rates cost for All Saints Upton of £33,378 and The Grange redundancy cost of £117,010 there is a remaining balance of £849,082.

REPORT TO: School Forum

DATE: 23rd June 2014

REPORTING OFFICER: Operational Director – Children’s Organisation and Provision

SUBJECT: Applications for Additional Assistance

1.0 PURPOSE OF REPORT

1.1 This reports sets out criteria for applications for financial assistance and the procedure to be followed.

2.0 RECOMMENDED: That

- 2.1 (a) **School Forum consider and approve the proposed criteria for funding assistance; and**
- 2.2 **School Forum agree to adopt the proposed procedures.**

3.0 BACKGROUND

3.1 The General Schools Contingency is the sum delegated to schools. Halton schools have agreed that this sum is de-delegated and managed centrally. This budget is a budget of £351,454. The carryforward balance from the Central DSG budgets has also been used to support request for additional assistance by schools. This funding can only be used in the following circumstances:

- Exceptional unforeseen costs which it would be unreasonable to expect governing bodies to meet;
- Schools in financial difficulties; and
- Additional costs relating to new, reorganised or closing schools.

3.2 Applications could be considered by the School Forum under the following circumstances:

- Schools in financial difficulty that wish to apply for a licenced deficit;*
- Schools in financial difficulty, unable to access a licence deficit, applying for a deficit write off;
- Formula errors and other miscellaneous costs which schools could not be expected to fund from their own budget;

- Additional costs relating to new, re-organised or closing schools (this could include the costs of any salary protection);
- Emergencies and exceptional unforeseen costs which it would be unreasonable to expect governing bodies to meet;
- Schools in special measures or where there are serious weaknesses;
- Result of former poor leadership and management for a school which is now under new leadership; and
- Significant loss of goods or equipment.

** see Appendix A for the procedure for applying for a licenced deficit.*

3.3 The procedure for applying for additional funding from the contingency is as follows:

- Schools must put a formal request for support in writing to the Operational Director – Children’s Organisation and Provision, Children and Enterprise Directorate;
- Schools must state clearly how they have met the eligibility criteria;
- Schools must provide clear details (and financial values) of the circumstances underlying the application, the amount of contingency they are applying for and the rationale for the amount requested;
- Applications can be made at any time during the year;
- Urgent requests will be considered and determined by a sub group of the School Forum, the outcome will be reported to the next School Forum;
- The Headteacher of the school applying for funding may be asked to attend School Forum to explain their application and answer any queries.
- Schools will be notified of the outcome of the School Forum decision within 5 working days of the meeting.

Appendix A

Procedure for Applying for a Licensed Deficit

A school can apply under exceptional circumstances where it can demonstrate that achieving a balanced budget within the next financial year will prove to be severely detrimental to the functioning of the school. Consideration will be given to applications for one year initially but exceptionally up to 3 three academic years.

The Governing Body must provide in writing to the Strategic Director for Children and Enterprise the following information:

- A full explanation of the situation, demonstrating that attempting to balance the budget in the next financial year would prove to be severely detrimental to the functioning of the school.
- A detailed action plan with proposed timescales, designed to achieve a balanced budget within an agreed timescale.

The case submitted must be approved by the Strategic Director Children and Enterprise, in consultation with the Strategic Director for Policy and Resources

Termly reports to the Strategic Director for Children and Enterprise must be submitted until the approved action plan is fully implemented.

Deficits can only be agreed for amounts up to a maximum of 10% of the school budget share.

Approval of licensed deficits will be subject to the availability of sufficient resources within the LA reserves. A maximum of 25% of the collective school balances held by the Authority will be available to back such arrangements.

REPORT TO: School Forum

DATE: 23rd June 2014

REPORTING OFFICER: Finance Officer, Financial Management Division

SUBJECT: School Balances 2013-14

1.0 Purpose of the Report

1.1 To report to the School Forum the level of balances brought forward from 2013-14 by Halton Schools.

2.0 Recommendation: That

- 1. the report be noted.**
- 2. School Forum decides if they wish any school to explain their balance to the School Forum.**

3.0 Background

3.1 Following discussion at the School Forum meeting in January 2013, the excess surplus balance limits previously imposed on schools were lifted for 2012-13 and has continued for 2013-14. However the balances were still to be monitored.

3.2 The level of balances in the Individual School Budget held by Halton Schools brought forward into 2014-15 is £7,331,527. This is an increase of £161,477 to the balance carried forward into 2013-14 of £7,170,050. A total of £356,575 Non-LMS funds were carried forward into 2013-14 by schools. This balance has reduced by £99,728 to give a balance of £263,181 to be carried forward into 2014-15.

3.3 Appendix A details the Individual School Budget balances with comparison to 2012-13.

3.4 Appendix B details the Non-LMS balances brought forward into 2014-15. The majority of this balance is Devolved Formula Capital monies plus a small amount of Additional Grant to Schools which was duplicated and is due to be reclaimed by the DFE.

Appendix A

Code	School	2012-13				2013-14			
		Approved Budget £	Amount £	Balance £	%	Approved Budget £	Amount £	Balance £	%
5001	Ditton Nursery	273,338	273,338	0	0.00%	301,401	300,595	806	0.27%
5002	Birchfield Nursery	329,407	303,225	26,182	7.95%	382,984	325,452	57,532	15.02%
5003	Warrington Road Nursery	392,440	351,322	41,118	10.48%	443,997	402,365	41,633	9.38%
Sub-total Nursery Schools		995,185	927,885	67,300	6.76%	1,128,383	1,028,412	99,971	8.86%
5100	St Mary's Primary	1,056,696	978,451	78,245	7.40%	1,104,388	998,511	105,877	9.59%
5101	St Edwards Primary	686,674	588,989	97,685	14.23%	708,093	618,776	89,317	12.61%
5102	Weston Point Community Primary	852,281	729,087	123,194	14.45%	847,900	742,794	105,106	12.40%
5105	Victoria Road Primary	1,116,085	1,013,137	102,948	9.22%	1,111,476	959,992	151,484	13.63%
5106	Weston Primary	668,013	594,086	73,927	11.07%	671,721	618,918	52,803	7.86%
5107	St Clements Primary	839,045	728,002	111,043	13.23%	884,447	855,483	28,964	3.27%
5108	Westfield Primary	893,603	878,674	14,929	1.67%	916,442	883,125	33,317	3.64%
5109	Halton Lodge Primary	989,366	940,222	49,144	4.97%	986,687	862,487	124,200	12.59%
5110	Castle View Primary	851,742	775,034	76,708	9.01%	898,976	788,656	110,320	12.27%
5111	Astmoor Primary	802,034	736,660	65,374	8.15%	914,508	841,112	73,396	8.03%
5112	The Brow Community Primary	1,044,967	1,040,452	4,515	0.43%	1,065,441	1,070,628	-5,188	-0.49%
5113	Woodside Primary	1,038,495	956,471	82,024	7.90%	1,065,547	970,018	95,529	8.97%
5114	The Holy Spirit Primary	660,413	624,604	35,809	5.42%	645,969	599,049	46,920	7.26%
5115	The Park Primary	728,113	694,310	33,803	4.64%	743,467	728,130	15,337	2.06%
5116	Pewithall Primary	820,344	744,892	75,452	9.20%	868,797	795,405	73,392	8.45%
5117	Palacefields Primary	505,571	422,274	49,846	9.86%			0	0.00%
5118	Hallwood Park Primary	861,739	812,313	49,426	5.74%	812,401	826,400	-13,999	-1.72%
5119	St Augustine's Primary	540,366	540,366	0	0.00%	564,232	518,673	45,559	8.07%
5120	Runcorn All Saints Primary	613,105	530,007	83,098	13.55%	674,876	589,252	85,624	12.69%
5121	Our Lady Mother of the Saviour Primary	826,862	772,871	53,991	6.53%	893,747	755,000	138,746	15.52%
5122	Hillview Primary	879,828	782,505	97,323	11.06%	913,020	843,476	69,543	7.62%
5123	Beechwood Primary	653,407	584,147	69,260	10.60%	662,497	566,208	96,289	14.53%
5125	Brookvale Primary	1,216,399	1,071,852	144,547	11.88%	1,410,174	1,187,741	222,433	15.77%
5126	St Martins Primary	898,347	873,328	25,019	2.79%	902,602	885,832	16,770	1.86%
5127	Murdishaw West Comm Primary	993,287	917,960	75,327	7.58%	1,050,836	960,970	89,866	8.55%
5128	Gorsewood Primary	901,092	857,831	43,261	4.80%	986,068	878,328	107,740	10.93%
5129	St Berteline's Primary	1,054,486	1,056,251	-1,765	-0.17%	1,085,495	1,058,074	27,421	2.53%
5130	Windmill Hill Primary	783,892	733,417	50,475	6.44%	786,525	745,163	41,363	5.26%
5131	Daresbury Primary	456,879	423,589	33,290	7.29%	504,891	485,365	19,526	3.87%
5132	Moore Primary	760,830	729,398	31,432	4.13%	786,322	743,609	42,713	5.43%
5133	Hale Primary	538,073	461,087	76,986	14.31%	643,799	574,133	69,666	10.82%
5134	St Bedes Junior	947,942	830,974	116,968	12.34%	1,043,929	970,412	73,517	7.04%
5135	St Bedes Infant	877,105	807,060	70,045	7.99%	882,906	807,192	75,714	8.58%
5136	Spinney Avenue Primary	806,695	780,371	26,324	3.26%	855,401	796,854	58,547	6.84%

Appendix A

Code	School	2012-13				2013-14			
		Approved Budget £	Amount £	Balance £	%	Approved Budget £	Amount £	Balance £	%
5137	St Michael's Primary	1,084,812	1,014,477	70,335	6.48%	1,096,322	978,752	117,570	10.72%
5138	Farnworth Primary	1,249,668	1,231,036	18,632	1.49%	1,298,889	1,280,137	18,752	1.44%
5139	Halebank Primary	537,663	475,040	62,623	11.65%	568,322	487,035	81,287	14.30%
5140	St Gerard's Primary & Nursery	1,036,282	931,566	104,716	10.10%	1,081,308	954,647	126,660	11.71%
5141	Ditton Primary	1,403,446	1,352,859	50,587	3.60%	1,499,440	1,465,831	33,609	2.24%
5142	Simms Cross Primary	1,272,332	1,186,460	85,872	6.75%	1,331,279	1,177,636	153,644	11.54%
5143	West Bank Primary	983,968	969,999	13,969	1.42%	938,787	930,097	8,690	0.93%
5144	Oakfield Primary	1,549,954	1,514,714	35,240	2.27%	1,708,117	1,532,898	175,219	10.26%
5146	Moorfield Primary	1,003,907	928,515	75,392	7.51%	1,089,232	1,065,125	24,107	2.21%
5148	Our Lady Of Perpetual Succour Primary	846,343	771,187	75,156	8.88%	844,994	810,156	34,838	4.12%
5149	St Basils Primary	1,530,443	1,442,960	87,483	5.72%	1,537,247	1,469,070	68,177	4.44%
5150	All Saints Upton Primary	890,220	840,849	49,371	5.55%	943,431	924,521	18,909	2.00%
5151	Fairfield Junior	1,284,164	1,210,511	73,653	5.74%	1,303,697	1,273,955	29,742	2.28%
5152	Fairfield Infant	1,136,019	987,847	148,172	13.04%	1,195,003	887,812	307,191	25.71%
5153	Lunts Heath Primary	1,036,072	919,286	116,786	11.27%	1,151,080	1,025,035	126,044	10.95%
5154	St John Fisher Primary	866,051	791,332	74,719	8.63%	1,013,381	939,845	73,535	7.26%
Sub-total Primary Schools		45,875,120	42,579,310	3,262,359	7.11%	47,494,103	41,368,236	3,765,786	7.93%
5304	Halton High	348,082	0	348,082	0.00%	0	0	0	0.00%
5305	The Heath	0	0	0	0.00%	0	0	0	0.00%
5307	Fairfield High	0	0	0	0.00%	0	0	0	0.00%
5301	St Chads High	6,832,041	6,316,006	516,035	7.55%	7,646,142	7,333,816	312,326	4.08%
5303	The Grange All Through	7,692,849	7,225,040	467,809	6.08%	8,184,349	7,713,759	470,590	5.75%
5308	The Bankfield	4,894,821	4,370,875	523,946	10.70%	5,114,165	4,656,208	457,957	8.95%
5310	Wade Deacon High	9,305,245	8,491,134	814,111	0.00%	0	3,470	0	0.00%
5312	St Peter & Paul High	8,578,774	8,084,077	494,697	5.77%	8,888,058	7,974,837	913,220	10.27%
5313	The Bridge PRU				#DIV/0!	1,250,969	1,223,707	27,262	2.18%
Sub-total Secondary Schools		37,651,812	34,487,131	3,164,681	8.41%	29,832,714	27,682,090	2,181,356	7.31%
5401	Ashley	1,428,338	1,366,156	62,182	4.35%	1,491,337	1,425,002	66,336	4.45%
5402	Chestnut Lodge Special	1,508,739	1,231,625	277,114	18.37%	1,667,123	1,432,233	234,890	14.09%
5403	Brookfields	1,499,471	1,358,009	141,462	9.43%	1,580,184	1,390,058	190,126	12.03%
5404	Cavendish	2,055,645	1,860,196	195,449	9.51%	2,442,409	1,649,345	793,064	32.47%
Sub-total Special Schools		6,492,193	5,815,986	676,207	10.42%	7,181,053	5,896,638	1,284,415	17.89%
Total - All Schools		91,014,310	83,810,312	7,170,547	7.88%	85,636,252	75,975,376	7,331,527	8.56%

Non-LMS School Balances 2010-11 to 2012-13

	2012-13	2013-14
5100 St Mary's Primary	0.00	0.00
5101 St Edwards Primary	0.00	0.00
5502 Weston Point Community Primary	10,306.69	(4,636.00)
5103 The Grange Junior	0.00	0.00
5104 The Grange Infant	3,270.81	0.00
5105 Victoria Road Primary	13,107.56	13,071.00
5106 Weston Primary	0.00	8,430.00
5107 St Clements Primary	0.00	0.00
5108 Westfield Primary	8,220.51	0.00
5109 Halton Lodge Primary	0.00	6,261.00
5110 Castle View Primary	15,318.97	15,645.00
5111 Astmoor Primary	5,905.13	0.00
5112 The Brow Community Primary	(2,167.49)	3,504.00
5113 Woodside Primary	10,480.50	11,619.00
5114 The Holy Spirit Primary	0.00	0.00
5115 The Park Primary	0.00	287.00
5116 Pewithall Primary	12,936.47	8,717.00
5118 Hallwood Park Primary	281.73	(137.00)
5119 St Augustine's Primary	0.00	0.00
5120 Runcorn All Saints Primary	0.00	0.00
5121 Our Lady Mother of the Saviour Primary	0.00	0.00
5122 Hillview Primary	12,286.73	11,021.00
5123 Beechwood Primary	0.00	0.00
5125 Brookvale Primary	11,030.09	2,947.00
5126 St Martins Primary	0.00	0.00
5127 Murdishaw West Comm Primary	9,860.52	11,972.00
5128 Gorsewood Primary	(0.28)	4,720.00
5129 St Berteline's Primary	0.00	0.00
5130 Windmill Hill Primary	0.50	0.00
5131 Daresbury Primary	2,561.50	57.00
5132 Moore Primary	1,473.72	(442.00)
5133 Hale Primary	8,928.47	(98.00)
5134 St Bedes Junior	0.00	0.00
5135 St Bedes Infant	0.00	0.00
5136 Spinney Avenue Primary	6,548.64	9,424.00
5137 St Michael's Primary	0.00	0.00
5138 Farnworth Primary	4,094.53	2,127.00
5139 Halebank Primary	3,026.69	7,893.00
5140 St Gerard's Primary & Nursery	0.00	0.00
5141 Ditton Primary	1,866.66	7,651.00
5142 Simms Cross Primary	27,189.25	15,004.00
5143 West Bank Primary	0.00	453.00
5144 Oakfield Primary	2,325.04	9,414.00
5146 Moorfield Primary	0.54	3,282.00
5148 Our Lady Of Perpetual Succour Primary	0.00	0.00
5149 St Basils Primary	0.00	0.00
5150 All Saints Upton Primary	11,723.75	2,682.00
5151 Fairfield Junior	3,133.83	4,202.00
5152 Fairfield Infant	10,559.33	17,271.00
5153 Lunts Heath Primary	7,262.57	14,447.00
5154 St John Fisher Primary	0.00	0.00
Sub-total Primary Schools	201,532.96	186,788.00

Non-LMS School Balances 2010-11 to 2012-13

	2012-13	2013-14
5001 Ditton Nursery	3,853.63	2,261.00
5002 Birchfield Nursery	6,025.14	3,691.00
5003 Warrington Road Nursery	17,381.37	12,436.00
Sub-total Nursery Schools	27,260.14	18,388.00
5301 St Chads High	0.00	0.00
5303 The Grange All Through	58,921.96	0.00
5308 The Bankfield	32,671.06	31,646.00
5310 Wade Deacon High	(0.06)	0.00
5312 St Peter & Paul High	0.00	0.00
5313 The Bridge PRU		253.00
Sub-total Secondary Schools	91,592.96	31,899.00
5401 Ashley	(18.88)	6,546.00
5402 Chestnut Lodge Special	8,657.78	11,086.00
5403 Brookfields	13,407.68	5,307.00
5404 Cavendish	14,142.31	0.00
Sub-total Special Schools	36,188.89	22,939.00
Total - All Schools	356,574.95	260,014.00

REPORT TO: School Forum

DATE: 23rd June 2014

REPORTING OFFICER: Senior Finance Officer, Financial Management Division

SUBJECT: Universal Infant Free School Meals (UIFSM)

1.0 **PURPOSE OF REPORT**

1.1 **To report to the School Forum an update on the new UIFSM grant for 2014-15.**

2.0 **RECOMMENDATION**

RECOMMENDED:

- (1) The report be noted.

3.0 **SUPPORTING INFORMATION**

Background

It was announced last Autumn that the Government were extending the eligibility to Free School Meals to include all Infant pupils. We have now received the conditions of grant paper from the Education Funding Agency. We have also received a UIFSM calculator to allow us to estimate the grant each school may receive for the academic year 2014-15.

Provisional Allocation

The grant will be paid in two instalments. A provisional allocation will be paid during June 2014 based on 87% of the number of pupils on roll in Reception, Year 1 and Year 2 as per the January 2014 census less those infant pupils recorded on the census as eligible for Free School Meals. The EFA are using 87% as the estimated take-up of UIFSM for the provisional allocation.

Final Allocation

The final allocation for the 2014-15 academic year will be calculated using actual take up recorded on the October 2014 and January 2015 census data. This will be paid in the 2015-16 financial year.

Dual Registered Pupils

If a pupil is dual registered then funding will go to the school at which the pupil took a meal on the recording day.

Small Schools

Schools with fewer than 150 pupils on roll will receive additional funding of £100 to £210 per eligible non-FSM pupil.

Recovery of overpayment

If a school receives a provisional allocation that is higher than the final actual allocation, the EFA will recover the overpayment from the first payment of the grant for the 2015-16 academic year.

Grant Estimate

Based on the most recent data available and forecasts we consider the 49 eligible maintained schools will receive approximately £500,000 for the 2014-15 academic year. This figure will change once the actual data is received.

Grant Funding

A new funding identifier will be set up within the Council's ledger to identify the grant income and allocation to schools. The Council is required to provide certification of grant income and amounts devolved to schools. The Local Authority is not allowed to retain any of this grant, it must all be devolved to schools. However, schools are then allowed to make payment to the LA for provision of meals.

Grant Carry Forward

Schools may carry forward UIFSM monies into the next financial year. To do so would require schools to clearly identify grant expenditure using the correct grant identifier.

Pupil Premium/Formula Deprivation Funding

No mention is made regarding Pupil Premium and how this and formula funding under the Deprivation factor may be affected by the UIFSM. It is hoped that the National Fair Funding Conference held on 4th June will give some clarification to these points and School Forum will be given a verbal update on any additional information gained.

Conditions of Grant

The conditions of grant document is attached at Appendix A.

4.0 **POLICY IMPLICATIONS**

4.1 None

5.0 **OTHER IMPLICATIONS**

5.1 None



Education
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Universal infant free school meals:

Conditions of grant 2014 to 2015

May 2014

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Introduction

1. Universal infant free school meals grant (UIFSM grant) 2014 to 2015 will be paid pursuant to Section 14 of the Education Act 2002 and, in accordance with Section 16 of that Act, the Secretary of State lays down the following terms and conditions on which assistance is given in relation to the UIFSM grant payable to the local authority for the financial year beginning 1 April 2014.

Allocations

2. The grant is allocated in two parts:

Main allocation

3. For the academic year 2014 to 2015 a **provisional allocation** of UIFSM grant to schools has been calculated from the January 2014 school census on:

- the number of pupils on roll in reception, year 1 and year 2;
- minus
- the number of pupils on roll in reception, year 1 and year 2 recorded as known to be eligible for free school meals (FSM);
- equals the number of eligible pupils
- multiplied by £2.30 x 190 x 87%

This means that each school has been allocated £380.19 for each pupil in reception, year 1 and year 2 not recorded as known to be eligible for FSM on the January 2014 school census.

4. For the provisional allocation, **dual registered pupils** are counted only once at the setting at which they are main registered.

5. A **final allocation** for academic year 2014 to 2015 will be calculated in May 2015, from the October 2014 and January 2015 school censuses, using the following pupil information:

- the total number of pupils on roll in reception, year 1 and year 2 who took a meal as recorded on the October 2014 school census; plus
- the total number of pupils on roll in reception, year 1 and year 2 who took a meal as recorded on the January 2015 school census:

minus

- the total number of pupils on roll in reception, year 1 and year 2 recorded as known to be eligible for (FSM who took a meal as recorded on the October 2014 school census; plus

- the total number of pupils on roll in reception, year 1 and year 2 recorded as known to be eligible for FSM who took a meal as recorded on the January 2015 school census;

6. **The resulting total number of pupils will be divided by two** to derive an average take up figure for each school for academic year 2014 to 2015. This figure will be multiplied by £437 (ie £2.30 x 190) to arrive at the final allocation for academic year 2014 to 2015 for each school.

7. For the final allocation, **dual registered pupils** will be counted at the setting at which they take the meal on the relevant census day, even if it is their subsidiary setting.

8. Where a school does not record pupils in year groups, pupils who are recorded as aged 4, 5 or 6 on the relevant school census will be used to calculate the allocations. Pupils on the alternative provision census placed in independent schools will be included in the provisional and final allocations to local authorities.

Small schools allocation

9. In addition to the main allocation above, schools with 150 pupils on roll, or less, as recorded on the January 2014 school census will receive an allocation calculated as set out in the table below.

Total number of pupils on the January 2014 school census	Unit funding per non-FSM eligible infant pupil ¹
1-30	£210
31-60	£190
61-90	£160
91-120	£135
121-150	£100

10. Where a school's allocation is calculated below £3,000, the allocation will be uplifted to £3,000.

11. For the small schools allocation provisional allocation, **dual registered pupils** are counted only once at the setting at which they are main registered.

¹ A pupil in reception, year 1 or year 2 who was not eligible for FSM recorded on the 2014 school census or, where a school does not record pupils in year groups, a pupil who was recorded as aged 4, 5 or 6 on the January 2014 school census who was not eligible for FSM.

12. Where a school does not record pupils in year groups, pupils who are recorded as aged 4, 5 or 6 on the relevant school census will be used to calculate the allocations.

Allocations to schools

13. Local authorities must allocate to each school the amounts set out in the attached schedule of allocations. The grant cannot be held centrally by local authorities. A school may agree to use their UIFSM grant allocation to contribute to central local authority provision, but the grant must be allocated to each school to enable each school to take that decision.

14. Local authorities should not allocate UIFSM grant to academies that were open on, or by, 1 April 2014. Local authorities should allocate UIFSM grant to schools that converted to academy status after 1 April 2014.

15. Schools federated, or to be federated, under the provisions of section 24 of the Education Act 2002, during the financial year beginning 1 April 2013 are allocated grant as if they were not federated. In the case of a school which closes before 1 September 2014, the local authority should not allocate grant to the school.

16. In the case of a school which closes between 1 September 2014 and 31 August 2015, grant should be allocated for the proportion of that period that the school is open.

17. In the case of a school which opens between 1 September 2014 and 31 August 2015 and receives all the pupils from two, or more, schools which have closed, the school shall receive grant equal to the total which would be payable to those schools had they remained open, proportionate to the period of the 1 September to 31 March for which the school is open.

18. In the case of schools which are to have pupils transferred from a closing school during the period 1 September 2014 to 31 August 2015; the local authority should allocate the grant that would have been paid to the closing school, had it remained open, to the schools receiving those pupils. The amount to be allocated to each school should be agreed with the schools e not federated.

19. The grant must be made available irrespective of the existence of any deficit relating to the expenditure of the school's budget share. UIFSM grant is not part of schools' budget shares and is not part of the Individual Schools Budget. It is not to be counted for the purpose of calculating the Minimum Funding Guarantee.

Terms on which UIFSM grant is allocated to schools

20. The grant is designed to support schools in delivering the legal requirement to offer free school meals, meeting the school food standards, to all their pupils in reception,

year 1 and year 2. Subject to this legal duty being met, the grant may be spent by maintained schools for the purposes of the school; that is to say for the educational benefit of pupils registered at that school, or for the benefit of pupils registered at other maintained schools; and on community facilities, for example services whose provision furthers any charitable purpose for the benefit of pupils at the school or their families, or people who live or work in the locality in which the school is situated.

21. The grant does not have to be completely spent by schools in the financial year beginning 1 April 2014; some or all of it may be carried forward to future financial years.

Payment arrangements

22. The grant will be paid by the Secretary of State to the local authority as follows:

- **June 2014** – 7/12ths of each school's provisional main allocation plus the small school allocation, as set out in **Annex A**. Schools that were academies on 1 April 2014 will receive their UIFSM grant direct from the Education Funding Agency.
- **Spring 2015** – the final main allocation for each maintained school as at 1 April 2015 minus the amount of the main allocation paid in June 2014. Any school that converts to academy status after 1 April 2014, and by 1 April 2015, will receive the remainder of its main allocation direct from the Education Funding Agency.

23. Non-converter academies and free schools, which open after 1 April 2014, and by 31 August 2015, will receive their grant direct from the Education Funding Agency.

24. Where a school's final main allocation is less than the payment made in June 2014, the difference will be deducted from the first payment of the UIFSM grant for the 2015 to 2016 academic year.

Certification

25. Local authorities will be required to certify that they have passed on the correct amount of funding to schools or, where funding has been spent centrally, that it has been spent in line with the conditions of grant. We will issue details of this process alongside the certification arrangement for other grants paid to local authorities

Variation

26. The basis for allocation of grant may be varied by the Secretary of State from those set out above, if so requested by the local authority

Overpayments

27. Any overpayment of grant shall be repaid by the local authority to the Secretary of State.

Further information

28. That the books and other documents and records relating to the recipient's accounts shall be open to inspection by the Secretary of State and by the Comptroller and Auditor General. The Comptroller and Auditor General may, pursuant to Section 6 of the National Audit Act 1983, carry out examinations into the economy, efficiency and effectiveness with which the recipient has used its resources in discharging its grant-aided activities.

29. The local authority shall provide such further information as may be required by the Secretary of State for the purpose of determining whether it has complied with the conditions set out in this document.

Other conditions

30. If the local authority fails to comply with the conditions set out in the paragraphs above, the Secretary of State may require the repayment of the whole or any part of the grant monies paid to the local authority as may be determined by the Secretary of State and notified in writing to the local authority. Such sum as has been notified shall immediately become payable to the Secretary of State.



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**SCHOOLS FORUM MEETING DATES 2014-15**

Date & Time	Venue
Mon 23 June 2014 at 4 pm	The Boardroom, Municipal Building, Widnes
Thurs 16 October at 2014 at 4pm	Civic Suite, Runcorn Town Hall
Wed 21 January 2015 at 4pm	The Boardroom, Municipal Building, Widnes
Mon 16 March 2015 at 4pm	Civic Suite, Runcorn Town Hall