



Schools Forum

**Wednesday, 21 January 2015 4.00 p.m.
The Board Room - Municipal Building,
Widnes**

A handwritten signature in blue ink that reads 'David W R'.

Chief Executive

COMMITTEE MEMBERSHIP

*Please contact Ann Jones - Tel: 0151 511 8276 or email:
ann.jones@halton.gov.uk for further information.
The next meeting of the Committee is on Monday, 16 March 2015*

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

Part I

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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 Thursday, 16 October 2014 at the Civic Suite, Town Hall, Runcorn

Present: M. Constantine (Vice-Chairman) Special Schools Representative - In the Chair
 Councillor Philbin, Portfolio Holder CYP&F (Observer)
 N. Hunt, Pupil Referral Unit Representative
 J. Coughlan, Primary School Representative
 D. Stanley, All Through School Representative
 S. Broxton, Primary School Representative
 A. McIntyre, Children's Organisation & Provision, HBC
 A. Jones, Democratic Services, HBC
 L. Feakes, School with Nursery Unit
 A. Jones, Financial Services, HBC
 R. Collings, Primary School Representative - Infant School
 N. Unsworth, Financial Services
 L. Rhodes, Riverside College, 16-19 Provision Representative
 G. Monument, EFA Observer

Action

SCF13 APOLOGIES FOR ABSENCE

Apologies had been received from John Rigby, Lynne Fox, Jim Wilson, Kevin Smith (Lyn Rhodes attended as substitute), Karl Landrum, Andrew Keeley, Amanda Brown, Dianne Moran and Jill Berry.

SCF14 MINUTES OF THE LAST MEETING AND MATTERS ARISING

The minutes of the last meeting held on 23 June 2014 were agreed as a correct record with the following amendment:

SCF11 – This should read, “Anne Jones advised the amount of £90,000 would be added to the contingency of £730.

Arising from the actions, the following updates were noted:

SCF 2 – Regarding the development of a Family Support Service, all identified schools had been contacted and the Family Support worker allocated to the cluster. With regards to the Early Years Funding 2014-15, notional SEN funding was not required as all fully funded by SEN.

SCF 9 – Hallwood Park and The Brow were contacted regarding their deficits. Hallwood Park had raised an invoice that was not paid on time and The Brow deficit was explained under Minute number SCF23.

SCF 10 – The meaning of *Dual Registered Pupils* was clarified to Members. It was noted that problems were still being experienced with parents not signing up to UIFSM.

SCF15 MEMBERSHIP UPDATE

The Forum was presented with the current membership of the Schools Forum and advised that there were presently two vacancies: one for a small schools primary representative and one for a secondary academy representative. Despite attempts to recruit to these, no one had come forward. The relevant schools would be contacted again.

The upcoming Member retirements in early 2015 were noted and due to the difficulties in finding volunteers of late, existing Members were asked if they would consider standing again for another term. The Members would be contacted prior to the expiration of their respective terms to confirm this.

RESOLVED: That the update be noted.

SCF16 PUPIL REFERRAL UNIT FUNDING

The Forum was presented with a summary of the changes to the funding of pupil referral alternative provision (AP) from April 2015.

Further to the previous reports on funding for Pupil Referral Units on 19 March 2013, 21 January 2014 and 17 March 2014, the Forum was advised that a comprehensive strategic review of AP was now completed. It was noted that the key recommendations now being implemented were:

- One AP service with teams responsible for its delivery;
- A menu of provision that included full and part time programmes, outreach and CPD with clear entry routes and criteria and agreed exit outcomes and delivered by specialist staff;
- Appropriate funding streams to support the revised model identified; and
- A robust quality assurance framework for all AP.

The report detailed the LA commissioned provision and the Schools commissioned provision and requested the Forum to note the Local Authority's AP Top Up Funding Model proposals from April 2015 (for permanently excluded and IYFAP pupils). Members were also asked to approve the delegated AP early intervention funding from the high needs budget of £200,000, which equated to £25,000 per school, across the 8 high schools.

Members discussed the proposals and suggested that this formula for delegation be trialled for one year and then reviewed by the Forum. All Members agreed with this approach.

RESOLVED: That:

- 1) the Local Authority's AP Top Up Funding levels are noted;
- 2) delegated AP early intervention funding from the high needs budget of £25,000 per school, across 8 high schools, is approved; and
- 3) AP Engagement Service offer is noted.

SCF17 INFANT FREE SCHOOL MEALS

A report was presented to the Schools Forum providing an update on the Universal Infant Free School Meal (UIFSM) Grant and the Free School Meal Service Level Agreement for 2014-15.

Members were reminded that the Education Funding Agency (EFA) announced last Autumn that a new grant would be introduced to fund Free School Meals for all pupils in Years Reception to Year 2. The conditions of grant were issued the following May and presented at the Schools Forum meeting in June. The first payment of the grant was received at the end of June which has now been fully distributed to eligible schools.

The report advised that the SLA charges were calculated before the end of the financial year to allow schools to make a choice of which SLA's they wished to purchase for the new financial year. As this calculation took place before the conditions of grant were issued, it was assumed that the grant would fund all infant pupils. Therefore the costs for these pupils were fully excluded from the SLA charges from September 2014.

Following clarity in the conditions of grant since then, the UIFSM is only payable for infant pupils who were not

currently eligible for Free School Meals, as they were funded for within the Schools Block funding formula. It was noted that due to the assumption made earlier in the year, this had resulted in a shortfall of charges for pupils currently eligible for FSM to the amount of approximately £220,000.

The Forum discussed the four options available to them on how this shortfall could be treated, as listed in the report. It was agreed that Option D would be the most suitable.

RESOLVED: That the Forum agrees to Option D being the most appropriate way to deal with the shortfall from the schools contingency.

SCF18 EARLY YEARS FUNDING FOR PVI SECTOR 2015-16

The Senior Finance Officer presented a report which requested an increase in the funding to the Private, Voluntary and Independent (PVI) Early Years providers in Halton.

The Forum was advised that since 2010-11 the level of DSG funding had not increased in real terms. Although this had put a strain on all areas, the PVI providers of Early Years free entitlement for 3 and 4 year olds had been particularly hit by the lack of increase in funding. In 2010-11 the minimum wage for a person aged 21 or over was £5.93 per hour. From 1 October 2014 this increased to £6.50 per hour, an increase of 9.61%.

The numbers of children taking up the free entitlement hours had increased over the same period from 743.11 full time equivalent (FTE) children to 812.22 FTE; a 9.3% increase.

It was noted that although the total funding allocated to the PVI sector had increased (from £2,465,488 in 2010-11 to £2,692,796 in 2014-15), an increase of 9.2% to keep up with the increase in participation, no account had been taken of the statutory increases in the minimum wage. Further, the new pension requirements coming into effect from April 2015 needed to be taken into consideration.

The Forum considered the proposal to transfer £100,000 from the Primary budget to the PVI budget to allow for a small increase in the amount per hour paid to staff, an increase of 3.7% in their total funding. The risks of not doing so were debated as discussed in the report. It was noted that a reduction of £100,000 represented just 0.25% of

Primary school funding.

Members acknowledged the increases in costs as explained in the report and supported the request to increase funding provision by £100,000 for 2015-16.

RESOLVED: That Schools Forum:

- 1) notes the report; and
- 2) acknowledges the increase in costs in the PVI sector and the requirement to increase the overall funding provision by £100,000 for 2015-16.

SCF19 UNITED UTILITIES SURFACE WATER & HIGHWAYS DRAINAGE CHARGES

The Forum received a report from the Finance Officer regarding the excessive water charges in place across the North West in comparison to other regions.

Members were advised that Sefton Council had been investigating for some time after noticing that schools in the North West were charged a significantly higher rate for sewerage and water services when compared to other areas in England. The Authority received an email from Sefton detailing their findings and the process they were now taking in order to try and reduce these costs.

It was reported that Sefton Council found that water service companies were able to charge differently for different parts of the bills they sent out. In the North West a method that was proportional to the surface area of the school was used – in some of Halton's schools this could be a considerable amount. Although it was legal to charge in this way, it seemed unfair that North West schools should be charged at a much higher rate than those of other areas in order to maintain the running of their schools.

An example was provided: in 2012-13, North West schools paid about £27,000,000 for the year, whereas in the South East, where they had similar number of schools and pupils, they paid only £11,000,000, a difference of £16,000,000 more in water fees.

The Forum was advised of the letter template produced by Sefton for the attention of United Utilities. It was however suggested at the recent North West LMS Officers meeting that letters should be sent to OFWAT instead. Officers prepared the template for each Halton

school, as shown in the attachment, so that each school could personalise and send to OFWAT.

RESOLVED: That the Schools Forum:

- 1) agrees that all schools be encouraged to write to OFWAT regarding the excessive water charges using the template; and
- 2) agrees that a letter be sent to OFWAT from Schools Forum signed by the Chairman.

SCF20 CAPITAL BASIC NEED

A report was presented which provided an update on the allocation of Basic Need Capital and sought approval for a bid process for Responsible Bodies on Strategic Needs.

The report informed that the Basic Need allocation supported the capital requirements for providing new pupil places by expanding existing maintained schools, free schools or academies and by establishing new schools. In Halton the pupil forecast data was used to determine if there was a need to provide additional school places in order to meet demand by comparing forecast data with school capacity data. Examples of how Halton used this funding since 2011-12 was provided.

Following recent analysis of forecast and school capacity, data showed that there was not an immediate pupil Basic Need issue to address within Halton. From the funding available up to 2015, it was agreed by the Executive Board of the Council on 4 September 2014, that funding of £1.4 million would be allocated towards meeting the building and organisational issues at the newly combined Fairfield Primary School; £474,818 would be set aside to allow the other Responsible Bodies to submit applications to the authority to address their strategic building needs and the £936,409 2016-17 allocation would be reserved to respond to pupil place planning/demographic issues arising in each primary or secondary sectors.

The report went on to inform the Forum of the bid process and conditions, and presented an example of the form '*Bid for Basic Need Capital 2014/15*' at appendix A. Members agreed that they were happy to support the bid process as presented.

RESOLVED: That Schools Forum approves the bid process outlined in the report for Responsible Bodies based

on Strategic Needs.

SCF21 FUNDING FORMULA UPDATE

The Forum was presented with the decisions required for the Schools Block funding formula for the financial year 2015-16.

It was noted that the Education Funding Agency (EFA) had issued guidance on the Schools Block Funding Formula requirements for 2015-16. This included how the EFA would distribute an additional £390m to the least fairly funding local authorities. The changes made to the funding factors for 2015-16 in relation to 'Sparsity Factor' and 'Lump Sum' were also noted.

An update on information regarding the DSG funding for 2015-16 and the draft funding formula was noted, as was the consultation questionnaire and responses, attached at appendices A and B respectively.

Officers also provided information relating to the cash values of funding factors; pupil number variation; additional lump sum allowance; primary/secondary ratio; minimum funding guarantee; notional SEN; de-delegated funds; centrally retained service; pupil growth fund and the funding factors to be considered.

The Forum debated the formulas for the year 2015-16 and agreed as mentioned below.

RESOLVED: Schools Forum agrees that:

- 1) the report be noted;
- 2) the use of one value for Primary, one value for KS3 and one value for KS4 pupils as per the 2014-15 formula be continued;
- 3) a mix of FMS6 and IDACI with differing cash values between the primary and secondary phases continues to be used;
- 4) the factor for both primary and secondary phases with the old EYFSP framework for Years 3 – 6 at 73 point or less be continued;
- 5) the Looked After Children factor continues;
- 6) the retention of the cash value at the same level

reducing another factor to fund the overall increase or keep the overall budget for LAC at the same level and reduce the cash value – no decision was made so will be carried forward to the January meeting.

- 7) the EAL factor continues not to be used;
- 8) the Pupil Mobility factor continues not to be used;
- 9) the Lump Sum factor continues to be used at the same level as 2014-15;
- 10) the Split Site factor continues to be used at the same level as 2014-15;
- 11) the funding of LA Rates on the latest estimate of actual cost available be continued;
- 12) the PFI factor continues at the same cash value per pupil as previously agreed;
- 13) the setting of Notional SEN at 5% of each funding factor used be continued;
- 14) maintained primary schools would de-delegate the same items as last year for 2015-16;
- 15) maintained secondary school would de-delegate the same items as last year for 2015-16;
- 16) the centrally retained services as detailed in paragraph 3.13 be continued;
- 17) the Pupil Growth Fund be continued at the same level as for 2014-15 with the same eligibility criteria.

SCF22 GRANT ALLOCATIONS FOR 2014-15

A report was presented to Schools forum which provided an update on the grant allocations relating to schools for the 2014-15 financial year as follows:

Dedicated Schools Grant (DSG) – Halton had received a total amount of £101,744,000. This included an amount of £22,111,186 that was distributed directly to Academies leaving a remaining balance of £79,662,414 for central services and maintained schools. With the carry forward from 2013/14, there was a total available grant of £83,498,651.

Pupil Premium (PP) – Halton was receiving £8,491,035 which included FSM6, Post LAC, Service Children and LAC. The LAC element was £209,000. Of the remaining, Halton would receive £6,643,435 for the other elements, with the balance going directly to the Academies.

Sixth Form – This funding was received for St Chad's, Saints Peter and Paul, Ashley and the 6th form in non-maintained schools and independent schools. The grant for this financial year was £1,484,960. Noted that the grant was allocated to schools for each academic year, but would be paid to the schools and recorded on a financial year basis.

Additional Grant to Schools (AGS) – Two elements to this grant and so far only the Primary PE and Sports Grant had been received, totalling £175,082. No news in relation to Secondary PE Teacher Release Grant funding.

Universal Infant Free School Meals (UIFSM) – First payment of £724,742 received and devolved out to schools.

NCTL – This grant was payable to The Bankfield for part of the last financial year 13/14 and £56,982 had been received this financial year. No further payments due under this grant.

Devolved Formula Capital (DFC) – Allocation for this financial year was £278,180 which was for the 18 non-voluntary aided schools. It was noted that the DFC required schools to spend the allocation within 3 financial years of receiving it. Financial Management Team monitored the balances and alerted schools if they thought they may not meet the deadline.

RESOLVED: That the report be noted.

SCF23 APPLICATION FOR FINANCIAL ASSISTANCE

Ann McIntyre advised the Forum that a request for financial assistance had been received from The Brow School for £34,151.

Due to the timing of the request a Schools Forum Sub Group had been set up to determine the request and after consideration, it was agreed that funding of £34,151 would be given to support the school.

Members were advised that the two pro-formas discussed at a previous meeting had now been put in place to assist with the determination of such requests. Examples

of these were tabled for Members' information and were named:

- a) Applications for Financial Assistance; and
- b) Applications to Schools Forum for Financial Assistance – Checklist for Applications.

RESOLVED: That the information be noted.

Meeting ended at 5.48 p.m.

REPORT TO: School Forum

DATE: 21st January 2015

REPORTING OFFICER: Head of School, St Chad's Catholic and Church of England High School

SUBJECT: EAL (English as an Additional Language) Funding

1.0 **PURPOSE OF REPORT**

1.1 **To report to the School Forum on the EAL Service delivered by St Chad's Catholic and Church of England High School.**

2.0 **RECOMMENDATION**

RECOMMENDED:

- (1) The report and additional monitoring information be noted.
- (2) That the EAL funding continues to be provided to St Chad's in 2015/16.

3.0 **SUPPORTING INFORMATION**

3.1 **Background**

Service Overview

The EAL team continues to be hosted by St Chad's High School and works with the new arrivals to Halton LA schools across Key Stages 1 – 5. The EAL team aims to ensure equality of opportunity, access and inclusion for pupils with EAL needs. Team members work in collaboration with schools in supporting their language work with EAL pupils and encourage a raised awareness and understanding of cultural diversity. The service also provides information, training, advice and resources regarding cultural and religious matters. School, home and community links are supported by the provision of translated school information in Polish, Russian, Bulgarian, Chinese, French, Spanish and German. Attendance and translation at Parent Pupil Review meetings is also available. Multi Agency work (EWO, Speech & Language, Social Services, Police Force) is also undertaken where there is a need for communicating in the home language.

3.2 **Summary of EAL Service Delivery and Performance 2013-14**

During the Academic year 2013-2014 the EAL team worked across all the Primary schools (18) and Secondary schools (6) where additional language support was identified as being needed to ensure progress in the acquisition of academic English. Year 11 pupils were also offered the opportunity of taking the GCSE in their home language where possible. At Sts Peter & Paul High School 2 pupils attained Grade A in GCSE Polish, 1 pupil at The Grange, and 3 pupils at St Chad's. GCE A2 Polish was taken by 3 pupils at St Chad's with Grades A*, A, A being achieved. 2 pupils attained Grade A in GCSE Russian and Russian GCE AS was also taken by a pupil at St Chad's who achieved Grade A*.

At St Chad's High School the Year 11 EAL pupils were offered the chance to sit the IGCSE English as a Second Language for the first time. This is a qualification that is recognised by the majority of the Universities. All three pupils passed with a Grade C and they are currently in Year 13 following A Level studies and applying for University places.

Please see the attached monitoring report for further information.

3.3 Current EAL Provision

During the academic year 2014-5 there is continued provision for IGCSE English First Language and Second Language for Key Stage 4/5 pupils. At Sts Peter & Paul one pupil is being prepared for IGCSE English and GCE A2 in Polish. At St Chad's 2 pupils are being prepared for GCE Polish A2 and 1 pupil for IGCSE English. In the remaining High Schools pupils in Years 10 & 11 are given extra support in GCSE English.

The EAL Team currently visits 18 Primary schools each week and also responds to individual requests. Priority is given to new arrivals with little or no English and also to Year 6 pupils in the SATS year. Translations at Parents' Review meetings are provided wherever possible. Inset sessions have also been given to NQT teachers at Primary and High schools.

There are currently 251 EAL pupils in Key Stages 1-4 in Halton. Pupils are mainly from Poland, Romania, Belarus, Latvia, Lithuania, Bulgaria, Libya, Spain and China. There are also 28 children in the pre-school settings that are known to the EAL Service.

Please see the attached monitoring report for further information.

4.0 POLICY IMPLICATIONS

4.1 None

5.0 OTHER IMPLICATIONS

5.1 None

Halton Strategic Partnership Term 3 Project Monitoring Form (September 13 - July 14)

‘Please refer to your Service Agreement when completing this form and ensure that you report against the whole term.

Section 1: Project Details

Project Name:	EAL Service	
Organisation:	St Chad's Catholic High School	
Project manager:	Debbie Burke	
Address:	Grangeway, Runcorn, WA7 5YH	
Telephone:	01928 564106	
Email:	Debbie.burke@st-chads.halton.sch.uk	

For office use only	Date:	Initials:
Form received:		
Details entered:		
Invoice received:		
Invoice paid:		

Section 2: Project Objectives & Targets

What have been the project's main activities in this quarter?
<ul style="list-style-type: none"> • To deliver a service • To complete baseline assessments for EAL pupils who are new arrivals across the LA • To enhance school support for EAL pupils

Give details of the main participants/ beneficiaries of your project's activities.
<ul style="list-style-type: none"> • 100% of primary schools with EAL pupils • 100% of secondary schools with EAL pupils • EAL pupils and their class teachers • Adults in the community with EAL <p>Please see attached spreadsheet which details the pupils and schools accessing the service across Halton LA</p>

Which Community Strategy Key Objectives and Improvement Targets have the activities contributed towards and how?

- To raise the attainment of EAL pupils in all Key Stages
- To promote inclusion and community cohesion

What areas of the borough have the activities taken place in?

All areas (see spreadsheet for detailed breakdown)

What Indicators (National or Local) has this project contributed towards?

Promoting equality and diversity through inclusion and community cohesion.

What organisations has your project worked with and what has this joint working involved?

- Connexions: the EAL team are working closely with Connexions re interviews and work placements for EAL pupils in KS4. Connexions have also organised a visit to a local youth club for secondary age students.
- NALDIC and NASSEA: we have joined these organisations to access specialist information, training and meetings.
- The SEN service in Halton: there has been some informal liaison between the two services and a formal meeting has taken place.
- Contact has been made with EAL services in other LAs to provide mutual support and to share good practice.
- The Learning Partnership; working with local LAs and attending termly meetings

Section 3: Project Performance

Outcomes (as stated in Service Agreement)

Period	Targets	Progress
Term 1	<ul style="list-style-type: none"> • To mentor the new Comenius assistant and support him in his role at St Gerrard's primary schools and as a TA at St Chad's supporting GCE A level and GCSE Polish students • To review progress of EAL pupils on a half-termly basis and direct intervention where need is identified. • To induct new arrivals and complete baseline assessments • To work collaboratively with pre-school, after school providers and Children's centres so that new arrivals can access provision. 	<ul style="list-style-type: none"> • Comenius assistant has adapted to his role in a most professional manner. St Gerrard's are very pleased with his input. • Intervention re-directed as indicated by pupils' learning needs. • All new arrivals have been assessed and are working towards targets based on the baseline assessments. • The service is working with the providers and the children's centres are contacting the service as need arises.
Term 2	<ul style="list-style-type: none"> • To assist the pre-school providers with the transition to reception assessments, • To prepare year 6 pupils for the SATs • To prepare and assess pupils in the GCSE and AS/A2 oral examinations (GCSE Polish/Russian and AS/A2 Polish) 	<ul style="list-style-type: none"> • All pre-school providers visited and dates noted for transition meetings in June/July. Assistance offered at meetings. • All EAL pupils accessed the SATs papers. • Pupils supported to achieve in GCSE Polish/Russian and AS/A2 Polish.
Term 3	<ul style="list-style-type: none"> • To support and conduct GCSE Polish and Russian oral exams in the high schools. • To support and conduct IGCSE English first and second language oral tests. • To deliver INSET sessions focusing on EAL good practice in classrooms. 	<ul style="list-style-type: none"> • GCSE Polish and Russian exams took place in 2 high schools. • EAL pupils were assessed in this examination for the first time this year. Results awaited in August, • INSET delivered to staff members at Wade Deacon High School and St Gerard's RC primary School . INSET delivered to NQT/ITT teachers at St Chad's.

	<ul style="list-style-type: none"> • To assist in reception classes (induction for new parents for Sept 2013) • To translate reports into first language if requested • To collect data on the end of year/key stage attainment of EAL pupils to track progress and measure the impact of EAL intervention. 	<ul style="list-style-type: none"> • Assistance given at 5 primary school reception classes. • Reports translated into Polish. • Data is currently being collected for KS2/3 and external examination results will be analysed in September 2014 to inform planning.
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I confirm that the information contained within this report is true and accurate.

Signed: _____

Date: _____

Print Name: _____

Please email your completed return to: **smithela@halton.gov.uk**

Halton Strategic Partnership Term 3 Project Monitoring Form (September 14 - July 15)

‘Please refer to your Service Agreement when completing this form and ensure that you report against the whole term.

Section 1: Project Details

Project Name:	EAL Service	
Organisation:	St Chad's Catholic High School	
Project manager:	Debbie Burke	
Address:	Grangeway, Runcorn, WA7 5YH	
Telephone:	01928 564106	
Email:	Debbie.burke@st-chads.halton.sch.uk	

For office use only	Date:	Initials:
Form received:		
Details entered:		
Invoice received:		
Invoice paid:		

Section 2: Project Objectives & Targets

What have been the project's main activities in this quarter?
<ul style="list-style-type: none"> • To deliver a service • To complete baseline assessments for EAL pupils who are new arrivals across the LA • To enhance school support for EAL pupils

Give details of the main participants/ beneficiaries of your project's activities.
<ul style="list-style-type: none"> • 100% of primary schools with EAL pupils • 100% of secondary schools with EAL pupils • EAL pupils and their class teachers • Adults in the community with EAL

Which Community Strategy Key Objectives and Improvement Targets have the activities contributed towards and how?

- To raise the attainment of EAL pupils in all Key Stages
- To promote inclusion and community cohesion

What areas of the borough have the activities taken place in?

All areas

What Indicators (National or Local) has this project contributed towards?

Promoting equality and diversity through inclusion and community cohesion.

What organisations has your project worked with and what has this joint working involved?

- Connexions: the EAL team are working closely with Connexions re interviews and work placements for EAL pupils in KS4. Connexions have also organised a visit to a local youth club for secondary age students.
- NALDIC and NASSEA: we have joined these organisations to access specialist information, training and meetings.
- The SEN service in Halton: there has been some informal liaison between the two services and a formal meeting has taken place.
- Contact has been made with EAL services in other LAs to provide mutual support and to share good practice.
- The Learning Partnership; working with local LAs and attending termly meetings

Section 3: Project Performance

Outcomes (as stated in Service Agreement)

Period	Targets	Progress
Term 1	<ul style="list-style-type: none"> • To review progress of EAL pupils on a half-termly basis and direct intervention where need is identified. • To induct new arrivals in KS1-4 and complete baseline assessments • To work collaboratively with pre-school, after school providers and Children’s centres so that new arrivals can access provision. • To reinstate free weekly ESOL for Adults (beginners) at St Chad’s and to monitor uptake of provision 	<ul style="list-style-type: none"> • Reviews have taken place and staff timetables set accordingly (working in 17 primaries and six high schools each week) • 9 new arrivals in high schools and 7 in primaries have been inducted and baseline assessed. All are being given EAL support • In other settings new arrivals have had baseline assessments in the first language and the EAL team have facilitated parent/teacher review meetings • ESOL course on-going (Weds afternoons 12.30-2.30pm) for parents of new arrivals. There are currently 9 participants
Term 2	<p>To assist the pre-school providers with the transition to reception assessments,</p> <ul style="list-style-type: none"> •To prepare year 6 pupils for the SATs •To prepare and assess pupils in the GCSE and AS/A2 oral examinations (GCSE Polish and AS/A2 Polish) <p>Preparing pupils in high schools for iGCSE English first and second language</p>	
Term 3		

I confirm that the information contained within this report is true and accurate.

Signed: _____

Date: _____

Print Name: _____

Please email your completed return to: **smithela@halton.gov.uk**

REPORT TO: School Forum

DATE: 21st January 2015

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) Schools 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. To date the following support has been agreed leaving a balance of £61,778.

Description	Allocation
Farnworth Licenced Deficit	£9,451
Fairfield Primary Support - Uniforms	£15,750
The Brow Financial Support	£34,151
Universal Free School Meals	£230,234
Total Allocated	£289,676

3.2 The Pupil Growth Contingency for 2014/2015 is £180,000. Growth funding will be allocated following January Forum meeting.

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. The estimated High Needs Allocation to date would give a deficit of £7,400. This is likely to be more support required.

Description	Allocation
Ashley Post 16 Summer	£110,000
Ashley Post 16 Summer	£14,000
Cavendish per place funding error	£108,055
Notional SEN	£79,479
Enhanced Provision	£1,968,352
Enhanced Provision (Academies)	£1,074,799
Total	£3,354,685

- 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. The following budgets have been allocated which leaves a balance of £810,448.

Description	Allocation
The Grange LA Rates 2014/2015	£180,286
All Saints Upton LA Rates 2014/2015	£62,057
The Grange Redundancies	£117,268
Total	£369,611

REPORT TO: School Forum

DATE: 21st January 2015

REPORTING OFFICER: Senior Finance Officer, Financial Management Division

SUBJECT: Pupil Growth Contingency

1.0 **PURPOSE OF REPORT**

1.1 **To report to the School Forum options for the Pupil Growth Contingency for 2014-15.**

2.0 **RECOMMENDATION**

RECOMMENDED:

- (1) The report be noted.
- (2) That the allocations for primary schools as detailed are approved,
- (3) That the allocations for secondary schools as detailed are approved.

3.0 **SUPPORTING INFORMATION**

3.1 **Background**

The Primary Pupil Growth contingency budget for 2014-15 was set at £100,000 while the Secondary Pupil Growth contingency budget was set at £80,000.

3.2 **Criteria**

Primary Pupil Growth funding can be accessed if a school has an increase of 15 or more pupils within KS1/2 while Secondary Pupil Growth funding can be accessed if a school has an increase of 15 or more pupils within KS3/4.

3.3 **Funding for 2014-15**

Within the primary sector we have seen an increase of over 700 pupils from October 2013 to October 2014. This has in recent years been prepared for by way of increasing the PAN in a number of schools to meet Basic Need.

Using the Department for Education confirmed October 2014 census data and comparing the pupil numbers with the DfE confirmed October 2013 census data, the following primary schools meet the qualifying criteria for Pupil Growth Funding:

School	Oct-14	Oct-13	Primary
Beechwood Primary School	141	123	18 £ 7,017.52
Daresbury Primary School	126	106	20 £ 10,526.28
Ditton Primary School	376	359	17 £ 5,263.14
Farnworth CE Primary School	399	378	21 £ 12,280.66
Hallwood Park Primary School	163	130	33 £ 33,333.22
The Grange All Through (KS1/2)	414	396	18 £ 7,017.52
Victoria Road Primary School	234	215	19 £ 8,771.90
Westfield Primary School	172	156	16 £ 3,508.76
Weston Primary School	144	123	21 £ 12,280.66
			<u>£ 99,999.66</u>

To make maximum use of the £100,000 budget available we are proposing to fund at £1,754.38 per pupil for the 15th pupil and above.

Within the secondary sector we have seen a reduction in the number of pupils by 497 from October 2013 to October 2014. Therefore there is sufficient capacity within the secondary schools for pupil numbers and we are unable to offer any pupil growth monies within the secondary sector. We will carry forward the unspent Secondary Pupil Growth Contingency budget of £80,000 into 2015-16 and we can use the £80,000 that would have been allocated to Secondary pupil growth for 2015-16 to be devolved to secondary schools as part of the schools block allocations.

4.0 **POLICY IMPLICATIONS**

4.1 None

5.0 **OTHER IMPLICATIONS**

5.1 None

REPORT TO: School Forum

DATE: 21st January 2015

REPORTING OFFICER: Senior Finance Officer, Financial Management Division

SUBJECT: Additional Notional SEN funding

1.0 PURPOSE OF REPORT

1.1 **To report to the School Forum the Additional Notional SEN funding criteria and allocations for 2014-15**

2.0 RECOMMENDATION

RECOMMENDED:

- (1) The report be noted.
- (2) That the additional funding for the schools listed is agreed.

3.0 SUPPORTING INFORMATION

3.1 Background

Under the new School Funding Regulations Local Authorities can provide additional targeted support to schools where it would be unreasonable to expect the first £6,000 of additional support for all high needs pupils to be provided due to an exceptional number of such pupils on roll.

Local Authorities are required to state the qualifying criteria and method of allocation on the School Block Pro-Forma to be submitted to the Education Funding Agency (EFA) by 20th January 2015.

3.2 Criteria adopted for Primary and Secondary Schools and Academies

- The Notional SEN budget for each school would be calculated at the agreed rate of 5% of total budget.
- The required Notional SEN budget would be calculated by counting the number of pupils in each school that receive enhanced provision support/statement support funded by the Local Authority and multiplying by £6,000 – the Notional SEN per pupil budget set by the EFA.
- Where a school has a Notional SEN budget that exceeds the required Notional SEN budget, no additional funding would be given.
- Where a school has a required Notional SEN budget exceeding the 5% Notional SEN budget, the difference between the two figures would be funded.

3.3 Example:

School A has a total budget of £600,000

The Notional SEN budget is therefore £30,000

The school has 4 pupils receiving enhanced provision funding from the Local

Authority so requires 4 x £6,000 of Notional SEN = £24,000
 As the school has a Notional SEN budget higher than the required Notional SEN budget (£30,000 compared to £24,000) then no further funding will be given.

School B has a total budget of £600,000
 The Notional SEN budget is therefore £30,000
 The school has 6 pupils receiving enhanced provision funding from the Local Authority so requires 6 x £6,000 of Notional SEN = £36,000
 As the school has a Notional SEN budget lower than the required Notional SEN budget (£30,000 compared to £36,000) then the school will receive an additional £6,000 of funding.

3.4 Timescale

This calculation takes place during the Autumn Term each year. Any additional bids from schools for further funding will be taken to the sub-group which aims to meet before the main School Forum meetings. Therefore, requests for additional funding will need to be submitted no later than three weeks before School Forum to allow time to assess eligibility and calculate funding before the meeting.

3.5 Additional Notional SEN for 2014-15

The following allocations meet the qualifying criteria:

School	5% budget	Actual N.SEN	Additional funding
Weston Point Primary	£ 29,797.00	£ 36,000.00	£ 6,203.00
Victoria Road Primary	£ 41,955.00	£ 60,000.00	£ 18,045.00
Westfield Primary	£ 30,912.00	£ 36,000.00	£ 5,088.00
The Brow Primary	£ 36,926.00	£ 48,000.00	£ 11,074.00
St Augustine's Primary	£ 22,880.00	£ 30,000.00	£ 7,120.00
Murdishaw West Primary	£ 39,164.00	£ 48,000.00	£ 8,836.00
Oakfield Primary	£ 53,729.00	£ 60,000.00	£ 6,271.00
All Saints Upton Primary	£ 37,368.00	£ 54,000.00	£ 16,632.00
St John Fisher Primary	£ 41,790.00	£ 66,000.00	£ 24,210.00
Bridgewater Park Primary	£ 25,018.00	£ 30,000.00	£ 4,982.00
			<u>£ 108,461.00</u>

4.0 POLICY IMPLICATIONS

4.1 None

5.0 OTHER IMPLICATIONS

5.1 None

REPORT TO: School Forum
DATE: 21st January 2015
REPORTING OFFICER: Senior Finance Officer
SUBJECT: Dedicated Schools Grant 2015-16
WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

1.1 To inform School Forum of the indicative allocation of the Dedicated Schools Grant settlement for 2015-16.

2.0 RECOMMENDATION: That

(1) That School Forum note the DSG settlement for 2015-16.

3.0 SUPPORTING INFORMATION

3.1 On 17th December 2014 the Department for Education announced the indicative Dedicated Schools Grant (DSG) for 2015-16.

3.2 Once again the DSG settlement is split between three notional blocks: Schools Block, High Needs Block and Early Years Block.

3.3 For 2015-16 the Per Pupil Unit of Funding for the Schools Block has reduced slightly from its 2013-14 value of £4,857.53 to £4,850.02. This is to take into account the top-slice for the Carbon Reduction Commitment – previously a one-off top-slice of £106,000. The impact of this per pupil top-slice is an increase in the reduction for CRC of just over £130,000.

The number of pupils in 2014-15 was 17,102 giving a cash value of £81,932,000. The number of pupils for 2015-16 has increased to 17,307 so the total cash value of the schools block is £83,939,765.

3.4 It should be noted that the Primary age pupils have increased by 702 while Secondary age pupils have decreased by 497.

3.5 The per pupil Unit of Funding for the Early Years Block remains the same at £3,363.39 giving an indicative total cash value of £4,019,251. The Early Years Pupil Premium has been announced at £191,409 as part of the DSG settlement rather than the Pupil Premium Grant.

3.6 The High Needs Block has been allocated at £14,458,452, an increase from 2014-15 from £13,887,000.

- 3.7 No announcement has been made regarding the funding for two-year old provision and this is not expected until July 2015.
- 3.8 The total DSG settlement for 2015-16 is £102,634,112 which is an increase from the 2013-14 settlement of £101,774,000 of £860,112. However, the increased DSG settlement includes funding for Sandymoor Free School for which our DSG increased by £1,403,223. Therefore, the net position is actually an overall reduction of £543,111.

Given that we have an increase in pupil numbers, the overall reduction in DSG is adding more pressure to an already pressurised budget.

4.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

Document	Place of Inspection	Contact Officer
DSG 2015-16 allocations	Kingsway House	Anne Jones

REPORT TO: School Forum

DATE: 21st January 2015

REPORTING OFFICER: Senior Finance Officer, Financial Management Division

SUBJECT: Central DSG Budgets 2015-16

1.0 **PURPOSE OF REPORT**

1.1 **To report to the School Forum an update on the Centrally Held Dedicated Schools Grant Budgets for 2015-16.**

2.0 **RECOMMENDATION**

RECOMMENDED:

(1) The report be noted.

3.0 **SUPPORTING INFORMATION**

3.1 **Background**

The DSG Budgets held centrally for 2015-16 are again being scrutinised. Centrally held budgets funded from the Schools Block of the DSG are very tightly restricted while the High Needs and Early Years elements are less so.

3.2 **Schools Block**

The central budgets funded from the Schools Block include contributions to Internal Audit, Safeguarding, Halton Safeguarding Board, Capital Expenditure from Revenue, English as an Additional Language and the contingencies. The total is still to be finalised and will be tabled at the meeting but it cannot be increased from the previous year.

3.3 **Early Years Block**

The centrally held budgets from the Early Years Block include the budget for Private, Voluntary and Independent Sector Early Years provision which we have increased by £100,000 of funding from the Primary budget plus a small budget for staff. Again the total is still to be finalised and will be tabled at the meeting.

3.4 **Two Year old funding**

No announcement has been made regarding funding for the provision of places for two year olds. This is not expected until July 2015.

3.5 **High Needs Block**

The High Needs block centrally held provision includes Independent Special Schools, Out of Borough top-up funding, in-borough top-up funding, Post 16 High Needs and funding for a number of posts within the Inclusion division. Once again, the total is being finalised and will be tabled at the meeting.

3.6 **Summary**

It is increasingly difficult to set the DSG budgets for both schools and the required central budgets and still balance to the funding given. This is due to the increase in pupil numbers and the net decrease in grant received. The High Needs and Early Years budgets (approximately £18.7m) are indicative allocations and will be adjusted in line with the January census. This census is also used to set the Early Years and High Needs budgets for schools so estimates have to be used when setting the Schools Block budgets to ensure we keep within the overall expected grant.

4.0 **POLICY IMPLICATIONS**

4.1 None

5.0 **OTHER IMPLICATIONS**

5.1 None

REPORT TO: School Forum

DATE: 21st January 2015

REPORTING OFFICER: Senior Finance Officer, Financial Management Division

SUBJECT: Schools Block Budgets 2015-16

1.0 **PURPOSE OF REPORT**

1.1 **To report to the School Forum on the final funding formula for Primary and Secondary schools for 2015-16.**

2.0 **RECOMMENDATION**

RECOMMENDED:

- (1) The report be noted.
- (2) That a decision be made regarding the LAC cash value to be used for 2015-16.
- (3) That a decision be made regarding the amount of funding to be de-delegated to the local authority for Schools Contingency, Free School Meal eligibility and Staff responsibility.

3.0 **SUPPORTING INFORMATION**

3.1 **Background**

At the October School Forum decisions were taken on how the funding formula should be adopted for Halton Primary and Secondary maintained schools, academies and free school.

Work is underway to calculate the cash value for each element of the schools block funding formula for 2015-16.

3.2 **Budget availability for Primary and Secondary schools**

The DSG notional allocation for Schools Block is £83,939,765. Due to overall DSG budget pressures and outstanding queries, work is still being done on the total budget that can be allocated to primary and secondary schools.

For the primary sector, adjustments include the increase of 702 pupils within the phase, the further reduction in lump sum following the merger of Fairfield Junior and Infant schools, the transfer of funds from the secondary sector and the transfer of funds to the PVI sector as previously agreed.

For the secondary sector, adjustments include the increase in

budget for the non-recoupment academy, the transfer of funds to the primary sector, the transfer of funds from the High Needs Block for the PRU and the availability of the unneeded pupil growth contingency budget. The outstanding query relates to the estimated pupil number increase at the non-recoupment academy.

A further paper will be tabled at the meeting detailing the cash values of the funding factors, overall budget used and Schools Block budgets for individual schools when completed.

3.3 **Looked After Children**

Since April 2013 Looked After Children are funded at £1,517.25 across both primary and secondary sectors (using the DfE information of numbers to be funded in each school). We saw an increase in LAC numbers from 2013-14 to 2014-15 and a decision was taken to reduce the Basic Per Pupil factor and transfer the unused funding to the LAC element to keep the LAC cash value the at the same level.

For 2015-16 there has been a further increase in LAC numbers, from 116.34 to 152.89 – an increase of 36.55. A decision is needed as to whether to keep the cash value at £1,517.25, which would need a total of £231,963. This means we need to take £55,439 from another funding element or whether we keep the total funding amount of £176,524 and reduce the cash value by £362.67 to £1,154.58.

3.4 **De-delegated Budgets**

The amount per pupil that is de-delegated for Schools Contingency, Staff responsibility and the amount de-delegated per FSM pupil has not been changed since April 2013. Budgets can only be de-delegated from maintained primary and secondary schools. As we have seen a number of schools convert to academy status, so the total de-delegated budget has reduced.

If the Primary de-delegated budgets are left at:

- £17.01 per pupil for Schools Contingency, the budget will be £160,710
- £1.47 per FSM pupil for FSM6 eligibility, the budget will be £5,405
- £2.18 per pupil for Staff responsibility, the budget will be £20,597

If the Secondary de-delegated budgets are left at:

- £14.80 per pupil for Schools Contingency, the budget will be £47,256
- £1.47 per FSM6 pupil for FSM eligibility, the budget will be £2,086
- £1.89 per pupil for Staff responsibility, the budget will be £6,035

The difference in de-delegated budgets from 2013-14 to 2015-16 is as follows:

	2013-14	2015-16
Schools Contingency	£351,450	£207,966
Staff Responsibility	£38,160	£26,632
Free School Meal Eligibility	£9,923	£7,491

Due to the number of schools that have converted to academy status and therefore do not buy in to the above services, we feel that the proposed de-delegated budgets are sufficient to meet expected need for 2015-16.

3.5 **Early Years and High Needs Funding**

Nursery Schools, Nursery Units, Special Schools, Special Units and the PRU are funded based on the January 2015 census data which has not yet been released. These budgets will be calculated as quickly as possible but it is unlikely schools will receive this information until March 2015.

4.0 **POLICY IMPLICATIONS**

4.1 None

5.0 **OTHER IMPLICATIONS**

5.1 None

REPORT TO: School Forum

DATE: 21st January 2015

REPORTING OFFICER: Senior Finance Officer, Financial Management Division

SUBJECT: Pupil Premium Funding

1.0 PURPOSE OF REPORT

1.1 To report to the School Forum an update on the final levels of Pupil Premium funding for 2014-15 and funding for 2015-16.

2.0 RECOMMENDATION

RECOMMENDED:

(1) The report be noted.

3.0 SUPPORTING INFORMATION

3.1 Background

The Pupil Premium Grant is split into several areas to fund pupils who have been eligible for Free School Meals in the past six years, pupils who are the children of armed forces personnel in the past three years, who are Looked After or who have been adopted from care or leave care under a special guardianship order or residence order.

3.2 2014-15 Funding levels were announced as:

Free School Meals Ever 6 (Primary)	£1,300 per pupil
Free School Meals Ever 6 (Secondary)	£935 per pupil
Service Children Ever 3	£300 per pupil
Post – Looked After Children	£1,900 per pupil
Looked After Children	up to £1,900 per pupil

No announcement has been made as regards an increase to these rates as has happened in previous years, so we can only assume these rates will not be increased during this financial year.

3.3 2015-16 funding

Funding levels for 2015-16 were announced as:

Free School Meals Ever 6 (Primary)	£1,320 per pupil
Free School Meals Ever 6 (Secondary)	£935 per pupil
Service Children Ever 3	£300 per pupil
Post - Looked After Children	£1,900 per pupil

No information has been given with regard to Looked After Children.

3.4 Eligibility criteria

- The eligibility criteria for Free School Meal Ever 6 pupils is expected to remain unchanged in 2015-16
- Children who have been adopted from care or leave care under a special guardianship order or residence order will also be eligible for Looked After Children funding. The additional funding for pupils adopted from care will enable schools to offer pastoral care as well as raising pupil attainment.
- Children with parents in the armed forces will cover pupils previously attracting the premium since April 2011 even where the parent(s) are no longer in the armed forces or where parents have divorced. Schools will also be funded in respect of children of parents who were killed in action.

3.5 Early Years Pupil Premium

Within the DSG announcement we have been allocated £191,409 for the Early Years Pupil Premium. Terms and conditions are available on the DfE website – attached in Appendix A.

4.0 **POLICY IMPLICATIONS**

4.1 None

5.0 **OTHER IMPLICATIONS**

5.1 None

Details from the Department for Education website

The early years pupil premium (EYPP) is additional funding for early years settings to improve the provision that disadvantaged 3- and 4-year-olds receive.

Funding for the financial year 2015 to 2016

From April 2015, you will receive EYPP funding as part of your dedicated schools grant (DSG) allocations.

A [breakdown of the amount of funding you will receive in the 2015 to 2016 financial year](#) is available.

We have based the amount of funding you receive on an estimate of how many hours of state-funded early education the eligible children in your area will take up.

Eligibility

3- and 4-year-olds in state-funded early education will attract EYPP funding if they meet at least 1 of the following criteria:

- their family gets 1 of the following:
 - [Income Support](#)
 - income-based [Jobseeker's Allowance](#)
 - income-related [Employment and Support Allowance](#)
 - support under [part VI of the Immigration and Asylum Act 1999](#)
 - the guaranteed element of [State Pension Credit](#)
 - [Child Tax Credit](#) (provided they're not also entitled to [Working Tax Credit](#) and have an annual gross income of no more than £16,190)
 - [Working Tax Credit](#) run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
 - [Universal Credit](#)
- they have been looked after for 1 day or more
- they have been adopted from care
- they have left care under a special guardianship order or residence order

Children must be eligible for free early education in order to attract EYPP funding. Children become eligible at different points in the year depending on when they turn 3. Details of [the dates when children become eligible](#) are available.

Finding out which children are eligible

You are responsible for checking that individual children meet the eligibility criteria for EYPP. Ask the early years providers in your area to let you know which of the children in their care attract EYPP funding so you can check their eligibility.

Encourage providers to speak to parents. In particular, providers should speak to the parents of children who took up the [early education entitlement for 2-year-olds](#), as most of these children will attract EYPP when they turn 3.

Eligible looked-after children

The [virtual school head \(VSH\)](#) in your local authority will identify the looked-after children who are eligible for EYPP funding. Ask your VSH to let you know who the looked-after children in your area are so that they can be funded for the EYPP. VSHs are responsible for managing EYPP funding in the same way that they are in charge of managing the [school-age pupil premium](#).

Eligibility checks

You need to check children's eligibility once a year.

In most cases you will have to check twice during their 2-year EYPP entitlement:

1. You should first check a child's eligibility when a provider or parent tells you that a child may be eligible.
2. You should check the child's eligibility again in the academic year when the child turns 4. You can decide when to carry out this second year check, but we recommend doing it at the beginning of the academic year in September.

In cases where a child becomes eligible when they are already 4 years old, you will not have to run a second check.

Allocating the funding

You must pass the EYPP funding on to:

- the early years settings who have eligible children
- the relevant VSH

You must fund all state-funded early years providers in your area at 53p per hour per eligible pupil. This means providers will receive over £300 for each eligible 3- or 4-year-old who takes up the full 570 hours of state-funded early education they are entitled to.

You should allocate the funding to each setting based on:

- how many eligible pupils they have
- how many hours of state-funded early years education these children take up

You must not:

- hold back any of this funding
- vary funding rates
- place conditions on the funding

REPORT TO:	Schools Forum
DATE:	21 January 2015
REPORTING OFFICER:	Operational Director, Children's Organisation and Provision
PORTFOLIO:	Children, Young People and Families
SUBJECT:	Recruitment of School Admission and Exclusion Appeal Panel Members
WARDS:	All

1.0 PURPOSE OF THE REPORT

- 1.1 This report provides information on the process involved in Independent School Admission Appeals and the recruitment drive for additional volunteer Panel Members.

2.0 RECOMMENDATION: That members of the Forum consider the request for the nomination of volunteers for Halton's Independent School Admission Appeals Panel.

3.0 SUPPORTING INFORMATION

- 3.1 The Independent School Admission Appeals Panel hear appeals when parents exercise their right of appeal in relation to the allocation of school places to a particular school. Appeals Panels also hear appeals against exclusions from a particular school.

- 3.2 Halton Borough Council is seeking nominations for volunteer members to sit on such Panels. Usually, volunteers will come into one of two categories:

Lay persons – i.e. those without experience in the management of any school or the provision of education; and

Persons with experience in education either as (for example) a School Governor, Teacher or Head teacher (past or present). Also in this category would be parents with a child registered and attending at a Halton school.

- 3.3 The role of Panel member is carried out in a voluntary capacity. There is no direct payment for sitting on appeals panels, but travelling allowances are paid and lunch and refreshments are provided on the day. It is not a requirement that they live in the Borough.

- 3.4 Training is provided and arranged by the Borough Council. In addition, new panel members are encouraged to sit as observers in the early stages to gain an understanding of the process and to sit alongside experienced colleagues.
- 3.5 Panels are supported at hearings by a clerk whose role is independent of the local education authority. The clerk administers the preparations for the hearing, including the distribution of paperwork prior to the hearing, meets the parents on the day and provides advice and guidance to the panel at the hearing and at the decision making stage.
- 3.6 Decisions of Appeals Panels are binding on both parties (i.e. parents and the school).
- 3.7 Further details can be obtained from the Independent School Admissions Appeals Team Manager – Angela Scott on 0151 511 8670 or email: angela.scott@halton.gov.uk.

4.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

6.2 Employment, Learning and Skills in Halton

6.3 A Healthy Halton

6.4 A Safer Halton

6.5 Halton's Urban Renewal

The Independent School Admission Appeals process contributes to all of the Council's priorities.

7.0 RISK ANALYSIS

None identified.

8.0 EQUALITY AND DIVERSITY ISSUES

The Independent School Admission Appeals process operates within all relevant legislation.

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

None under the meaning of the Act.