

AGENDA

Herefordshire Schools Forum

Date: **Tuesday 7 July 2009**

Time: **2.00 pm**

Place: **: Council Chamber, Brockington, 35 Hafod Road,
Hereford, HR1 1SH**

Notes: Please note the **time, date** and **venue** of the meeting.

For any further information please contact:

Paul Rogers, Democratic Services Officer

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Agenda for the Meeting of the Herefordshire Schools Forum

Membership

Chairman	Vacant	
Vice-Chairman	Mr NPJ Griffiths	
	Mrs JS Powell	Primary Schools
	Mr R Thomas	Primary Schools
	Mr T Edwards	Primary Schools
	Mr P Whitcombe	Primary Schools
	Mrs C Garlick	Primary Schools
	Ms T Kneale	Primary Schools
	Mrs G Thomson	Primary School
	Rev D Hyett	Primary School
	Mrs S Woodrow	Secondary Schools
	Mr T Knapp	Secondary Schools
	Mrs S Catlow-Hawkins	Secondary Schools
	Mr J Docherty	Secondary Schools
	Mrs S Bailey	Special Schools
	Mrs E Christopher	Pupil Referral Unit
	Mrs A Robertson	Roman Catholic Church
	Mr A Leach	Church of England
	Mrs A Pritchard	Teacher Staff Representative
	Mr J Godfrey	14-19 Representative
	Mr A Shaw	14-19 Representatives
	Mrs A Jackson	Early Years
	Mrs R Lloyd	Early Years
Non Voting	Councillor JA Hyde	Observer
	Councillor PD Price	Observer
	Councillor SJ Robertson	Observer
	Mrs P Garnett	Observer - 14-19 Strategy Manager
	Ros Hatherill	Observer - Early Years & Extended Services
	Mrs S Tulk	Observer - Learning and Skills Council

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Whether an interest is prejudicial is a matter of judgement for each Councillor. What Councillors have to do is ask themselves whether a member of the public – if he or she knew all the facts – would think that the Councillor's interest was so important that their decision would be affected by it. If a Councillor has a prejudicial interest then they must declare what that interest is. A Councillor who has declared a prejudicial interest at a meeting may nevertheless be able to address that meeting, but only in circumstances where an ordinary member of the public would be also allowed to speak. In such circumstances, the Councillor concerned will have the same opportunity to address the meeting and on the same terms. However, a Councillor exercising their ability to speak in these circumstances must leave the meeting immediately after they have spoken.

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AGENDA

	Pages
1. ELECTION OF CHAIRMAN To elect a Chairman for the remainder of the ensuing year.	
2. APOLOGIES FOR ABSENCE To receive apologies for absence.	
3. NAMED SUBSTITUTES (IF ANY) To receive any details of Members nominated to attend the meeting in place of a Member of the Forum.	
4. DECLARATIONS OF INTEREST To receive any declarations of interest by Members in respect of items on the Agenda.	
5. MINUTES To approve and sign the Minutes of the meeting held on 2 June 2009.	1 - 6
6. LATE ITEMS/ANY OTHER BUSINESS To consider any issues raised as either a late item or any other business.	
7. FINANCE REVIEW REPORT To consider an independent report on Schools Funding Issues and report back to the Schools' Task Group.	7 - 24
8. REVISED CONSTITUTION FOR SCHOOLS FORUM To consider and approve the revision of the Schools Forum constitution.	25 - 40

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HEREFORDSHIRE COUNCIL

BROCKINGTON, 35 HAFOD ROAD, HEREFORD.

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HEREFORDSHIRE COUNCIL

MINUTES of the meeting of Herefordshire Schools Forum held at Council Chamber, Brockington, 35 Hafod Road, Hereford. HR1 1SH on Tuesday 2 June 2009 at 2.00 pm

Present: Mr NPJ Griffiths (Vice Chairman)

Mr R Thomas, Mr T Edwards, Mr P Whitcombe, Ms T Kneale, Rev. D Hyett, Mr T Knapp, Mrs S Catlow-Hawkins, Mr J Docherty, Mrs S Bailey, Mrs E Christopher, Mrs A Pritchard, Mr A Shaw, Mrs A Jackson and Mrs R Lloyd

In attendance: Councillor PD Price

1. ELECTION OF CHAIRMAN

That Mr N Griffiths be nominated and seconded for Chair for this meeting.

RESOLVED: That Mr N Griffiths be elected Chairman of the Herefordshire Schools Forum for this meeting only.

2. APPOINTMENT OF VICE-CHAIRMAN

That Mr N Griffiths be nominated and seconded for Vice- Chair.

RESOLVED: That Mr N Griffiths be appointed Vice-Chair of Herefordshire Schools Forum for the ensuing year.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr M Harrisson, Mrs JS Powell and Mrs C Garlic.

4. NAMED SUBSTITUTES (IF ANY)

There were no named substitutes.

5. DECLARATIONS OF INTEREST

There were no declarations of interest.

6. MINUTES

RESOLVED: That the Minutes of the meeting held on 19 March 2009 be approved as a correct record and signed by the Chairman.

7. LATE ITEMS/ANY OTHER BUSINESS

A Member requested that a further item be added to the agenda regarding music fees. It was agreed that the item be taken at the end of the agenda (Minute No. 11 refers).

8. HARNESSING GRANT TECHNOLOGY

The Head of Improvement and Inclusion presented a report regarding the delegation of

£1,224,968 Harnessing Technology Grant for 2009/10. She reminded the Forum that this matter had been considered at the Forum meeting held on the 19 March 2009 and in accordance with the decision of the Forum, the current report set out a model on how the lump sum could be distributed based on school size, paragraph 7 of the report refers. The report also advised on the standard formulae for irrecoverable VAT and the governor's capital contribution in voluntary aided schools. She emphasised that Appendix 1 to the report modelled the funding schools would receive for the base allocation, as set out in paragraph 7 of the report, giving the standards, delivery and expectations of the suggested priority areas. She advised that the original formula proposal identified that the fixed base amount of funding for high schools would reduce to the same amount as primary schools.

A member questioned why an aided school had to find 10% capital contribution plus VAT from governors as referred to in paragraph 8 of the report. The Head of Improvement and Inclusion advised that this was in accordance with national guidance but that she would feed back the member's concern on the issue to Becta.

The School Improvement Advisor informed the Forum that the notes from Becta in Appendix 1 set out how the grant should be used. He emphasised that all High schools now had a very high broadband width. He made reference to On Line Parental Access which would allow parents to check data held by a school in respect of their child and one such example being whether the child was present at the school. Primary schools would need have the On Line facility available to parents by 2012 and details were available to schools on request. He advised that the SIMS team was available to make a presentation to schools on the new facility. The Director of Children's Services informed the Forum that she would ensure that the SIMS presentation issue would be taken forward with The Herefordshire Association of Secondary Heads (HASH) and the Primary School Headteachers Association (PSHA).

The Cabinet Member for ICT, Education and Achievement asked what the consequences were if a school had not taken up the grant. The Finance Manager advised that the 200910 grant allocation must be used by August 2010 otherwise the unused grant would need to be returned to the Department of Children Schools and Families.

RESOLVED: That

- (a) the devolution of the Harnessing Technology grant as set out in paragraph 7 of the report be approved;**
- (b) the standard formula for irrecoverable VAT and the governors' capital contribution in Voluntary Aided schools be adjusted as set out in the Appendix to the report be approved; and**
- (c) HASH and PSHA be advised to approach SIMS regarding a presentation in respect of On Line Parental Access to reporting systems and information.**

9. REVISED CONSTITUTION FOR SCHOOLS FORUM

The Head of Planning and Performance presented a report regarding proposals to revise the Constitution of the Schools Forum. He reminded the Forum that at its meeting in February 2009 it had considered an overview of ways of working for the Forum and its working groups. The intention was to provide a constitution which was clearer with regard to membership, roles of the Forum and its rules and procedures in relation to agendas and reports. The report had taken into account discussions and comments from officers, Chair and Vice-Chair of the Forum. He drew members' attention to Annex 1 which set out the main local authority funding streams relating to schools, the classes of expenditure which may be deducted from an authority's Schools Budget and the Individual School Budget. He informed the Forum that the

text in paragraphs 2 and 3 of the report had been taken from the Department of Children, Schools and Families guidance on the roles, consultation, decision making powers and duties of the Forum. He emphasised that the Appendix which set out the proposed revisions to the constitution attempted to give a joint approach with regard to the relationship between schools and the local authority. The membership of the Schools Forum as referred to in paragraph 4 was also in accordance with government guidance and set out the observer status. He advised that members who are elected as Chair and Vice-Chair would extend their term of office as a member by the period of office in those roles. With regard to Managing the Business, paragraph 6.2 refers, the frequency of meetings needed to conduct scheduled Forum business were set out but did not preclude additional meetings should the need arise. It was also proposed to establish a forward plan on an annual basis which would become a standard item on Forum agenda and could be amended appropriately at the wish of the Forum. The proposed constitution also included the various working groups which were available to the Forum to provide on request advice to the Forum.

A member took the view that the proposed revision of the constitution was welcomed.

A member referred to paragraph 4.6 of the revised constitution, and expressed the view that Headteachers should only be represented by Deputy Headteachers. The Director of Children's Services suggested that Herefordshire Association of Secondary Heads and the Primary Schools Headteachers Association should debate the issue and present a view back to the Forum.

A member suggested that the constituent groups should be able to re-appoint persons for a further term of office, paragraph 4.3 refers.

A member was of the opinion that induction training should be given to new members. The member suggested that currently, it could take several meetings for a member to become accustomed to the way in which the Forum conducts its business and that subsequently their term of office could almost be at an end.

The Director of Children's Services took the suggestion of induction training for new members on board and advised that new Headteachers and other members should be given all the necessary support in their role as a member of the Forum.

The Early Years representative referred to the proposed reduction in membership from two Early Years members down to one member, and expressed the view that the one member representation would not give the Forum a wide enough representation from Early Years nursery settings and childminders.

The Chairman referred to annex 1 to the report regarding budgets and to the difficulty of the Forum being able to find continual savings currently in the sum of £400,000 per year. The Director of Children's Services informed the Forum that there would be an item on the agenda for the September meeting of the Forum explaining the core elements of the Schools Forum budget, whether they are ring fenced or not, with a view to providing members with useful information when determining budgets.

RESOLVED: That consideration of the draft revised constitution for the Forum be deferred to enable the constituent bodies who nominate members to be consulted for their views, these views to be reported back to the Forum at its July meeting.

10. SCHOOLS FORUM WORK PROGRAMME 2009/10

The Forum considered a report which proposed that a work programme be established for the Forum in the form suggested in the appendix attached to the report. It was emphasised that

the programme would set out the necessary business to be considered by the Forum throughout the year and would be included as a standard item at each meeting. It would then be for the Forum to amend the programme as necessary.

The Director of Children's Services stated that the work programme had been suggested as a way of looking forward to future agenda, work and diary planning and followed the lines of similar work programmes currently in use by other groups within the authority. She referred to the July Forum meeting and suggested that two items should only be considered at that meeting. These were School Task Group report on schools finance and a Revised Constitution report.

The Finance Manager requested that an item be placed on the agenda for the September meeting regarding the underspend in Dedicated Schools Grant from 2008/09 and the rebates received from charitable rates relief for schools.

RESOLVED: That

(a) the principle of a work programme together for the Forum together with details of issues for 2009/10 as set out in the appendix to the report be approved; and

(b) the following issues be added to the work programme

- (i) School Task Group Finance report – 7 July 2009 meeting**
- (ii) Revised Constitution – 7 July 2009 meeting**
- (iii) Budget Underspend and Rates Rebates – 29 September 2009 meeting**

11. SCHOOL MUSIC SERVICES

A member expressed concern at the increase in charges for the Music Service from £27 to £32 for peripatetic music lessons at a number of high schools particularly when private tutor charges being between £20 and £25 per hour. It was likely, therefore, that schools and parents would engage the private tutors instead of schools thus taking away income from the Music Service which could mean the decline of school peripatetic music lessons. The member had recently received a Service Level Agreement (SLA) which set out the increased charges.

The Head of Improvement and Inclusion informed the Forum that the Schools music service had been the subject of costings, charges and inspection feedback. The service had been operating at a loss since 2002 although the picture was distorted by Standards Fund grant and instrument purchases. The losses had been met through underspend in the past but now would be setting a recovery budget for the future. She stated that the SLA had been sent to schools prematurely and that the SLA should have been issued as part of the SLA booklet. She also stated that she would investigate the matter further.

The Director of Children's Services stated that any service has to be one that schools want and transparency was a factor. In reviewing services some of which had not been reviewed for sometime, the affordance factor also had to be taken into account.

The Head of Improvement and Inclusion informed members to base current arrangements on current funding levels and any new charges on school music SLAs would be effective from April 2010. She would email schools with the timescales in relation to those issues.

RESOLVED: That in the light of the concerns of the Forum, the Head of Improvement and Inclusion would consider the current charges for high schools peripatetic music lessons having due regard for market value for such lessons and that written

clarification on these charges be given to all schools. Also that the Music Service would take into consideration what schools want to add to the menu of activity on offer as part of its improvement and modernisation planning.

The meeting ended at 3.10 pm

CHAIRMAN

FINANCE REVIEW REPORT

REPORT BY DIRECTOR OF CHILDREN'S SERVICES

SCHOOLS FORUM

7 JULY 2009

Schools Affected

ALL

Purpose

1. To consider an independent report on Schools Funding Issues and report back to the Schools' Task Group.

Financial Implication

2. All schools will be affected in time by the impact of falling rolls and reducing budgets. The report will be presented by Lynn Wright, Independent Consultant.

Background

3. Following the School Review the Task Group has been established to consider the way forward. The funding of schools needs to be carefully considered in light of falling rolls and tighter budgets as any future decision over funding formula and any possible changes to school provision will be interdependent. The task group have asked that the Forum carry out this discussion as part of their statutory function.

Issues or Risks

4. Failure to fully consider the implication of any changes to either future funding models/decisions or the pattern of school provision will inevitably mean that the impact of funding and its effective distribution is affected thus impacting on both the educational outcomes and the experience of Children and Young People in Herefordshire.

Recommendations

That the Forum:

debates the issues thoroughly and offer any formal comment or recommendation to the Schools' Task Group prior to their

Further information on the subject of this report is available from Sharon Menghini, Director of Children's Services. Telephone number 01432 260039

planned formal consultation on the next steps in the autumn term.

Appendices

Appendix 1. PowerPoint presentation on funding streams including DSG.

Appendix 2. Finance paper by Lynn Wright, Independent Consultant

(The above will presented at the meeting to ensure an opportunity for everyone to understand and debate the key issues).

Background Papers

None

Further information on the subject of this report is available from Sharon Menghini, Director of Children's Services. Telephone number 01432 260039

HEREFORDSHIRE SCHOOL FUNDING

1. This paper is an attempt to set out in clear and understandable terms the arrangements for funding Herefordshire schools. It demonstrates the impact of maintaining the status quo as well as considering the implications for any future changes. All scenarios are hypothetical and are set out purely as an aid to the Task Group's considerations.
2. The Dedicated Schools Grant (DSG) from central government is paid as a ring-fenced specific grant and must be used in support of the Schools Budget as defined in the School Finance (England) Regulations 2008. It is the main source of income for the Schools Budget and can be used for no other purpose. There are specific requirements to ensure appropriate use:-
 - i. At notification stage the authority is required to submit a statement certified by the Chief Finance Officer that the DSG is being deployed in support of the Schools Budget.
 - ii. At outturn stage the authority is required by the Accounts and Audit (Amendment) (England) Regulations 2006 to append an additional note to the Statement of Accounts confirming the deployment of the DSG in support of the Schools Budget (Appendix 1).
 - iii. The Chief Finance Officer is also required to confirm final deployment of the DSG in support of the Schools Budget in connection with the Section 52 outturn form.
 - iv. The Secretary of State reserves the right to recover the grant if there has been any breach.
3. The DSG is based upon a per pupil formula and issued to all English local authorities with responsibility for education to enable and support the delivery of provision, services and statutory processes for all children and young people.
 - i. The current methodology (Spend Plus) underlying the allocation of DSG to individual local authorities is determined by central government and has been used for the years 2008-9, 2009-10 and 2010-11. A national review of the distribution formula for DSG is currently being undertaken and will be in place from 2011-12.
 - ii. The Department for Children, Schools and Families (DCSF) allocation to Directorates is calculated on the January School Census submissions from schools and nurseries. A fixed amount is identified per pupil and this is then multiplied by the totals submitted through the School Census.
 - iii. Local authorities are responsible for determining the split of the grant between central expenditure (to support appropriate and statutory central services) and the Individual Schools Budget (ISB) in conjunction with the Schools Forum which makes recommendations to a council's Cabinet on such allocations.
 - iv. The ISB is deployed directly to schools through a locally agreed formula allocation.

4. It is worth setting Herefordshire within the national funding context for schools and noting that national funding reflects factors such as deprivation which affect urban and rural areas in different ways. The county has one of the lowest funding levels of the nationally distributed DSG at an overall ranking of 147 out of 149. Consequently, DSG allocations for Herefordshire fall well below the average for the country. In 2008/2009 the DSG per pupil allocation in Herefordshire (not including any grants) was £3,687 whilst the national average was £4,066. Any financial planning has therefore to consider the low baseline from which the authority starts. It is not anticipated that the current revision of the funding allocation process at national level will significantly improve the position in Herefordshire, though officers and Members have been keen to highlight the issues facing a rural authority.

i. **Table 1** - illustrates the actual DSG funding for Herefordshire up to 2008/9.

Year	Pupil Data	Amount per pupil (rounded) £	% per pupil increase	DSG Total £	% cash increase
06/07	23,705	3,297		78,151,000	
07/08	23,427	3,523	6.9	82,535,000	5.6
08/09	23,101	3,687	4.7	85,162,000	2.4

(Source: Teachernet, Final Allocations of DSG 2008/9)

ii. **Table 2** - uses the Government's assessment as at October 2008 to project through to 2011 assuming no change in the current model of provision.

Year	Pupil Data inc the academy	Amount per pupil (rounded) £	% per pupil increase	DSG Total inc the academy £	% cash inc	DSG Total for the LA excl the academy £
09/10	22,759	3,830	3.9	87,176,000	2.4	84,291,000
10/11	22,562	4,002	4.5	90,296,000	3.6	87,411,000

(Source: Teachernet, Revised Indicative DSG Allocations 2008-11)

Any future revised figures from central government will separate pupil numbers, and hence finances, for the Hereford Academy, which will make direct comparisons with previous years more difficult.

- These tables evidence the impact of falling rolls upon the total amount of DSG received, but this is in part masked by the yearly increase in the amount of per pupil funding.
- The yearly increase is made in order to meet inflationary pressures.
- The actual cash increase is much lower than the per pupil increase for each period as a result of the reduced pupil numbers.
- It is evident that in relative terms overall funding is reducing as a result of a decrease in pupil numbers.

- iii. **Table 3** identifies the decline in pupil numbers between 2006-7 and 2010-11 and the related reduction in overall funding through DSG:

Year	Status	Pupil Reduction	Amount per pupil £	DSG Reduction £
06/07 - 07/08	Actual	278	3,523	979,394
07/08 - 08/09	Actual	326	3,687	1,201,962
08/09 - 09/10	Actual	342	3,830	1,309,860
09/10 - 10/11	Projected	197	4,002	788,394
Average		286	3,760	1,075,360

5. It is important to recognise the full implications of the reduction of this DSG allocation. As shown Appendix 1, a proportion of the funding is legitimately spent on centrally held services and the remainder goes into schools. The funding of Individual School Budgets is through a complex formula agreed with schools known as Local Management of Schools or LMS. In 07/08 schools received an average of £2,500 per pupil on roll supplemented by additional funding for Additional Pupil-led funding (such as nursery classes), Special educational Needs, Social deprivation, Site Specific (such as playing field maintenance costs) and School Specific (such as rates, small school protection, and flat base allocations for premises and management costs).

Using 2008-9 to illustrate:

- i. Based on the Government's figures there is a loss of 342 pupils between January 2008 and 2009 and one less pupil means £3,687 less in the DSG (based on 08/09 funding rates).
- ii. For each pupil lost, a school budget will be reduced by an average of £2,500 for pupil related funding.
- iii. For each pupil lost, £1,187 will need to be found from within central services funded by DSG.
- iv. An annual reduction of 342 pupils will mean a reduction in funding of £406,000 (i.e. 342 x £1,187) which will need to be found from centrally retained services such as Pupil Referral units (£0.895m), Special Educational Needs Support Services (£1.376m), Banded Funding (£0.858m), Nursery Education Funding (£2.923m), Fees for pupils at independent special schools (£0.951m) and other central staffing budgets such as school admission and asset management.
- v. If the reductions in pupil numbers disproportionately affect primary schools, then the amount required from centrally retained budgets will be greater. Fixed costs in primary schools form a greater proportion of the budget, and therefore the pupil related funding in primary school budgets is only £2,000 per pupil leaving a shortfall of £1,687 per pupil.
- vi. It is unlikely that significant reductions can be made in some of these areas; however, because of their statutory nature. To continue to provide these statutory services it is anticipated that further reductions in per pupil funding will be required every year to make up the shortfall.

- vii. Overall pupil numbers are projected to continue to fall until 2018 at the same rate and therefore it is possible that these budget reductions will have to be found each year until 2018.
6. The full impact upon schools and services of falling rolls and DSG finances will also be affected by the following:
 - i Fixed costs (rates, premises costs, salaries of headteacher and secretary) may remain constant or increase in line with inflation whilst overall budgets reduce;
 - ii Maintenance of standards and improvements in achievement and attainment will require investment;
 - iii New initiatives and National Strategies will require investment;
 - iv Parental preference may impact further upon pupil numbers in settings;
 - v Staffing profiles and appointments within schools may require additional funding.
 7. There is already an increase in the number of schools experiencing financial difficulties and operating with deficit budgets and this is set to continue. Planning is underway with these settings to ensure that schools address the budget difficulties. Even so it will clearly be increasingly challenging to maintain the current models of provision and probably untenable in the medium to longer term.

i. **Table 4** identifies the number of schools with deficit budgets since 2003:

Year	Primary Schools	High Schools	Special schools	Total number of schools	Total Deficit £
03-04				0	0
04-05				0	0
05-06	2			2	11,000
06-07	4	2	2	8	252,000
07-08	6	2	1	9	398,000
08-09	4	1	1	6	262,477

(Source: School Budget Team)

NB Not all the schools in this category are small schools.

8. In order to further identify the future funding implications for schools, the table in Appendix 2 sets out indicative school budgets according to school size and estimated average pupil population. This financial model does assume that trends will continue and includes adjustments for inflation. The figures shown include current small schools protection allowance for Primary Schools at £109.80 per pupil below 200 on roll and for High Schools at £215.35 per pupil below 655 on roll. These amounts have been fixed on the recommendation of Schools Forum for the next two financial years i.e. until end of March 2011. It is noteworthy that in the primary sector 63 schools have below 200 pupils, and in the secondary sector 6 schools fall below 650. This means that 69 schools will receive some form of protection.
9. The methodology for DSG allocation is set until 2011. This gives some degree of certainty in funding projections to that point. In order to demonstrate the affect of

falling school rolls on individual schools over the three year period, the table in Appendix 3 outlines indicative budgets according to cluster allocations using January 2008 pupil numbers. (It is anticipated that a model using January 2009 actual pupil numbers will be available by the end of July.) However, the allocation per pupil varies from school to school. This is because each school has an individual set of circumstances which determine the ISB allocation it receives.

10. Maintaining the status quo in terms of numbers of settings means that:-

- i. The total small schools protection element was £958,609 in 2008/9. Schools Forum agreed that the budget for small schools protection should be frozen at the 2006/7 cash total and this will continue for the next two financial years i.e. until the end of March 2011. If the number of schools requiring an element of protection increases, the amount per school will reduce. However, this is effectively reducing the overall amount for distribution to all schools.
- ii. Every school receives a fixed base allocation for management and premises as shown below in **Table 5**.

	2008/9 £	2009/10 £	2011/12 £
Primary	29,292	30,083	30,714
Secondary	13,681	14,051	14,346
Special	11,876	12,196	12,453

(Source: School Budget Team)

- iii. As agreed by Schools Forum, every school in Herefordshire, regardless of how many pupils, receives a minimum level of funding. The following simple example (**Table 6**) illustrates this by showing the minimum a school received in 2008-9, without showing pupil funding and without showing specific funding such as playing field maintenance or the current Key Stage 1 class size element:-

	Small schools protection £	Base allocation for management £	Base allocation for premises £	Minimum funding (without pupil related funding) £
Primary (60pupils)	*15,372	25,473	3,819	44,664
Secondary (500pupils)	**33,379	8,029	5,652	47,060

The figures shown include current small schools protection allowance for Primary Schools at £109.80 per pupil below 200 on roll and for High Schools at £215.35 per pupil below 655 on roll.

* (200 - 60 = 140 x £109.80)

** (655 - 500 = 155 x £215.35)

11. Trends in falling pupil numbers and attendant reductions in funding will require a re-evaluation of existing provision necessitating consideration of a schools reorganisation. The local authority has a duty to ensure that it achieves the most effective use of resources available in the quest to raise the achievement of all children and young people in its schools. This process could be assisted by increasing funding to directly support teaching and learning in schools by reducing levels of funding currently maintaining individual premises in various forms of protection. It is evident that any school reorganisation producing fewer schools will result in a combination of savings including fixed costs for individual premises and the small schools protection element. All remaining schools will benefit from these savings as they will stay within the ISB for redistribution via the funding formula across a smaller number of schools. This strategy has worked in other authorities and has proven to be a successful model leading to the development of enhanced provision.

12. Several pertinent financial considerations will emerge as a result of any school reorganisation, the most significant being possible staff redundancies and the additional cost of transport for pupils. It is possible to provide more detailed and accurate financial plans for future provision design once the Task Group is able to provide the key criteria on which to base any such exercise.

Appendix 1: Disclosure of deployment of Dedicated Schools Grant

Financial year 2006/7 Statement

Source: Herefordshire Council's Published Accounts 2006/7

The council's expenditure on schools is funded by grant monies provided by the Department for Education and Skills, the Dedicated Schools Grant (DSG). DSG is ring-fenced and can only be applied to meet expenditure properly included in the Schools Budget. The Schools Budget includes elements for a restricted range of services provided on an authority-wide basis and for the Individual Schools Budget, which is divided into a budget share for each school. Over and under spends on the two elements are required to be accounted for separately.

Details of the deployment of DSG receivable for 2006/07 are as follows:

	Central Expenditure £000	Individual Schools Budget £000	Total £000
Original grant allocation to Schools Budget for the current year in the authority's budget.	8,324	70,012	78,336
Adjustment to finalised grant allocation	(185)	0	(185)
DSG receivable for the year	8,139	70,012	78,151
Transfer from DSG to Capital	(220)	0	(220)
Transfer from DSG to Sickness Reserve	(44)	0	(44)
Actual expenditure for the year	(7,769)	(70,503)	(78,272)
(Over)/under spend for the year	106	(491)	(385)
Planned top-up funding of ISB from council resources	6	0	6
Use of schools balances brought forward	0	602	602
(Over)/under spend carried forward to 2007/08	112	111	223

Financial year 2007/8 statement

Source: Herefordshire Council's Published Accounts 2007/8

The council's expenditure on schools is funded by the Dedicated Schools Grant (DSG) provided by the Department for Children, Schools and Families. DSG is a ring-fenced grant and can only be applied to meet expenditure properly included in the Schools Budget. The Schools Budget includes elements for a restricted range of services provided on a council-wide basis and for the Individual Schools Budget, which is divided into a budget share for each school. Over and under spends on the two elements are required to be accounted for separately.

Details of the deployment of DSG receivable for 2007/08 are as follows:

Total 2006/07 £000		Central Expenditure 2007/08 £000	Individual Schools Budget 2007/08 £000	Total 2007/08 £000
78,336	Original grant allocation to Schools Budget for the current year in the authority's budget.	8,317	73,575	81,892
(185)	Adjustment to finalised grant allocation	504	139	643
78,151	DSG receivable for the year	8,821	73,714	82,535
0	DSG brought forward	112	111	223
(220)	Transfer from DSG to Capital	0	0	0
(44)	Transfer from DSG to Sickness Reserve	(45)	0	(45)
(78,272)	Actual expenditure for the year	(8,200)	(73,120)	(81,320)
(385)	(Over)/under spend for the year	688	705	1,393
6	Planned top-up funding of ISB from council resources	45	0	45
602	Movement in schools balances		(239)	(239)
223	(Over)/under spend carried forward	733	466	1,199

Financial year 2008/9

The formal statement relating to 2008/9 is not yet available as the council is still in the process of finalising its accounts.

Draft DSG note to 2008/09 Accounts

	Central Expenditure £000	Individual Schools Budget £000	Total 2008/9 £000
Original Grant Allocation to Schools Budget	8,920	75,564	84,484
Adjustment to finalise grant allocation	0	678	678
Sub-total	8,920	76,242	85,162
less finalised recoupment re Academies	0	-1550	-1550
DSG receivable for year	8,920	74,692	83,612
DSG Brought forward	0	1,199	1,199
Transfer to sickness reserve	-6	0	-6
Transfer to school rates reserve prior to 2008/09	0	-868	-868

Actual Expenditure for the year	8021	74397	82418
Underspend	905	805	1710
Planned top-up	0	0	0
Movement in school balances	0	-181	-181
Underspend/overspend C/fwd	905	624	1519

Note: DSG carried forward for the ISB includes £186k for rates rebates in 2008/09

LEA Benchmarking Information

Herefordshire compares favourably with its statistical neighbours in relation to the amount of DSG and school grants spent on central expenditure. The following table illustrates the relevant elements per pupil for 2008/09:

	Individual School Budget + grants £	Central expenditure £	Central expenditure as % of total available	Total Schools Budget £
Herefordshire	3,879	532	12%	4,411
Gloucestershire	3,767	708	16%	4,475
Shropshire	3,703	885	19%	4,588
England (mean)	4,178	633	13%	4,811

Source: DfES Leagateway benchmarking,
Section 52 data – statistical neighbours
14th May 2009

More detailed information can be provided from Section 52 Benchmarking information if required.

INDICATIVE SCHOOL BUDGETS BY POPULATION – 2008-2011

PHASE + SIZE	NO. SCHOOLS	AVERAGE PUPIL NUMBERS				FORMULA BUDGET			
		January 08	January 09	January 10	January 11	08/09	09/10	10/11	11/12
Primary -50	3	40	40	40	40	£161,227	£160,354	£160,512	£160,512
Primary 51-100	32	75	75	75	75	£258,698	£257,926	£254,718	£254,718
Primary 101-150	14	115	113	111	111	£349,578	£344,365	£340,033	£340,033
Primary 151-200	14	169	166	165	165	£484,971	£476,738	£473,149	£473,149
Primary 201-250	7	215	211	207	207	£625,516	£615,551	£603,607	£603,607
Primary 251-350	4	311	306	295	295	£896,215	£883,574	£862,904	£862,904
Primary 351-600	7	436	435	436	436	£1,270,796	£1,262,196	£1,262,836	£1,262,836
High 300-650	6	451	447	447	447	£1,663,415	£1,638,793	£1,634,670	£1,634,670
High 651-750	4	710	693	683	683	£2,598,479	£2,502,554	£2,459,146	£2,459,146
High 751-1015	4	1015	988	979	979	£3,748,490	£3,638,650	£3,611,517	£3,611,517

The table details full budget allocations which include small schools protection at a total rate of £672,415 for Primary Schools and £286,194 for High Schools for financial year 08/09. These amounts have been fixed on the recommendation of Schools Forum for the next two financial years i.e. until end of March 2011.

Appendix 3: INDICATIVE SCHOOL BUDGETS BY CLUSTER

COST CENTRE	SCHOOL NAME	2008/09			2009/10			2010/11						
		DFES REF	Cluster	No on roll	Formula	Amount per pupil	Estimated	No on roll	Formula	Amount per pupil	Estimated	No on roll	Formula	Amount per pupil
		NO.		Jan-08	Budget	2008/09 DCSF	Jan-09	No on roll	Budget	2009/10 less 2.75% inflation factors	Jan-10	No on roll	Budget 2010/11 less 2.75% inflation factors each year	Jan-10
AYLESTONE CLUSTER														
E0301	HEREFORD, AYLESTONE HIGH	4015	AY	1,012	3,652,688	3,609	885	3,257,574	3,681	819	3,090,787	3,774		
E0126	HEREFORD, BROADLANDS PRIMARY	2056	AY	296	905,070	3,058	272	844,662	3,105	259	818,691	3,161		
E0135	HEREFORD, ST. JAMES' C.E. PRIMARY	3332	AY	201	524,242	2,608	202	524,389	2,596	211	543,972	2,578		
E0139	HEREFORD, ST. THOMAS CANTILUPE C.E. PRIMARY	3392	AY	216	588,617	2,725	210	572,853	2,728	183	516,259	2,821		
E0159	MARDEN PRIMARY	2115	AY	92	295,709	3,214	90	289,074	3,212	90	291,522	3,239		
E0175	SUTTON PRIMARY	2154	AY	51	195,597	3,873	52	196,569	3,817	54	200,193	3,742		
E0177	WELLINGTON PRIMARY	2157	AY	122	390,333	3,213	104	350,922	3,391	90	322,622	3,605		
E0183	WITHINGTON PRIMARY	2160	AY	84	297,214	3,559	83	292,747	3,548	89	295,221	3,336		
	AYLESTONE PRIMARY CLUSTER TOTAL			1,061	3,196,782	3,014	1,012	3,071,216	3,036	975	2,988,480	3,067		
	AYLESTONE CLUSTER TOTAL			2,073	6,849,470	3,305	1,897	6,328,790	3,337	1,794	6,079,267	3,390		
BISHOPS CLUSTER														
E0302	HEREFORD, BISHOP OF HEREFORD'S BLUECOAT	4600	BI	1,192	4,422,351	3,710	1,188	4,353,657	3,665	1,186	4,326,704	3,648		
E0122	FOWNHOPE, ST. MARY'S C.E. PRIMARY	3325	BI	92	290,003	3,152	94	294,476	3,133	95	292,683	3,081		
E0127	HEREFORD, HAMPTON DENE PRIMARY	2057	BI	232	856,553	3,692	216	819,423	3,794	200	782,486	3,912		
E0137	HEREFORD, ST. PAUL'S C.E. PRIMARY	3333	BI	432	1,083,945	2,509	423	1,059,013	2,504	418	1,047,764	2,507		
E0156	LUGWARDINE PRIMARY	2102	BI	153	418,496	2,735	146	403,341	2,763	144	413,022	2,868		
E0161	MORDIFORD C.E. PRIMARY	3078	BI	113	332,100	2,939	111	325,297	2,931	108	316,430	2,930		
	BISHOPS PRIMARY CLUSTER TOTAL			1,022	2,981,097	2,917	990	2,901,550	2,931	965	2,852,385	2,956		
	BISHOPS CLUSTER TOTAL			2,214	7,403,448	3,344	2,178	7,255,207	3,331	2,151	7,179,089	3,338		
FAIRFIELD CLUSTER														
E0310	PETERCHURCH, FAIRFIELD HIGH	4032	FF	366	1,414,140	3,864	368	1,420,241	3,859	366	1,400,805	3,827		
E0114	CLIFFORD PRIMARY	2031	FF	67	243,556	3,635	69	246,791	3,577	68	242,684	3,569		
E0155	LONGTOWN PRIMARY	2101	FF	41	167,360	4,132	44	175,485	4,034	45	177,263	3,983		
E0160	MICHAELCHURCH ESCLEY PRIMARY	2116	FF	62	218,826	3,529	61	214,570	3,518	57	202,290	3,549		
E0167	PETERCHURCH PRIMARY	2122	FF	63	252,292	4,005	68	264,343	3,887	70	267,694	3,824		
	PETERCHURCH PRIMARY CLUSTER TOTAL			233	882,034	3,794	242	901,189	3,732	240	889,931	3,716		
	PETERCHURCH CLUSTER TOTAL			599	2,296,174	3,837	610	2,321,430	3,809	606	2,290,736	3,783		

WYEBRIDGE CLUSTER												
E0303	HEREFORD, ACADEMY	4011	HA	701	2,766,588	3,947	660	2,552,620	3,868	644	2,487,687	3,863
E0132	HEREFORD, MARLBROOK PRIMARY	2063	HA	410	1,240,409	3,029	412	1,237,461	3,007	422	1,261,202	2,992
E0136	HEREFORD, ST. MARTIN'S PRIMARY	2067	HA	366	1,073,680	2,938	358	1,048,549	2,933	346	1,040,944	3,013
E0140	HOLME LACY PRIMARY	2077	HA	58	214,799	3,703	56	208,169	3,717	59	214,897	3,642
E0153	LITTLE DEWCHURCH C.E. PRIMARY	3071	HA	56	200,477	3,580	56	199,646	3,565	58	204,422	3,525
E0185	RIVERSIDE PRIMARY	3393	HA	366	1,128,783	3,088	361	1,109,381	3,077	355	1,090,337	3,076
WYEBRIDGE PRIMARY CLUSTER TOTAL				1,255	3,858,148	3,075	1,242	3,803,206	3,063	1,239	3,811,902	3,078
WYEBRIDGE CLUSTER TOTAL				1,956	6,624,736	3,388	1,902	6,355,826	3,343	1,883	6,299,489	3,346
ROSS CLUSTER												
E0311	ROSS-ON-WYE, THE JOHN KYRLE HIGH	4428	JK	960	3,519,302	3,666	980	3,558,289	3,631	1,011	3,640,550	3,601
E0104	BRAMPTON ABBOTTS C.E. PRIMARY	3305	JK	118	393,459	3,334	110	375,647	3,415	114	379,951	3,333
E0106	BRIDSTOW C.E. PRIMARY	3307	JK	96	306,532	3,193	96	304,589	3,173	98	308,833	3,151
E0124	GOODRICH C.E. PRIMARY	3046	JK	117	334,628	2,860	115	329,409	2,864	118	335,615	2,844
E0125	GORSLEY GOFFS PRIMARY	3047	JK	152	415,581	2,734	150	409,950	2,733	146	403,312	2,762
E0143	KING'S CAPLE PRIMARY	2094	JK	43	167,294	3,891	42	163,137	3,884	40	155,989	3,900
E0147	LEA C.E. PRIMARY	3347	JK	83	330,134	3,978	75	311,620	4,155	69	285,846	4,143
E0154	LLANGROVE C.E. PRIMARY	3351	JK	58	198,492	3,422	53	186,649	3,522	48	175,840	3,663
E0168	ROSS-ON-WYE, ASHFIELD PARK PRIMARY	2138	JK	337	975,807	2,900	344	987,223	2,874	326	941,168	2,891
E0170	ST. WEONARD'S PRIMARY	2152	JK	52	189,420	3,643	50	182,456	3,649	45	171,779	3,817
E0176	WALFORD PRIMARY	2155	JK	184	478,064	2,598	184	476,201	2,588	185	478,409	2,586
E0179	WESTON-UNDER-PENYARD C.E. PRIMARY	3384	JK	82	267,110	3,257	85	274,678	3,232	83	269,243	3,244
E0181	WHITCHURCH C.E. PRIMARY	3385	JK	101	311,142	3,081	105	329,507	3,138	91	312,646	3,436
JOHN KYRLE PRIMARY CLUSTER TOTAL				1,423	4,367,663	3,070	1,409	4,331,066	3,075	1,363	4,218,631	3,096
JOHN KYRLE CLUSTER TOTAL				2,383	7,886,965	3,310	2,389	7,889,355	3,303	2,374	7,859,181	3,311
LEDBURY CLUSTER												
E0308	LEDBURY, THE JOHN MASEFIELD HIGH	4058	JM	771	2,774,476	3,599	766	2,719,785	3,551	753	2,653,947	3,524
E0101	ASHPERTON PRIMARY	2005	JM	161	458,878	2,850	161	457,365	2,841	163	457,736	2,808
E0103	BOSBURY C.E. PRIMARY	3006	JM	128	370,035	2,891	120	351,485	2,929	120	350,416	2,920
E0115	COLWALL C.E. PRIMARY	3023	JM	179	528,327	2,952	177	522,075	2,950	178	519,800	2,920
E0116	CRADLEY C.E. PRIMARY	3315	JM	107	321,358	3,003	102	309,167	3,031	101	304,716	3,017
E0120	EASTNOR PAROCHIAL PRIMARY	3037	JM	83	277,688	3,346	84	279,053	3,322	80	269,668	3,371
E0148	LEDBURY PRIMARY	2098	JM	469	1,272,209	2,713	479	1,287,110	2,687	479	1,292,829	2,699
E0163	MUCH MARCLE C.E. PRIMARY	3363	JM	90	281,159	3,124	89	277,091	3,113	90	280,731	3,119
LEDBURY PRIMARY CLUSTER TOTAL				1,217	3,509,654	2,884	1,212	3,483,346	2,874	1,211	3,475,896	2,870
LEDBURY CLUSTER TOTAL				1,988	6,284,130	3,161	1,978	6,203,131	3,136	1,964	6,129,843	3,121
KINGSTONE CLUSTER												
E0306	KINGSTONE HIGH	4021	KI	670	2,463,758	3,677	653	2,390,590	3,661	638	2,348,174	3,681
E0113	CLEHONGER C.E. PRIMARY	3021	KI	160	475,985	2,975	154	459,314	2,983	153	459,412	3,003
E0121	EWYAS HAROLD	2046	KI	113	336,770	2,980	123	363,480	2,955	124	362,395	2,923
E0123	GARWAY PRIMARY	2053	KI	77	269,441	3,499	66	243,760	3,693	56	221,406	3,954
E0145	KINGSTONE AND THRUXTON PRIMARY	2095	KI	179	573,014	3,210	172	554,044	3,231	168	546,565	3,263
E0158	MADLEY PRIMARY	2104	KI	172	495,762	2,882	170	488,801	2,875	171	490,502	2,868
E0162	MUCH BIRCH C.E. PRIMARY	3079	KI	183	503,679	2,752	184	505,490	2,747	188	512,649	2,727
KINGSTONE PRIMARY CLUSTER TOTAL				884	2,654,651	3,005	869	2,614,889	3,011	860	2,592,929	3,017
KINGSTONE CLUSTER TOTAL				1,554	5,118,409	3,295	1,522	5,005,479	3,290	1,498	4,941,103	3,300

KINGTON CLUSTER											
E0307	KINGTON, LADY HAWKINS	4022	LH								
E0100	ALMELEY PRIMARY	2001	LH	424	1,608,151	3,793	409	1,551,641	3,794	413	1,577,843
E0119	EARDISLEY C.E. PRIMARY	3035	LH	80	265,651	3,321	78	259,081	3,322	73	252,705
E0146	KINGTON PRIMARY	2096	LH	72	231,118	3,210	73	232,498	3,185	67	236,067
E0165	PEMBRIDGE C.E. PRIMARY	3366	LH	204	598,689	2,942	201	587,806	2,932	200	570,584
	KINGTON PRIMARY CLUSTER TOTAL			99	289,918	2,928	98	285,808	2,916	96	288,204
	KINGTON CLUSTER TOTAL			455	1,385,376	3,048	450	1,365,193	3,037	436	1,347,560
				879	2,993,527	3,408	859	2,916,834	3,398	849	2,925,403
LEOMINSTER CLUSTER											
E0309	LEOMINSTER, THE MINSTER COLLEGE	4027	MI	603	2,392,649	3,968	578	2,312,618	4,001	574	2,302,484
E0102	BODENHAM, ST. MICHAEL'S C.E. PRIMARY	3304	MI	106	312,798	2,951	105	310,220	2,954	108	316,566
E0142	KIMBOLTON, ST. JAMES' C.E. PRIMARY	3341	MI	91	282,245	3,102	90	278,325	3,093	94	282,166
E0150	LEOMINSTER INFANTS'	2099	MI	237	732,497	3,091	237	727,439	3,069	246	749,115
E0151	LEOMINSTER JUNIOR	2100	MI	338	976,154	2,888	332	962,024	2,898	311	928,354
E0152	LEOMINSTER, KINGTON C.E. PRIMARY	3349	MI	86	295,514	3,436	87	296,709	3,410	87	292,570
E0157	LUSTON PRIMARY	2103	MI	109	328,639	3,015	113	338,382	2,995	112	335,077
E0173	STOKE PRIOR (LEOMINSTER) PRIMARY	2148	MI	75	252,404	3,365	73	246,057	3,371	67	236,209
	LEOMINSTER PRIMARY CLUSTER TOTAL			1,042	3,180,251	3,052	1,037	3,159,156	3,046	1,025	3,140,057
	LEOMINSTER CLUSTER TOTAL			1,645	5,572,900	3,388	1,615	5,471,774	3,388	1,599	5,442,541
BROMYARD CLUSTER											
E0300	(BROMYARD) QUEEN ELIZABETH HIGH	4004	QE	303	1,217,032	4,017	304	1,207,678	3,973	298	1,181,883
E0105	BREDENBURY PRIMARY	2011	QE	62	245,387	3,958	66	255,125	3,866	70	264,597
E0108	BROCKHAMPTON (BROMYARD) PRIMARY	2014	QE	153	435,540	2,847	148	421,684	2,849	143	410,263
E0109	BROMYARD, ST. PETER'S PRIMARY	2024	QE	200	565,566	2,835	199	559,242	2,817	199	555,108
E0111	BURLEY GATE C.E. PRIMARY	3010	QE	94	342,423	3,643	99	355,202	3,588	97	338,954
E0166	PENCOMBE C.E. PRIMARY	3367	QE	53	183,318	3,459	55	187,535	3,410	56	188,975
E0180	WHITBOURNE C.E. PRIMARY	3109	QE	67	231,771	3,459	66	227,998	3,455	59	197,580
	BROMYARD PRIMARY CLUSTER TOTAL			629	2,004,005	3,189	633	2,006,786	3,173	624	1,955,477
	BROMYARD CLUSTER TOTAL			932	3,221,037	3,458	937	3,214,464	3,432	922	3,137,360
ST MARY'S CLUSTER											
E0304	HEREFORD, ST MARY'S R.C. HIGH	4601	SM	699	2,389,094	3,418	693	2,347,221	3,387	695	2,346,774
E0133	HEREFORD, OUR LADY'S R.C. PRIMARY	3330	SM	203	547,258	2,696	207	553,831	2,676	206	552,368
E0134	HEREFORD, ST. FRANCIS XAVIER'S R.C. PRIMARY	3331	SM	210	530,759	2,527	207	523,117	2,527	201	510,462
E0169	ROSS-ON-WYE, ST. JOSEPH'S R.C. PRIMARY	3372	JK	109	307,261	2,819	109	306,023	2,808	113	317,943
	ST MARY'S PRIMARY CLUSTER TOTAL			522	1,385,278	2,654	523	1,382,971	2,644	520	1,380,773
	ST MARY'S CLUSTER TOTAL			1,221	3,774,372	3,091	1,216	3,730,192	3,068	1,215	3,727,547

WEOBLEY CLUSTER											
E0312	WE	4045	458	1,779,620	3,886	465	1,776,164	3,820	466	1,762,759	3,783
E0112	WE	3015	83	274,928	3,312	86	282,547	3,285	89	288,999	3,247
E0117	WE	3026	157	454,658	2,896	163	467,628	2,869	169	469,875	2,780
E0118	WE	3030	36	149,028	4,140	33	142,439	4,316	35	148,283	4,237
E0172	WE	3378	59	218,647	3,706	63	227,919	3,618	67	236,933	3,536
E0178	WE	2158	161	504,625	3,144	151	480,806	3,195	136	447,850	3,305
			496	1,601,886	3,233	496	1,601,339	3,232	496	1,591,940	3,213
			954	3,381,506	3,546	961	3,377,503	3,516	962	3,354,699	3,489
WIGMORE CLUSTER											
E0313	WI	4046	447	1,710,827	3,827	448	1,697,548	3,789	449	1,690,219	3,764
E0144	WI	3342	131	420,629	3,211	133	422,340	3,175	133	420,764	3,164
E0149	WI	3348	101	320,273	3,187	98	311,356	3,193	95	296,772	3,140
E0164	WI	3083	178	481,415	2,705	172	468,394	2,723	172	459,577	2,672
E0171	WI	2146	59	240,332	4,073	59	238,695	4,046	64	248,739	3,887
E0182	WI	2159	139	414,661	2,983	132	397,875	3,014	127	388,544	3,059
			608	1,877,310	3,090	594	1,838,660	3,098	591	1,814,396	3,073
			1,055	3,588,137	3,403	1,042	3,536,208	3,395	1,040	3,504,615	3,371
WHITECROSS CLUSTER											
E0305	WX	4014	896	3,399,620	3,794	898	3,385,080	3,770	901	3,388,027	3,760
E0110	WX	2029	89	284,357	3,195	96	303,874	3,165	98	305,973	3,122
E0128	WX	3055	272	727,829	2,676	278	740,386	2,663	284	763,402	2,688
E0131	WX	2061	570	1,484,979	2,605	574	1,485,399	2,588	596	1,537,911	2,580
E0138	WX	2071	545	1,469,633	2,697	552	1,475,326	2,673	548	1,460,892	2,666
E0174	WX	3102	99	311,887	3,150	99	309,987	3,131	99	297,337	3,003
			1,575	4,278,685	2,717	1,599	4,314,972	2,699	1,625	4,365,515	2,686
			2,471	7,678,305	3,107	2,497	7,700,052	3,084	2,526	7,753,542	3,069
0			12,418	37,162,820	2,993	12,304	36,775,539	2,989	12,166	36,425,772	2,994
High Schools											
E0300	QE	4004	303	1,217,032	4,017	304	1,207,678	3,973	298	1,181,883	3,966
E0301	AY	4015	1,012	3,652,688	3,609	885	3,257,574	3,681	819	3,090,787	3,774
E0302	BI	4600	1,192	4,422,351	3,710	1,188	4,353,657	3,665	1,186	4,326,704	3,648
E0303	HA	4011	701	2,766,588	3,947	660	2,552,620	3,868	644	2,487,687	3,863
E0304	SM	4601	699	2,389,094	3,418	693	2,347,221	3,387	695	2,346,774	3,377
E0305	WX	4014	896	3,399,620	3,794	898	3,385,080	3,770	901	3,388,027	3,760
E0306	KI	4021	670	2,463,758	3,677	653	2,390,590	3,661	638	2,348,174	3,681
E0307	LH	4022	424	1,608,151	3,793	409	1,551,641	3,794	413	1,577,843	3,820
E0308	JM	4058	771	2,774,476	3,599	766	2,719,785	3,551	753	2,653,947	3,524
E0309	MI	4027	603	2,392,649	3,968	578	2,312,618	4,001	574	2,302,484	4,011
E0310	FF	4032	366	1,414,140	3,864	368	1,420,241	3,859	366	1,400,805	3,827
E0311	JK	4428	960	3,519,302	3,666	980	3,558,289	3,631	1,011	3,640,550	3,601
E0312	WE	4045	458	1,779,620	3,886	465	1,776,164	3,820	466	1,762,759	3,783
E0313	WI	4046	447	1,710,827	3,827	448	1,697,548	3,789	449	1,690,219	3,764
			9,502	35,510,296	3,989	9,295	34,550,706	3,715	9,213	34,198,643	3,712

REVISED CONSTITUTION FOR SCHOOLS FORUM

REPORT BY CHRIS BAIRD, ASSISTANT DIRECTOR PLANNING,
PERFORMANCE AND DEVELOPMENT

SCHOOLS FORUM

7 JULY 2009

Schools Affected: All

Purpose

1. For consideration and decision making

Financial Implication

2. The Constitution sets out how Schools Forum will operate and how it will fulfil its remit to represent schools' views on matters relating to the Schools Budget, as well as taking decisions on specific financial areas. It is an important group influencing the use of resources to support children and young people in Herefordshire.

Background

3. Schools Forum of 2 February 2009 resolved that
 - (i) the development steps for the revision of the terms of reference of the Schools Forum as set out in the report be approved: and
 - (ii) the Chairman, Vice-Chairman and other Forum Members be circulated with the draft revised terms of reference for comment prior to being submitted to the Forum for consideration.
4. The attached draft Constitution has been produced as a result of these actions and is intended to improve the timeliness and quality of the work of the Forum, as well as reaffirming the purpose of the forum, the powers and duties, membership and relationships with other groups that make decisions and provide views.
5. At Schools Forum of 2 June 2009 members of the Forum were asked to go back to their respective groups to gather feedback on the proposed constitution.

Issues or Risks

6. During the preparation of the draft Constitution the following areas were highlighted as particular issues for Schools Forum to discuss:
 - The draft Constitution itself, including the suggestions for Membership and managing Forum business,

Further information on the subject of this report is available from

- The size of Schools Forum and the need for representation across the breadth of the schools community. Also the number of members necessary to guarantee a quorate Forum that represents the different aspects of Herefordshire,
- What representation means, how the Forum feeds back to schools, how the Forum represents all schools and settings and what this means for individual Forum members,
- The experience of Forum members in relation to financial matters and the length of term for Forum members, vice chair and chair. Also the expectation on members of the Schools Forum, including possibly presenting items,
- Feedback from Council on decisions that have been taken on issues that Schools Forum have given a view,
- Membership of Schools Forum, with a proposal that at least one schools Business Manager should be a member of the Forum.

7. The following feedback has been received:

Re. Early Years representation. The area of early years' educational provision (in the context of the Early Years Foundation Curriculum) is currently represented on the Schools Forum by two representatives of the Early Years and Extended Services (EYES) Forum covering voluntary, private, independent providers and childminders, and a representative covering nursery classes in schools. The representatives report to and from the EYES Forum. EYES forum provided the following data specifying the representatives' constituencies of providers and children served:

~ 41 Private providers serving 2065 children;

~ 74 Voluntary providers serving 2267 children

~ 134 Childminders serving 647 children,

~ 6 independent providers serving approximately 131 children,

~ 13 Nursery classes with places for 494 children.

The largest constituencies both in terms of providers and also children served, are within the above first three categories. EYES Forum believe that adequate representation to serve all the providers and children would not be met by reducing the current number of early years members of the Schools Forum. The EYES Forum members and providers strongly wish the current representation to be maintained.

Re. 14- 19 representation. . Currently there are two members representing 14-19. The proposal is to reduce this to 1, which is not supported by the 14-19 Strategy Manager who believes that one representative cannot represent all secondary schools, specials and PRUs as well as the four colleges and training provider association (approximately 8 organisations) and cover the breadth of the 14-19 learning offer from Diplomas, A Levels, GCSEs and Apprenticeships.

An alternative has been proposed that instead of having two 14-19 representatives one would be covered by a secondary school, and could be part of that allocation,

Further information on the subject of this report is available from

and the remaining 14-19 role could be converted to be a post-16 provider role. This would ensure that there would always be schools and either colleges or training providers represented.

Re. HASH representation. The group has proposed that it be responsible for setting the term of office for its representatives.

Recommendations

That Schools Forum considers the responses from the membership and agrees on any alterations to the draft Constitution before approving it and adopting it for September 2009. This includes:

- Revised agenda and forward planning which also ties into other school meetings
- Confirming membership through the different organisations, to be facilitated by Democratic Services
- Improving the quality of information received by Schools Forum, as well as the timeliness of the information.

Background Papers

Terms of Reference paper to Schools Forum 2 February 2009

Herefordshire Schools Forum Constitution

1. Introduction

- 1.1 The Government requires that each Local Authority (LA) maintains a Schools Forum to represent schools' views on matters relating to the total Schools' Budget. The Schools' Budget includes individual schools budgets as well as the centrally retained schools budget. In addition there are a number of funding streams which, though outside the scope of Schools Forum, are used to support and educate children and young people in Herefordshire. Annexe 1 indicates the main budgets, but there are other budgets such as the Area Based Grant, and budgets used by other agencies and partners which contribute to pupil development and support. The work of Schools Forum should be seen within this context and contribute to the overall effective use of resources in Herefordshire.
- 1.2 Herefordshire Schools Forum is an important body, that sits within the consultation and decision making bodies of Herefordshire. These are:
- Herefordshire Council and Cabinet, which provide democratic accountability and decision making on behalf of the people of Herefordshire. The Children and Young People's Directorate carries out delegated authority and decision making on behalf of the Council. Schools Forum represents schools' views to the Council.
 - Herefordshire Partnership which sets the strategic development of partnership work across Herefordshire and is responsible for the Community Strategy and Local Area Agreement.
 - Herefordshire Children's Trust, which fulfils the national requirements to have a children's trust and contributes to the work of the Herefordshire Partnership as one of its Policy and Delivery Groups. The Children's Trust is the vehicle to develop partnership working on behalf of children and young people, and is the decision making body for the Area Based Grant allocation from the Herefordshire Partnership.
- 1.3 This document sets out the Constitution for Herefordshire Schools Forum, its role and responsibilities, membership and operating procedures. The document has taken into account previous Herefordshire Schools Forum terms of reference material, including the Constitution, as well as guidance issued by the then DfES, subsequently updated under the DCSF, including the School Finance Regulations 2008.

2. Purpose of the Forum

- 2.1 Regulations prescribe three main functions on which the Local Authority must consult the forum as follows:
1. On changes to the schools funding formula
 2. On the terms of contracts to be let by the Local Authority for services to schools, paid from the schools budget. (Subject to a de-minimis level)
 3. On issues relating to the management of the Schools Budget, including:
 - arrangements for the education of pupils with special educational needs
 - arrangements for the use of pupil referral units and the education of children otherwise than at school
 - arrangements for early years education
 - insurance arrangements
 - prospective revisions to the Local Authority's financing scheme for the financing of schools
 - administration of central government grants to schools
 - arrangements for free school meals

An overview of the powers and responsibilities of Schools Forums across the country are set out in Annexe 2. This is provided by the DCSF and was issued in January 2008, amended to include detail for Herefordshire.

- 2.2 The guidance states that a Local Authority may opt at their discretion to consult the Schools Forum on other schools funding matters. There is no obligation in regulations to consult the forum on Local Authority Budget issues, but the Children and Young People's Directorate (CYPD) believe it is good practice to do so.

3. Powers & Duties

- 3.1 The schools forum is an advisory body, established to represent schools views to the Local Authority. In addition, the forum has decision-making powers in specific areas, as follows:
- Approving increases to the DCSF prescribed limits on centrally managed expenditure
 - Formula changes during multi-year funding periods (in exceptional and limited circumstances)
 - To agree the level of school specific contingency held
 - Approving minor amendments to the Minimum Funding Guarantee – in limited circumstances (eg to remove anomalies), provided no more than 50% of pupils in schools are affected.

- To agree arrangements for combining elements of the centrally managed budget with elements of other services where there are resulting benefits for schools and pupils.

The regulations permit Schools Forums to exercise the above powers only in relation to proposals put forward by a Local Authority. Forums do not have powers to initiate proposals, however, CYPD and Schools Forum should work together to look and solve funding issues collectively. This will be done through the Chair of Schools Forum and the Assistant Director Improvement and Inclusion meeting to discuss the agenda, forward plan, papers and subsequent actions.

The Schools Forum does not have the power to veto the decisions of the Local Authority. In instances where Schools Forum and the Local Authority do not agree, the Secretary of State is required to determine the outcome.

- 3.2 Government regulations require the forum to inform the governing bodies of schools of all consultations carried out. There is also a duty placed on all members of the Schools Forum to seek views from other groups and to facilitate feedback arrangements. These are important aspects of the Forum's work, to disseminate information from and to schools and governing bodies and from and to the Local Authority.
- 3.4 Forum members must declare an interest where relevant, for example when discussing the letting of contracts.
- 3.5 DCSF guidance states that "while members of a Schools Forum are representatives of their specific sector or phase, they should be able to consider the needs of the whole of the educational community, rather than using their position on a Schools Forum to advance their own sectional or specific interests". This is an important, sometimes challenging point for Forum members, but is essential to Schools Forum acting as a countywide body.

4. **Membership of the Forum**

The following sections deal with membership composition, size, and length of term.

- 4.1 The Local Authority is permitted to determine the precise size and make-up of the forum, within parameters specified in Government regulations. These cover a number of areas including the minimum numbers of members; the secondary / primary split (which is required to be pro-rata to pupil numbers in each phase); and they specify the requirement to have specific non-school members. Guidance states that the membership structure should reflect most effectively the profile of the schools across the authority.

- 4.2 Elected Members and officers with specific responsibilities must not be members of a Schools Forum. However, it is best practice for elected Members to attend, to help inform their work and the same is true of Council officers, depending upon the nature of the issue at hand. The Members with observer status are as follows:
- Cabinet Member for Children's Services
 - Cabinet Member for ICT, Educational and Achievement.
 - Children's Services Scrutiny Committee Chairman
- 4.3 Each member will have a three-year term of office (unless they become chair or vice chair). In the event that a member of the forum ceases to hold the office, the term of office ceases and another appointment must be made. The replacement will serve the remainder of the term.
- 4.4 The forum shall not be quorate if less than 40% of the total membership is present at the meeting. Members unable to attend should therefore arrange cover from nominated substitutes, appointed in compliance with the arrangements below.
- 4.5 Substitutes are to be nominated in the same way as members. Democratic Services should be notified of the names of all substitutes.
- 4.6 Head teachers can be represented by senior school staff including principals, deputy Head teachers, bursars or other persons responsible for financial management of the school.
- 4.7 Membership of the Schools Forum are as follows:

School Members:

- 5 Primary Schools Head teacher representatives
- 1 Primary School Governor representative
- 5 Secondary School Head teacher representatives
- 1 Secondary School Governor representative
- 1 Special School Head teacher representative
- 1 Special School Governor representative
- 1 School with a Nursery representative
- 1 PRU Management Committee representative

Non School Members:

- 2 Diocesan Representatives
- 1 Teaching Association /Trade Union representative
- 1 Early Years representative
- 1 14-19 Partnership representative

21 Total forum members

Election Arrangements School Members

- 4.8 Under DCSF regulations, school members of the forum must be nominated via a process “determined by the constituents represented by members of that group”.

Note: Schools Forum members appointed prior to July 2006 under previous election regulations may continue on the forum until their term of office ends.

Primary Head teacher members

- 4.9 Five Head teacher representatives to be appointed following expressions of interest and an election procedure concluded at the appropriate primary Heads meeting to which all primary Heads in that given area are invited.
- 4.10 To ensure appropriate representation within the primary phase, the following overriding criteria are established:

At least 1 primary head member must represent community schools
At least 1 primary head member must represent voluntary controlled/voluntary aided/foundation schools

There must be at least 1 member representing each of the following:

a school less than 60
a school more than 60

Recommendation:

To aid communication and ensure consistency between policy and funding issues it is recommended that at least one member should be a primary heads representative from the Primary Heads Forum.

Secondary Head teacher members

- 4.11 Five High School head teacher representatives (plus substitutes) must be appointed via an election procedure concluded at the Herefordshire Association of Secondary Heads (HASH) meeting to which all secondary heads are invited.

The following overriding criteria must be applied:

At least 1 secondary head members must represent community schools

At least 1 secondary head member must represent voluntary controlled/voluntary aided/foundation schools

At least 1 head must represent 11-16 schools

At least 1 head must represent 11-18 schools

Head teacher of a school with a Nursery

- 4.12 The member should be elected by the heads of the Herefordshire maintained schools with nurseries.

Special School Head teacher members

- 4.13 One special school head (plus substitute) will be elected by the special schools head teachers at a meeting to which all special school head teachers are invited.

Governor Members

- 4.14 Three Governors (plus substitutes) must be appointed via an election procedure concluded at the Herefordshire Association of Governors (HAGs) meeting to which all governor representatives are invited (irrespective of whether they are members of HAG) as follows:

Primary Governor:

Secondary Governor

Special School Governor

A maximum of one member from any one governing body may sit on the forum.

The representatives must also be the chair of their school governing body finance committee or equivalent.

A Head teacher may not sit as a governor representative.

Recommendation:

The HAGs should seek to ensure an appropriate geographical and size of school representation

PRU representative

- 4.15 The forum member should be appointed by the Management Committee of the Pupil Referral Service.

Non School Members

- 4.16 Diocesan representation should be one from each faith, membership to be secured through SACRE.

- 4.17 Teaching associations should provide one representative to report back to the Teaching Union meeting, thereby representing all unions

and associations. The representative should be appointed via an election procedure concluded at the Teaching Unions meeting.

- 4.18 An Early Years representative should be appointed via the Early Years Steering Group and should represent the independent and voluntary sector, rather than school nursery provision.
- 4.19 The representative from the 14-19 consortium should be appointed via an election concluded by the 14-19 consortium.

5. **Election of Chair and Vice Chair of Schools Forum**

- 5.1 DCSF Guidance states that the forum should “consider carefully whether a period exceeding two years is sensible”. The Chair and Vice Chair must be elected from the Forum’s own members. Officers and elected members cannot be chairs of the forum. It is recommended that the Chair and Vice Chair should hold these positions for a maximum of two years, as per the guidance. This extends the period of membership of Schools Forum beyond the period set out in 4.3. The Chair and Vice Chair should represent different sectors of the school community.
- 5.2 When the Chair and Vice-Chair are not present, the meeting can elect a Chair for that meeting only.

6. **Managing the Business**

- 6.1 The following operational timescales and procedures are required to ensure that Schools Forum operates efficiently and has sufficient information and time to consider the issues.

6.2 **Frequency of Meetings**

Schools Forum should meet at least six times a year including the following months:

September
November
January
February
March
June

Dates should be must be set annually for the forthcoming year.

6.3 **Forward Plan and Agenda Setting**

A forward plan must be established and reviewed by the Forum on an annual basis, usually in February of each year. The following should be considered through the annual cycle:

February – programme of work for the following financial year
June outline proposals covering the areas of work contained in section 2

September – details of work set out in June

November – sign off of work to be consulted with all schools, in time to inform budget setting and Cabinet decision making in February

- 6.4 Agenda must be agreed by the Assistant Director, Improvement and Inclusion in consultation with the Chair of Schools Forum one week after the last forum meeting. Democratic Services will provide the resource to facilitate the forum, including organising and sending out agenda and papers, minutes and action sheets.
- 6.5 A common format for all reports must be followed, using the attached template, Annexe 3.
- 6.6 Papers for Schools Forum must be circulated seven working days before the Schools Forum date. They are required to be signed off by Herefordshire Council's Head of Finance, Head of Legal Services, Head of Risk Management and the Assistant Director, Improvement and Inclusion prior to circulation.
- 6.7 Briefing meetings for the Chair must take place at least three working days before each Schools Forum meeting.
- 6.8 Minutes and an action sheet from each Schools Forum meeting must be circulated seven working days after the Schools Forum meeting as draft, and the Minutes will be formally considered and confirmed at the following Schools Forum meeting.

7. **Decision Making**

- 7.1 Schools Forum is an important body within the financial and service planning activities of Herefordshire Council, the Herefordshire Partnership and Children's Trust. As set out in section 2, Schools Forum is primarily a consultative body, with some decision making responsibilities. The Local Authority will take the views of Schools Forum into account before finalising arrangements on which the Forum has been consulted, at a Directorate Leadership Team and Lead Member, Cabinet and Council level.
- 7.2 Recommendations to the Council should normally be made through consensus. Majority voting should be used to decide any issues, with each representative casting one vote. The Chairman will have the casting vote in the event of a tie.
- 7.3 In the event of an urgent decision being required an email will be sent to all Schools Forum members fully explaining the issue on which a decision is required. Forum members will be required to submit their

response via email to the date required. No decision will formally be made until a quorate number of responses has been received by the Assistant Director, Improvement and Inclusion. This process will be administered by Democratic Services.

- 7.4 Schools Forum should receive feedback on the decisions made by Herefordshire Council that have taken into account Schools Forum views as part of any consultation process. The Chair of Schools Forum can invite Council Members to provide feedback at Schools Forum meetings.

8. **Public Access to Meetings**

- 8.1 Meetings of the Schools Forum are open to the public who may submit written questions provided they reach the clerk of Democratic Services at least 48 hours before the relevant meeting.

9. **Working Groups**

- 9.1 Herefordshire CYPD and schools should try to make use of existing working groups wherever possible, to minimise duplication and use existing expertise. In order to support and advise the work of the Schools Forum existing working groups can be approached to provide information on related activities. The Forum can also, if required, set up working groups for specific tasks. Such groups could be time-limited and would need to establish clear remits, appropriate membership and operating principles.

- 9.2 The full Schools Forum remains the decision making body for the responsibilities covered in section 2. Working groups and other groups will provide information, advice and options.

- 9.3 Current Schools Forum Working Groups:

Budget Review Working Group: This group is established as a permanent advisory sub-group of the full Schools Forum. Importantly it reports to Schools Forum, and is not itself a decision-making body.

Remit:

To provide additional support and time to consider information and data in order to inform the development of key budgetary options, recommendations and decisions relating to DSG.

Membership:

Identified members of SF including Chair and Deputy CYPD Assistant Director, Improvement and Inclusion
Finance officers

Operating principles:

- To assess financial information prior to presentation to Schools Forum
- To consider implications of any financial proposal
- To draft papers for submission to full Schools Forum meetings
- To provide considered information and advice to support the work of the full Schools Forum.

9.4 Working groups that could support the work of Schools Forum:

The following working groups have been established to develop strategy for key priority areas and to ensure effective management and implementation of delivery. The financial element of this responsibility provides information to Schools Forum and supports SF processes.

Funding for Inclusion Group: This group was established to develop a strategy for the delegation of Additional Needs funding direct to schools and settings.

Remit:

- To design models for delegation of Additional Needs funding.
- To draft proposals for CYPD DLT, Schools Forum and Cabinet consideration.
- To carry out thorough consultation.
- To monitor implementation.
- To monitor and review impact.

Membership:

This group has a large membership consisting of school representatives, stakeholders, CYPD officers and Finance officers.

Operating principles:

- To assess information on delegated funding models
- To analyse Herefordshire requirements
- To analyse data on finance
- To analyse range of Additional Needs and pupil numbers
- To report back to all key decision making bodies
- To be accountable for model implementation
- To be responsible for monitoring of effectiveness.

Other such groups include:

- Service Level Agreement Group
- Early Years and Extended Services
- Connexions Working Group
- Joint Agency Management Group
- Children's Trust Management and Outcome Groups

Schools Forum and CYPD aim to make the most of existing groups, rather than create new ones. The above list will develop and change according to work requirements.

