



North Tyneside Council

Briefing note

To: Schools Forum

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Date: 16th May 2018

Purpose of the Paper:

Information	√
Consultation	√
Decision	

Title of Briefing: Schools Forum forward plan – September 2018 – August 2019

Background:

In March 2018 Schools Forum agreed to move to 4 meetings per annum with effect from September 2018 including the potential for an extra ordinary meeting in January 2019 if necessary. It was agreed that suggested dates, duration and an updated forward plan be drafted.

An updated Forward Plan with suggested meeting dates, publication deadlines and items is attached (page 3). There are a number of document that inform the forward plan:

- Annual calendar of financial milestones and timeframes for decision making for school is in place, this 'Schools Financial Planning Calendar' (which is aligned to the NTC planning framework for financial and business decision making/ planning) is in the process of being reviewed/ refreshed and once this has been undertaken this will also be used as a reference tool for the forward plan (to be added at page 4).
- Education & Skill Agency (EFA) published in September 2017 a document noting both Local Authority and Schools Forum powers and responsibilities, attached (page 7). This document was presented to Schools Forum during the last review of the Constitution in May 2017, going forward this document will be aligned to the forward plan.
- The North Tyneside Scheme for Financing Schools – October 2015, is currently in the process of being reviewed following the publication of updated statutory guidance from the Department of Education (DFE) in March 2018, this updated DFE guidance combined with the NTC Delegation process and feedback from school will all be used to reference any changes. An updated document will be presented to Forum in September 2018 and will help to better shape and influence the forward plan and the Schools Financial Planning Calendar. A link to both documents is attached (page 12).

Therefore, these reference documents – the NTC Planning framework, the Schools Financial Planning Calendar and the EFA Schools Forum guidance will be used to shape and influence the forward plan.

Each item placed onto the Forward Plan will require a rational/ descriptor as to what Schools Forum are being asked to consider and why. Standard items, e.g. Schools

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Finance Policy & Practice, will also allow both the business of Schools Forum, the schools financial planning calendar, EFA guidance and the Authorities financial framework/ calendar to be better aligned.

Forum currently provide time for planning at the end of each meeting and the forward plan reflects this, Forum also consider any further topical items that they feel they need to be aware of/ are of interest. It is proposed that this process continues - allowing the forward plan to support planning, to accommodate the move from 8 to 4 meetings per annum and to ensure that if further updates are needed/ of interest they can also be accommodated.

Recommendations:

Schools Forum having read this report and clearly understanding the information provided consider and note the following:

- note the dates for the Schools Forum meetings from September 2018;
- note the suggested Schools Forum Forward Plan September 2018 to August 2019;
- determine if there is any additional information that members believe need to be included or do not believe need to be on the forward plan – deadline for this is the 31st May 2018 (Christina Ponting Christina.ponting@northtyneside.gov.uk).

North Tyneside Schools Forum – Forward Plan – September 2018 – August 2019

DRAFT

Date	Item	Notes:	Lead
12 th September 2018 (publication date – 5 th September 2018)	Annual Review of Schools Forum Constitution to include: a) Election of Chair b) Election of the Vice Chair c) Declaration of Interest – all members d) Members Attendance e) Notification to all Schools/ Governors membership f) Action Plan/ Self - Assessment	It is recommended to Forum that it review its Constitution on an annual basis to ensure that it continues to support the work that Forum undertake and to take into consideration any updates which have been provided at a national level.	JG/CP
	Schools Finance Policy & Practice update to include (as applicable): a) School Balances at Financial Year End (and surplus balances policy) b) National Funding Formula update c) Scheme for Financing Schools – annual review d) Update on Special Leave SLA	Update on financial management in schools which will include the items noted and may also include other topical/ appropriate items which need to be presented to Forum for information, update or decision. Updated guidance from September 2018 Update on applications received year to date/ cost profile and projections.	JG/CE SG CP
19 th December 2018	Schools Finance Policy & Practice update to include (as applicable): a) National Funding Formula update	Update on financial management in schools to include items noted and may also include other topical/ appropriate items which need to be presented to Forum for information, update or decision. This will include an update on the National Funding Formula and the	JG/CE

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(publication date – 12 th December 2018)	b) Settlement Assumptions c) Update on Special Leave SLA	interpretation of how the national settlement will be applied for North Tyneside schools. Update on applications received year to date, / cost profile and projections and recommendations for future financial year.	CP
January 9 th 2018	National Funding Formula	Verbal update following the December meeting to confirm discussions/ recommendations undertaken in the December 2018 meeting.	JG/CE
24 th April 2019	Briefing on draft Council Plan	Update from NTC regarding the current process of the NTC Council Plan	JG /CE
(publication date – 3 rd April 2019)	Schools Finance Policy & Practice update to include (as applicable): a) School Balances at Financial Year End b) National Funding Formula Update c) Scheme for Financing Schools – DFE guidance/ update d) Special Leave SLA Capital & Investment plan update (subject to DfE announcement)	Update on financial management in schools to include items noted and may also include other topical/ appropriate items which need to be presented to Forum for information, update or decision. Comparison of the NTC Scheme against any new EFA guidance issued. Update on applications received year to date / cost profile and projections. Update from the Capital team on the DFE announcement	JG /CE SG CP IB
10th July 2019 (publication	Schools Finance Policy & Practice update to include (as applicable): a) National Funding Formula update b) Outturn Balances	This meeting may also include an update on financial management in schools which will include the items noted and may also include other topical/ appropriate items which need to be presented to Forum for information, update or decision.	JG/CE

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date – 3 rd July 2019	c) Update on Special Leave SLA	Update on applications received year to date / cost profile and projections.	CP
	2018/19 Section 251 Budget Statement		JG/CE
	Scheme for Financing Schools – responsibilities for redundancy and early retirement costs: update	Update following the budget announcement on the statement that NTC has received overall	CP
	Reports from Services areas for 19/ 20 Financial Year - proposals	Update on Year to date and recommendations for policy for the following year.	Managers (CP /CE to facilitate)
	Forward Plan – review for 19/ 20 Academic Year	To review the Schools Forum action plan to ensure that it remains active and includes in-year revisions and additions/updates for future Academic Year.	CP/CE

Schools Financial Planning Calendar 2018

To be added within due course

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Schools forum powers and responsibilities

A summary of the powers and responsibilities of schools forums.

Function	Local authority	Schools forum	DfE role
Formula change (including redistributions)	Proposes and decides	Must be consulted (voting restrictions apply). See schools forum structure document that informs the governing bodies of all consultations	Checks for compliance with regulations
Movement of up to 0.5% from the schools block to other blocks	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal
Contracts (where the LA is entering a contract to be funded from the schools budget)	Proposes at least one month prior to invitation to tender, the terms of any proposed contract	Gives a view and informs the governing bodies of all consultations	None
Financial issues relating to: <ul style="list-style-type: none"> arrangements for pupils with special educational needs, in particular the places to be commissioned by the LA and schools and the arrangements for paying top-up funding arrangements for use of pupil referral units and the education of children otherwise than at school, in particular the places to be commissioned by 	Consults annually	Gives a view and informs the governing bodies of all consultations	None

Function	Local authority	Schools forum	DfE role
<p>the LA and schools and the arrangements for paying top-up funding</p> <ul style="list-style-type: none"> • arrangements for early years provision • administration arrangements for the allocation of central government grants 			
Minimum funding guarantee (MFG)	Proposes any exclusions from MFG for application to DfE	Gives a view	Approval to application for exclusions
<p>De-delegation for mainstream maintained schools for:</p> <ul style="list-style-type: none"> • contingencies • administration of free school meals • insurance • licences/subscriptions • staff costs – supply cover • support for minority ethnic • pupils/underachieving groups • behaviour support services 	Proposes	Maintained primary and secondary school member representatives will decide for their phase. Middle schools are treated according to their deemed status	Will adjudicate where schools forum does not agree LA proposal

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Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> library and museum services School improvement 			
<p>General Duties for maintained schools</p> <ul style="list-style-type: none"> Contribution to responsibilities that local authorities hold for maintained schools (please see operational guide for more information) 	Proposes	Would be decided by the relevant maintained school members (primary, secondary, special and PRU).	Adjudicates where schools forum does not agree LA proposal
<p>Central spend on and the criteria for allocating funding from:</p> <ul style="list-style-type: none"> funding for significant pre-16 pupil growth, including new schools set up to meet basic need, whether maintained or academy funding for good or outstanding schools with falling rolls where growth in pupil numbers is expected within three years 	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal
<p>Central spend on:</p> <ul style="list-style-type: none"> early years block provision funding to enable all schools to meet the infant class size requirement back-pay for equal pay claims remission of boarding fees at maintained schools and academies places in independent schools for non-SEN pupils admissions 	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal

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Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> servicing of schools forum Contribution to responsibilities that local authorities hold for all schools 			
<p>Central spend on:</p> <ul style="list-style-type: none"> capital expenditure funded from revenue: projects must have been planned and decided on prior to April 2013 so no new projects can be charged contribution to combined budgets: this is where the schools forum agreed prior to April 2013 a contribution from the schools budget to services which would otherwise be funded from other sources existing termination of employment costs (costs for specific individuals must have been approved prior to April 2013 so no new redundancy costs can be charged) <ul style="list-style-type: none"> prudential borrowing costs – the commitment must have been approved prior to April 2013 	<p>Proposes up to the value committed in the previous financial year and where expenditure has already been committed.</p> <p>See table four page 31 to 35 for Information on historic commitments. Read establishing local authority DSG baselines for more information.</p>	Decides for each line	Adjudicates where schools forum does not agree LA proposal
<p>Central spend on:</p> <ul style="list-style-type: none"> high needs block provision central licences negotiated by the Secretary of State 	Decides	None, but good practice to inform forum	None
Carry forward a deficit on central expenditure to the next year to be funded from the schools budget	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal
Any brought forward deficit on de-delegated services which is to be met by the overall schools budget.	Proposes	Decides	Adjudicates where schools forum

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Function	Local authority	Schools forum	DfE role
			does not agree LA proposal
Scheme of financial management changes	Proposes and consults the governing body and Head of every school	Approves (schools members only)	Adjudicates where schools forum does not agree LA proposal
Membership: length of office of members	Decides	None (but good practice would suggest that they gave a view)	None
Voting procedures	None	Determine voting procedures	None
Chair of schools forum	Facilitates	Elects (may not be an elected member of the Council or officer)	None

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Scheme for Financial Schools

Link to existing **NTC Scheme** for Financing Schools October 2015 – which has been presented to Schools Forum

http://november.northtyneside.gov.uk:7777/pls/portal30/docs/PAGE/PUBLIC/SCHOOLS_FINANCE/FGFS/SCHEME%20FOR%20FINANCING%20SCHOOLS%202015.PDF

link to **Dept. for Education** - Schemes for financing schools -Statutory guidance for local authorities March 2018, which will be used to review and inform the existing NT Schools Forum Scheme as noted above.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/692786/Schemes_for_financing_schools.pdf

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