

Bristol Schools Forum

Agenda Wednesday, 15th January, 2020 at 5.00 pm

The Writing Room - City Hall, College Green, Bristol, BS1 5TR**please note meeting starts at 5.00 pm –tea and coffee available from 4.30pm**

	Start	Item	Action	Owner	Paper
1.	5:00	Welcome	A	Chair	
2.	5:05	Forum Standing Business (a) Apologies for Absence (b) Confirmation meeting is quorate (c) Appointment of new members/Resignations: <i>New Members:</i> Emma Richards – Special School (d) Representative Notification of Vacancies: <ul style="list-style-type: none"> • Two Primary Academy Head; • Two Primary Maintained Heads; • Two Primary Academy Governors; • Two Secondary Academy Heads; (e) Declarations of Interest	A	Clerk	
3.	5:10	Minutes of the Previous Meeting (a) To confirm as a correct record (b) Matters arising not covered on agenda	A	Chair	3 - 13
4.	5:15	Presentation on Early Years Funding	I	GB	Verbal
5.	5:45	Verbal update from Director: Education and Skills To include the outcome of the Special Educational Needs and Disabilities (SEND) inspection and implications regarding timescales for improvement.	I	AH	Verbal
6.	6:15	Dedicated School Grant (DSG) Budget Monitor 2019/20 P8	I	GB	14 - 18
7.	6:30	Dedicated Schools Grant (DSG) 2020/21	De	GB	19 - 33
8.	7:00	Schools Block 2020/21	De	GB	34 - 48
9.	7:30	Schools Forum Constitution and Composition	De	Chair	49 - 61

(*) A = Admin, I = Information, De = Decision required, C = Consultation, Di = Discussion

Clerk: Corrina Haskins email: corrina.haskins@bristol.gov.uk**Chair:** (contact via clerk)**FUTURE MEETINGS**

Date	Items
31 March 2020	Scheme for Financing Schools/High Needs Update
13 May 2020	Place Planning/Growth Fund/ High Needs Update
15 July 2020	Elective Home Education

Bristol Schools Forum

**Minutes of the meeting held on Tuesday, 26th November, 2019
at 5.00 pm at The Writing Room - City Hall, College Green, Bristol, BS1 5TR**

Karen Brown	Maintained Secondary Governor Rep, St Mary Redcliffe & Temple
William Brown	Union Rep, Bristol NEU
Rob Davies	Nursery Governor Rep, Speedwell and Little Hayes Nursery Federation
Simon Eakins	Academy Primary Head Rep, Cathedral Primary
Kris Hristakev	Special Schools Governor Rep, Woodway Federation
Simon Holmes	Nursery Head Rep, St Phillips Marsh Nursery
Sarah Lovell	Academy Secondary Headteacher Rep, Bristol Metropolitan Academy
Garry Maher	Diocese of Clifton Rep
Ruth Pickersgill	Academy Secondary Rep, City Academy
Chris Pring	Maintained Primary Headteacher Rep, Cabot Primary
Carew Reynell	Academy Secondary Governor Rep, Henbury
Cedric Sanguignol	Maintained Primary Governor Rep, Bishop Road Primary
Simon Shaw	Maintained Secondary Head Rep, St Mary Redcliffe & Temple
Christine Townsend	Maintained Primary Governor Rep, Whitehall Primary
Wendy Weston	GMB Union
David Yorath	Secondary Academy Governor Rep, Cotham School

In attendance from Bristol City Council:

Graham Booth	Finance Manager
Corrina Haskins	Clerk to Schools Forum
Alison Hurley	Director of Education & Skills
Ali Mannering	Trading with Schools Manager
Denise Murray	Director of Finance
Mark Williams	Human Resources Manager
Travis Young	Corporate Finance

Observers:

Ruth Campbell
Alderman Brian Price
Kaye Palmer-Green
Karen Rose – Speedwell Nursery School
Jen Smith

	Action
1. Welcome	
The Chair welcomed everyone to the meeting.	
2. Forum standing business	
a. Apologies for absence Apologies for absence were received from Marian Curran (16-19 Partnership), Patricia Dodds (Primary Academy Governor, Fishponds Academy), Peter Evans (Special School Head Rep, KnowleDGE), Cllr Anna Keen (Cabinet Member for Education and Skills), Aileen Morrison (Pupil Referral Unit Rep, St Matthias Park) and Samantha Packer (Private Voluntary	

<p>Independent Early Years)</p> <p>b. Quorate The Chair confirmed the meeting was quorate.</p> <p>c. Resignations There were no resignations to report.</p> <p>d. Appointment of New Members The following new Members were welcomed: William Brown NEU Rob Davies – Nursery School Governor Ruth Pickersgill – Secondary Academy Governor Stephanie Williams – Primary Academy Head (from January 2020)</p> <p>e. Notification of Vacancies The Clerk advised of the following Schools Forum Vacancies which would be advertised through the Heads/Governors Bulletins:</p> <ul style="list-style-type: none"> • One Primary Academy Head • Three Primary Maintained Heads • Two Primary Academy Governors • Two Secondary Academy Heads <p>f. Declarations of Interest There were no declarations of interests.</p>	
3. Minutes of the previous meeting - 25th September 2019	
<p>RESOLVED - that the minutes be confirmed as a correct record.</p> <p><u>Matters Arising</u> Hope School: The Chair reported that he and the Vice-Chairs would keep the issue under review and report back as necessary. Recruitment: Members were asked to publicise the Schools Forum vacancies. Place Planning: Members were advised that this would be included on the agenda for a future meeting. Financial Transparency: GB confirmed the response to consultation had been submitted with no changes.</p>	
4. Update from Director: Education and Skills	
<p>It was agreed that, in view of the links with item 6 in terms of the strategic allocation of resources, the update from the Director: Education and Skills would be considered alongside that item.</p>	
5. Dedicated School Grant (DSG) Budget Monitor 2019-20	
<p>GB introduced the report and drew attention to the following:</p> <ul style="list-style-type: none"> • There had been little movement since the last monitor report; • There was a forecast underspend in the Early Years Block and overspend in the High Needs Block; • The Early Years underspend included the forecast to spend the additional resources as 	

detailed at the previous meeting;

- There were emerging pressures in High Needs and the overspend was likely to increase in the next period;
- Schools Forum was asked to take a view on transferring funds from the Early Years Block to the High Needs Block as part of the DSG 2020/21 (minute number 6).

RESOLVED – that the latest in-year 2019/20 position for the overall DSG be noted.

6. Draft proposals for the use of DSG 20/21

GB introduced the report and drew attention to the following:

- In relation to DSG for 2020/21, the Department for Education (DfE) and Education and Skills Funding Agency (ESFA) had made a number of announcements with indicative figures for most of the blocks (with the exception of the Early Years Block) but this had stopped due to the pre-election period;
- Based on this information, indicative figures for 2020/21 were set out in Table 1 of the report including:
 - Schools Block: there was a substantial increase of £8.2m;
 - Central services: there was a reduction of £200k due to ESFA unwinding some of its historic commitments such as prudential borrowing and utilising it elsewhere;
 - High Needs: there was a significant increase in funding of £6.6m although it was predicted that this block would be under pressure again and even with a modest increase in cost pressure of 1.8% the budget would still be in an adverse position. The first call on the funding would be paying back the advance funding from the current year;
- These figures were indicative and would change once the October census figures were available in December;
- Along with the indicative figures, Government guidance and regulations had also been released, most of the regulations were the same but there were some restrictions to moving between blocks;
- In view on the pressure on the High Needs block, Forum would be asked to consider whether to transfer money from the other blocks.

In response to questions about the reason for the Early Years underspend it was clarified that:

- funding was based on censuses throughout the year and income was based on 2 whereas expenditure was based on 4 and therefore falling rolls would generate a surplus;
- There would be a presentation on the Early Years block at the next meeting of the Schools Forum.

In response to a question about the emerging pressures in Out of Area Placements and Alternative Provision (AP), GB clarified that some of these pressures were starting in year e.g. the termination of the contract by provider, Catch 22. He undertook to provide Forum with additional information in relation to AP expenditure.

Concern was expressed that the surplus in Early Years did not reflect the situation on the ground and a more strategic piece of work was required relating to encouraging families to take up their free entitlement of education for two year olds which was particularly low in areas of high deprivation and for families with English as an additional language. It was noted that an increasing number of children were entering Early Years with High Needs and investment at this

GB

age, including the training of staff to meet complex needs, would take the pressure off funding in later years.

At this point in the meeting, the Chair asked AH to give an update on the strategic overview for education which addressed some of the points raised by Members.

Strategic Overview of Education

AH circulated a report which followed on from the presentation at the last meeting on the system wide transformation of Bristol's education provision and reported that:

- The report contained more detail, but it was still relatively high level;
- The detail would be co-produced in partnership with stakeholders;
- She was unable to report back on the outcome of the Department's SEND Inspection as Inspectors had prevented this being published until after the election;
- In terms of internal progress, the self-evaluation form submitted by the Council as part of inspection was open and transparent and detailed the work that had already started to in relation to SEND improvement before her appointment as substantive Director;
- The Education and Skills Department had been restructured into learning city; accessible city; inclusive city and learning, employment and skills. This was not a cost saving exercise but was realigning the priorities with the core priorities of the Council;
- A recruitment campaign had begun and 20 new appointments made which would increase capacity to drive improvement within three high level delivery and investment components:
 - SEND Statutory Assessment, Planning and Review – investment to streamline services;
 - Performance and Standards (SEND & Inclusion) – this was critical and would include the detailed analysis of place planning and disadvantaged two year olds accessing Education;
 - SEND Improvement and Programme Delivery Team - to use the broad range of data.
- There was a total ask of £2.9m, £1.7m which had been provisionally identified but was subject to approval in the Council budget;
- The proposals would not be the complete solution but would start the journey.

In response to questioning, it was clarified that:

- although not included in the financial report, £1.5m had been included as an in year pressure that could be used for the proposals;
- If transferring between blocks was restricted in future years, the Government would need to come up with an alternative solution for funding SEND.

The following comments were raised by Forum Members:

- There was a need for a joined up approach between Council departments and to identify areas of high need. E.g. the Housing Department would not repair a roof which ended up falling in and damaging the nursery which cost the Council more than the initial repair;
- It was premature to make a decision on funding prior to the presentation on Early Years Funding to give Members an understanding of the issues and before the publication of the SEND Inspection;
- Agree this is a vision but it needs resources and Forum is being asked to take resources away from Early Years;

- Welcome the strategic approach but the High Needs Block should not be the only source of funding for Inclusion, there should be income from Health and funding should not be taken away from schools;
- It would be useful to have a success criteria to measure against the proposals;
- It would be useful to see the impact of these proposals on the ground.

AH responded that it was important to start implementing the improvement plan as soon as possible, further work would include action planning; key performance indicators and a shared set of objectives but an immediate decision was needed on transferring funds to the High Needs block to accelerate improvement. DM advised the Forum that there was a legal timescale in relation to consulting on budget proposals in advance of a Council decision in January and that that a decision needed to be taken at this meeting to allow for consultation with schools.

On voting for the recommendations in the report to transfer funds to the High Needs Block:

- (1) the transfer of £0.333m funding from School Central Block to the High Needs Block in 2020/21 was agreed (13 in favour and 0 against);
- (2) the transfer of £1.300m funding from the Schools Block to the High Needs Block in 2020/21 was agreed on a conditional basis, subject to further information on how the money will be spent (12 in favour and 2 against);
- (3) on voting for the possibility of transferring funding from the Early Years Block to the High Needs Block in 2020/21 this was NOT CARRIED (1 in favour and 11 against).

RESOLVED – that

- (1) the potential 2020/21 indicative funding levels be noted;
- (2) the proposed restrictions relating to the DSG be noted;
- (3) the transfer of £0.333m funding from School Central Block to the High Needs Block in 2020/21 be agreed (13 in favour and 0 against);
- (4) that the transfer of £1.300m funding from the Schools Block to the High Needs Block in 2020/21 be agreed on a conditional basis, subject to further information on how the money will be spent (12 in favour and 2 against);
- (5) the possibility of transferring funding from the Early Years Block to the High Needs Block in 2020/21 be rejected.

7. De-delegation

The Chair reminded Members that on those representing maintained primary and secondary schools could vote on de-delegation, and confirmed those present as: Primary: Chris Pring; Christine Townsend and Cedric Sanguignol and Secondary: Karen Brown and Simon Shaw. It was clarified that de-delegation did not include maintained nursery schools or special schools.

A concern was expressed that nursery schools were disadvantaged by not being able to claim for maternity cover, especially as a larger percentage of nursery school staff were young women.

GB confirmed that a de-delegation consultation had been carried out, the results of which were detailed in the report.

Concern was expressed that there was a £400k underspend, but no set of accounts to identify the area of underspend. It was clarified that this was partly due to the schools in difficulty area of de-delegation and would be carried over as in previous years. GB undertook to provide the

information in the future outturn reports to allow regular monitoring.

It was agreed that the issue of schools in difficulty needed looking at strategically as part of a place planning exercise to see if schools with falling rolls could use capacity to meet other education demands.

In response to questions relating to maternity insurance cover, it was noted that it was a pooled pot of money that was carried forward year on year and Trading with Schools (TwS) responded to claims with an assurance from schools that the money was used for the proper purpose. AM undertook to look into why this had increased and report back to Schools Forum.

William Brown addressed Members on behalf of Trade Unions to emphasis the benefits of de-delegation in relation to trade union facility time and asked Members to support the proposals.

On voting for the recommendations in the report, maintained primary school representatives of Schools Forum agreed unanimously to all areas of delegation with the exception of "Schools in financial difficulty" (1 in favour 2 against). Maintained secondary school representatives agreed unanimously to all areas of de-delegation.

RESOLVED

- (1) that maintained primary school representatives of Schools Forum agree to de-delegation of the following services at the amounts per pupil indicated in Table 1 for 2020-21:
 - a) Employee and Premises Insurance (unanimous);
 - b) Assessment of eligibility for free school meals (unanimous);
 - c) Maternity supply cover (unanimous);
 - d) Trade Union facility time (unanimous);
 - e) Education psychology (unanimous).

- (2) that maintained secondary school representatives of Schools Forum agree to de-delegation of the following services at the amounts per pupil indicated in Table 1 for 2020-21:
 - a) Employee and Premises Insurance (unanimous);
 - b) Assessment of eligibility for free school meals (unanimous);
 - c) Maternity supply cover (unanimous);
 - d) Trade Union facility time (unanimous);
 - e) Health and Safety Roving Reps (unanimous);
 - f) Education psychology (unanimous).

8. Schools Block 2020/21

TY introduced the report and confirmed that these were was not the final data; the position would be made clearer by the ESFA in December/January which would allow Schools Forum to take a decision at the January meeting.

Funding Formula Proposals

The Forum noted that the Finance Sub-Group had looked at different options in detail and recommended:

- (1) a Minimum Funding Guarantee (MFG) of +0.5% to allow all schools/academies to gain to

- some degree, whilst allowing the greatest amount to be targeted to local priorities;
- (2) the proportion of funding allocated on AEN factors should increase, either by using the NFF or by changing the weightings in the local formula.

The following comments were raised by Forum Members:

- Concern was expressed about the presentation of the information; there had been an error in the original report which stated that the lump sum was included (subsequently clarified by an updated report) and a large number of spreadsheets which were difficult to read. It was noted that the Finance Sub-Group had looked into the options in great detail and it was not possible to do that at the wider Forum meetings;
- The financial information needed to be accessible to educational professionals;
- If agreed, would the Council need to submit a disapplication? As the proposal was to meet set a positive MFG of 0.5%, there would not be a need to submit a disapplication.

There was a vote on the following funding formula proposals to go out to consultation with schools/academies before a final decision in January:

- (1) a Minimum Funding Guarantee (MFG) of +0.5% to allow all schools to gain to some degree, whilst allowing the greatest amount to be targeted to local priorities; (10 in favour, 0 against - CARRIED)
- (2) consulting on both the below options with the preferred option being either:
- (a) to uplift only the 2019/20 AEN per-pupil factor unit values, preserving the AWPU and Lump Sum as they are (1 in favour - NOT CARRIED) or
- (b) use all the NFF unit values as a starting point and uplifting all to use the available funding (7 in favour - CARRIED)

It was agreed that further guidance was required on what members could vote on what issues and changes to the constitution made if necessary.

Clerk

RESOLVED that schools/academies be consulted on the following proposals:

- (1) a Minimum Funding Guarantee (MFG) of +0.5% to allow all schools to gain to some degree, whilst allowing the greatest amount to be targeted to local priorities;
- (2) the following options:
- (a) uplift only the 2019/20 AEN per-pupil factor unit values, preserving the AWPU and Lump Sum as they are;
- (b) use all the NFF unit values as a starting point and uplifting all to use the available funding;
- (3) Schools/Academies be advised that the initial view of the Forum was that 2 (b) "use all the NFF unit values as a starting point and uplifting all to use the available funding" was the preferred option.

Growth Fund

The Chair advised Forum Members that the position in relation to the Growth Fund was moving from a position where it had been relatively generous in Bristol to where there may be a shortfall. He advised that this had been discussed in the Finance Sub Group and two options had been identified, either the shortfall coming out of the schools block or revisiting growth fund payments.

TY confirmed that this had not been included in the report as the unit values would not be known until January and a recommendation on the size of the growth fund would be included in

the papers for the January meeting. It was noted that this would not give the opportunity for consultation with schools and there may also need to be advice for schools in the January report.

Disapplication

The Forum was also asked to express a view on Disapplication in relation to the following schools:

Steiner Academy: The School was currently consulting on changing from a 4-16 school to a 4-11 Primary School and if agreed, the Council would submit a disapplication of the MFG so the school would not be protected at a Secondary funding level.

In response to a question about where students from the Steiner School would go if the school were to close its secondary facility and if other schools would be requested to increase their PAN, Council Officers did not have any information at the current time as the closure had not been confirmed.

In response to a question about how through schools were funded, TY advised that the funding would take into account that the school was part primary and part secondary and the whole school cohort would get averaged out.

Trinity School: the Council had submitted a disapplication request in respect of Trinity School to disapply the MFG due to the fact that as a new school, proxy pupil characteristics were used in 2019/20 to establish their formula share and, if approved; actual pupil characteristics could be used.

A comment was raised that it may be better to have proxy pupil characteristics based on the Bristol average, rather than base data on one year group.

A concern was raised that all schools should be reassessed to see if the pupil characteristics reflected the current cohort. It was noted that 25 schools had been continuously funded on legacy MFG levels for the last three iterations of the formula, and that this could be considered at a future meeting of the Finance Sub-Group.

Finance
Sub-Group

9. Trading with Schools Annual Report

Ali Mannering (Trading with Schools Manager, Bristol City Council) drew members attention to the Annual Trading with Schools Report April 2018-19 and highlighted the following:

- The report demonstrated the outstanding work of TwS colleagues and the strength of customer relations;
- TwS had 187 loyal customers;
- Financial achievements: traded income generated 69% of annual turnover;
- What went well: coping with the challenge of ongoing change by looking at delivery models, processes and new systems: meeting statutory demands;
- What could have been better: increased use of customer feedback and utilising customer events; achieving key performance indicators; increased use of the Dean Field Study Centre;
- What next: preparing the catalogue of services for 2021 to include new services including a translation service and fleet service; utilise technology and improve the website.

<p>Members asked the following questions and AM answered as follows:</p> <p><i>Can we get breakdown of teams and income?</i> This information was available last year and could be included in future years.</p> <p><i>What happens to the surplus, does it go back to schools?</i> It doesn't go directly to schools but goes to the general fund and therefore supports children within the city.</p> <p><i>Was the profit as high as the Council wanted it to be?</i> It was short of the forecast, the Council agreed to reduce the profit target when as it was clear that it would not be met.</p> <p><i>How are you trading against the forecast this year?</i> TwS is on track and in line with the same time last year, but a significant amount of trading is required to meet the target.</p> <p><i>Does the figures in the table on page 5 of the report relate to the number of schools buying services over and above?</i> Yes, apart from the NQT induction which refers to the number of teachers rather than schools.</p> <p><i>In relation to the 3,600 penalty notices issued by TwS, what impact has that had on attendance? Where does the money go?</i> Attendance was a complex area and it was difficult to say if there was a direct impact. The income from penalty notices funded the administration of the service.</p> <p><i>The number of 518 children who were electively home educated was concerning. What can the Local Authority do to discourage home education?</i> AH acknowledged that this was a wide and complex area that would be included in the wider strategy for Education.</p> <p>RESOLVED – that the report be noted.</p>	AM
<p>10. HR System: iTrent</p>	
<p>Mark Williams, (Human Resource Manager, Bristol City Council) gave an update on the new Council payroll system, iTrent. He acknowledged that it had been a difficult transition and there had been issues for schools during the first three months of the financial year. In response to a question about whether any lessons had been learnt around procurement he confirmed that procurement had not been the issue, problems were due to a lack of communication and managing expectations.</p> <p>CP questioned whether the automated monthly report from iTrent had been sent to schools and undertook to look into this and report back to the next meeting.</p> <p>The Chair drew Members attention to the need for schools to complete payroll reconciliations on a monthly basis to ensure that they were aware of under or over payments and adjust the monthly budget monitor accordingly.</p> <p>RESOLVED – that the report be noted.</p>	CP

11. Any Other Business

There was no other Business.

The meeting closed at 7.57 pm.

Guidance for Voting at Schools Forum

Government Guidance:

Voting procedures: The Regulations provide that a schools forum may determine its own voting procedures save that voting on:

- the funding formula is limited to schools members, academies members and PVI representatives
- de-delegation is limited to the specific primary and secondary phase of maintained schools members
- retaining funding for statutory duties relating to maintained schools only is limited to maintained primary, secondary, special and PRU members

Bristol Schools Forum Constitution:

- The Cabinet Member for Education and Skills does not have voting rights.
- Where a decision needs to be made and there is general consensus, a formal vote will not be necessary. If the Chair determines a vote is necessary, voting will take place by a show of hands by members and decided by simple majority;
- Where there is an equality of votes, the Chair has a second and casting vote. If the Chair believes there is a conflict of interest the casting vote can be passed to the Vice-Chair.

Bristol Schools Forum **DSG Budget Monitor 2019/20 P8**

Date of meeting:	15 January 2020
Time of meeting:	5.00 pm
Venue:	Writing Room, City Hall

1 Purpose of report

- 1.1 This report provides an update on the forecast financial position for the DSG overall as at Period 8 (to end November 2020).

2 Recommendation

2.1 **Schools Forum is invited to:**

- a) **note the latest in-year 2019/20 position for the overall DSG.**

3 Background

- 3.1 A DSG Overview paper was presented to Schools Forum on 26 November 2019, giving the financial position as at the end of Period 6 (end of September 2019). At this point the forecast carry forward was a surplus of £2,615m, this included the £2.407m additional budget approved from 2020/21 funding.
- 3.2 The report updates Schools Forum on the position at Period 8 (end of November) 2019/20.

4 Budget monitoring 2019/20

- 4.1 The previously reported position in September 2019 was a forecast £0.653m in-year surplus on the Dedicated Schools Budget at Period 6 2019/20.
- 4.2 This position has moved adversely by £1.614m giving an in-year deficit of £0.961m, taking this from the brought forward balance gives a forecast surplus carry forward at year end of £1.001m. The movements are in the Early Years block and the High Needs block and are detailed below. The Period 8 position is set out in **Table 1** with more detail set out in **Appendix 1**.

Table 1: Forecast position on overall DSG for 2019/20 at Period 8 (September 2019)

	<i>b/f</i>	<i>DSG Funding 2019/20</i>	<i>Forecast Outturn Period 08 2019/20</i>	<i>In-year variance</i>	<i>Forecast Carry-forward Period 08 2019/20</i>	<i>Forecast Carry-forward Period 06 2019/20</i>	<i>Movement Period 06 to Period 08</i>
Schools Block		259,445	259,445				
De-delegation	(414)	0			(414)	(414)	0
Schools Central Block		2,329	2,329				
Early Years	(1,115)	36,461	36,045	(416)	(1,531)	(1,874)	343
High Needs Block	(433)	58,904	60,281	1,377	944	(327)	1,271
Funding		(354,732)	(354,732)				
Total	(1,962)	2,407	3,368	961	(1,001)	(2,615)	1,614

Note – the DSG funding column includes £2.407m of accelerated funding from 2020/21.

- 4.3 **Schools Block (Nil variance).** All of the formula funding for maintained schools and academies has been allocated. The only scope for variation is in the growth fund. Spend on the growth fund will depend on the pupil number information included on the October 2019 pupil census, this data has only just been released so any variation will be calculated and reported at the next meeting. The provision is sufficient to cover expected commitments.
- 4.4 **De-delegated resources (-£0.414m forecast underspend).** While this is being reported as not moving during 2019/20, there will be some calls on the Schools in Financial Difficulty balance, but none have so far been included in the forecast.
- 4.5 **School Central Services Block (Nil Variance).** It is expected that all of the services in this block will spend to budget.
- 4.6 **Early Years Block (-£1.874m forecast underspend).** The Early Years DSG income is based on 5/12ths of the January 2019 census and 7/12ths of the January 2020 census. As the profile of participation in 2018/19 generated an underspend in excess of £1m, a similar level of participation will generate a similar underspend.
- 4.7 A 19% reduction in participation for 2 Year Olds has been forecast, which is being pursued by Early Years team. This will reduce funding by £415k (as 7/12ths is derived from the January 2020 census), the related expenditure is calculated at different census points (May, October and January) and is estimated to reduce by £719k.
- 4.8 The expenditure forecast has been updated to take into account the census figures for January and May 2019, further adjustments will be made when the effect of the October census figure is announced, the final position will not be known until the January 2020 census is available.

- 4.9 The block is continuing to forecast an underspend, which reflects falling participation levels. The current in-year underspend is ££0.416m, this figure has reduced by £0.343m since period 6.
- 4.10 The brought forward amount from 2018/19 is £1.115m. £0.517m was earmarked for the local maintained nursery supplement. £0.208m was agreed in May 2019 as an uplift to the SEND rates for early years settings in 2019/20. At the September Forum meeting it was agreed that the remaining £0.390m was able to be spent on improving quality of eligible two year old provision and subsidies for settings that take eligible two year old in areas of disadvantage.
- 4.11 **High Needs Block (£0.327m forecast underspend).** The High Needs block is forecasting an in-year overspend of £1.377m at this stage of the year. The High Needs budget approvals for 2019/20 included £2.407m additional funding from 2020/21 in advance, this will affect the funding available in 2020/21.
- 4.12 There are emerging pressures within the block, particularly in Out of Area Placements and for Alternative Provision, this has resulted in an increase in forecast expenditure of £1.271m since period 6, giving a forecast in-year overspend of £1.377m. At the meeting in November Forum asked for details of AP spend, a breakdown is included in Appendix 2.
- 4.13 **Funding (Nil Variance).** £355.148m is the latest DSG notified by the ESFA, this has been reduced by £0.415m to give a total figure of £354.732m reflecting the expected decrease to the Early Years DSG due to estimated reduced pupil numbers in the January 2020 census.

**Appendix 1 - Forecast position for Overall DSG 2019/20 as at Period 8
(Block financing position)**

	Brought forward 1.4.19 £'000	Funding 2019/20 £'000	Forecast Outturn Period 08 2019/20 £'000	In-year movement £'000	Carry forward 31.3.20 £'000
Maintained Schools		80,270	80,270		
Academy Recoupment		176,829	176,829		
Growth Fund		2,346	2,346		
Schools Block		259,445	259,445		
De-delegation Services	(414)				(414)
Admissions		351	351		
Centrally Retained		1,978	1,978		
Schools Central Services		2,329	2,329		
National Formula		28,369	28,223	(145)	
2 Year Old Funding		3,722	3,085	(637)	
Pupil Premium (EYPP)		299	312	12	
Additional Support Services		805	809		
SEN Top up		1,250	1,253	4	
Staffing		1,916	2,308	392	
Disability Access Fund		100	55	(45)	
Early Years Block	(1,115)	36,461	36,045	(416)	(1,531)
Commissioned Services		2,499	2,372	(128)	
Core Place Funding		10,514	10,026	(488)	
Staffing		974	919	(54)	
Top Up		26,753	28,694	1,941	
Placements		7,438	7,746	308	
Pupil Support		740	640	(101)	
HOPE Virtual School		236	234	(2)	
Academy Recoupment		9,650	9,650		
High Needs Block	(433)	58,904	60,281	1,377	944
Funding		(354,732)	(354,732)		
Total	(1,962)	2,407	3,368	961	(1,001)

Appendix 2 – Breakdown of Alternative Provision expenditure.

ALP activity			
Type	Establishment	Budget (£)	Forecast (£)
EIB Funding	CLF Nest	150,000	150,000
EIB Funding	Woodstock	150,000	300,000
EIB Funding	Lansdown Park	150,000	150,000
EIB Funding	sub-total	450,000	600,000
BHES	Bristol Hospital Education Service	2,155,000	2,155,000
BHES	sub-total	2,155,000	2,155,000
ALP Block Contracts	BFA [inc in recoupment]		-
ALP Block Contracts	LPW [closed]		52,051
ALP Block Contracts	LPW		105,769
ALP Block Contracts	Include (Catch 22) [closed]		180,923
ALP Block Contracts	Include (Catch 22) [closed]		105,452
ALP Block Contracts	CLF		700,000
ALP Block Contracts	sub-total	1,075,230	1,144,196
ALP Spot Purchasing		943,480	936,148
ALP Spot Purchasing	sub-total	943,480	936,148
PRU Top-up	Lansdown Park		325,193
PRU Top-up	St Matthias		605,512
PRU Top-up	Bristol Futures Academy		480,375
PRU Top-up	sub-total	1,039,130	1,411,081
Pupil Referral Unit place funding, funded via recoupment directly by ESFA from LA HNB gross allocation			
Type	Establishment	Budget	Forecast
PRU Places	Lansdown Park	689,167	689,167
PRU Places	St Matthias	650,000	650,000
PRU Places	Bristol Futures Academy	583,333	583,333
PRU Places	sub-total	1,922,500	1,922,500
TOTAL AP Spend		7,585,340	8,168,925

Bristol Schools Forum
Dedicated Schools Grant (DSG) 2020/21

Date of meeting:	15 January 2020
Time of meeting:	5.00 pm
Venue:	Writing Room, City Hall

1 Purpose of report

- 1.1 To give an overview on the DSG for 2020/21 and seek the views of the Schools Forum on the block allocations, taking into account the results of the consultation.
- 1.2 The LA must seek Schools Forum approval for Central Services spend, with the exception of the item relating to school licences which must be repaid to the DfE on behalf of all maintained schools and academies. This report will also seek to obtain Schools Forum approval of the allocation of the Central School Services Block.

2 Recommendation

- 2.1 **Schools Forum is invited to:**
 - a) **note 2020/21 funding levels.**
 - b) **note consultation responses.**
 - c) **approve final transfers between blocks.**
 - d) **note the DSG net Deficit C/fwd from 2019/20**
 - e) **provide feedback, as appropriate, to Cabinet and Council, for their consideration in making final decisions on the Schools Budget for 2020/21.**
 - f) **Agree Central School Services Block allocations**
 - LA Core Functions £0.978m (as per Appendix 2);
 - School Admissions £0.494m;
 - Schools Forum £0.023m;
 - Combined Services £0.599m (as per Appendix 3).

3 Background

- 3.1 Schools Forum considered the emerging position on the DSG for 2020/21 at its meetings in September and November 2019. It agreed, £0.333m could be transferred to the High Needs Block from the Central Services Block and subject to wider support from Schools, 0.5% could be transferred to the High Needs Block from the Schools Block. This fund will need to be held in

abeyance subject to further information being presented to the Forum on how the money will actually be spent, and milestone / success measured.

- 3.2 Following the Forum meeting in November 2019, and in line with DfE Guidance, a consultation with schools was held to gather views on transfers between blocks and the operation of the Local Funding Formula in the Schools Block. The consultation closed at midday on 18 December 2019.
- 3.3 The final data and allocations from the Education and Skills Funding Agency (ESFA) were released on 19 December 2019 and the results of both of these events have informed this report.

4 DSG 2020/21

- 4.1 The funding in the DSG is primarily generated by pupil numbers from the October census. The October 2019 census had 36,150 primary pupils, a decrease of 67 (0.18%) from October 2018, with secondary pupil numbers increasing by 798 (4.34%) to 19,180. Funding per pupil has also increased (by 3.94%), resulting in an overall increase in the DSG funding of £19.039m to £374.190m.

- 4.2 Table 1 shows the funding allocations in each block for 2020/21 compared to 2019/20.

Table 1: Changes in the DSG sub-block totals between 2019/20 and 2020/21.

DSG Blocks	2019/20 DSG £m	Increase £m	Total DSG 2020/21 £m	Percentage increase	(Previously reported) Indicative DSG 2020/21 £m
Schools block	261.449	12.412	273.861	5%	269.696
Central Services Block	2.895	(0.176)	2.719	-6%	2.695
High Needs Block	53.931	6.743	60.674	13%	60.531
Early Years	36.876	0.060	36.936	0%	36.876
Total	355.152	19.039	374.190	5%	369.798

- 4.3 **Central Services Block.** This block is funded in two parts, for ongoing and historic responsibilities. The funding for historic commitments has been reduced by 20% (£0.233m) as it has been an aim of ESFA to withdraw this funding over time. Within the historic responsibilities part there is funding of £0.333m for Prudential Borrowing, this initiative ceased in 2017/18, therefore it is proposed to transfer this to the High Needs Block to assist with the level of demand. There are no restrictions on transfers from the Central Services Block to the High Needs Block, other than Schools Forum

must be consulted. Other parts of this block are covered in section 6 of this report.

- 4.4 **High Needs Block.** The High Needs Block has received a substantial increase in funding (13%) but this block continues to be under pressure. Current spend levels in 2019/20 indicate that the increased allocation will only just cover spending at the same level as this year and does provide any additional funding for historic shortfalls which have in many authorities resulted in deficits in the DSG.
- 4.5 When setting the budget for 2019/20 an additional £2.407m was added, to reflect the level of need estimated for 2019/20. This required the acceleration of funding from 2020/21. Table 2 shows the actual block funding position, indicating that this advanced funding is carried forward into 2020/21. The level of funding and forecast spend in 2020/21 mean that this advance funding will not be repaid in 2020/21 but will carry forward to future years and a longer term recovery plan will be required.
- 4.6 Forecast spend in 2019/20 is £1.377m over budget (which includes the £2.407m accelerated funding). Total overspend against actual block funding is £3.784m. In Table 2 the spend forecast for 2020/21 has been increased slightly to reflect potential increases in cost/demand.

Table 2: High Needs Block showing carry forward amounts

	2019/20 £m	2020/21 £m
Latest Block Allocation	53.931	60.674
Transfer from CSSB	0.566	0.333
Transfer from Schools Block	2.000	1.369
Total Block Funding	56.497	62.376
Forecast Spend	60.281	61.007
Education Transformation spend		1.369
Total Spend	60.281	62.376
In year over/(under) spend	3.784	(0.000)
Opening Balance b/f	(0.433)	3.351
Closing Balance c/f	3.351	3.351

- 4.7 Bristol's challenges with performance gaps, attendance and fixed-term exclusions are well known as is the system for supporting city-wide SEND. The pursuit of securing the best outcomes for the most vulnerable and

disadvantaged children and young people and the ability to respond to the key findings of the Local Area SEND inspection, needs to be at the forefront of the local authority's work. Bristol is required to produce and deliver a Written Statement of Action in order to address the main findings of the inspection. Integral to this will be the delivery of the Education and Skills improvement programme.

- 4.8 The programme will seek to respond to increasing demand and deliver efficient and effective SEND processes and systems, as well as increase support to schools and develop the skills that underpin effective accessibility and inclusion. A significant proportion of the programme is directly related to High Needs, we are looking to move the permitted amount into the High Needs Block from The Schools Block in order to progress the improvements.
- 4.9 The ESFA's Schools Revenue Funding Operational Guide authorises a transfer of up to 0.5% in 2020/21 from the Schools Block to other blocks with Schools Forum approval and this flexibility has been optimised.
- 4.10 The improvement plan will be Co developed with schools and consider the EQIA and also requirements under the Children and Families Act. The plan will be presented to Schools Forum for endorsement.
- 4.11 **Schools Block** Details on this block are covered in a separate paper on this agenda.
- 4.12 **Early Years Block.** The government funding announcement was delayed and as a result BCC were unable to carry out any meaningful consultation about the EYNFF in time for this to be ratified by the Schools Forum or Cabinet. Instead will be continuing all existing rate arrangements and supplements as agreed in the previous consultation (agreed by the [Schools Forum in January 2019, p.65](#)) into the financial year 2020/2021 with one exception; Bristol City Council will increase the hourly base rate for Eligible 2 Year Olds by £0.08 (increasing the rate from £5.40 to £5.48 from April 2020) after receiving an £0.08 increase from the Department for Education (i.e. BCC are passing through the full increased rate from the DfE).
- 4.13 Table 3 shows the effect on the block funding position and outlines the 2020/21 Budget, it also shows the carry forward amounts against each block.

Table 3: Block budgets after movements between blocks and carry forward amounts.

DSG Blocks	Balance brought forward from 2019/20 (forecast) £m	2020/21 DSG £m	Movement between blocks £m	Final DSG budget 2020/21 £m	Estimated spend 2020/21 £m	Carry forward balance at end of 2020/21 £m
Schools block		273.861	(1.369)	272.492	272.492	
De-delegation	(0.414)					(0.414)
Central Services Block		2.719	(0.333)	2.386	2.386	
High Needs Block	3.351	60.674	1.702	62.376	62.376	3.351
Early Years	(1.531)	36.936		36.936	36.936	(1.531)
Total	1.406	374.190	0.000	374.190	374.190	1.406

5 Consultation

5.1 In line with guidance all schools within Bristol were consulted on various aspect of the DSG for 2020/21. The consultation was issued on 4 December with a return deadline of 18 December. A total of 39 responses were received representing nearly 25% of the total possible. Table 4 shows which settings responses were received from. The questions with binary answers are summarised below and the free text answers are collected in Appendix 1 for information.

Table 4: Responses received

Phase	Total number	Responses received
All-through	3	2
Nursery	12	0
Primary	108	22
Pupil Referral Unit	5	2
Secondary	20	10
Special	10	3
Total	158	39

5.2 The first question asked if a 0.5% transfer from the Schools Block to the High Needs Block was supported. The majority (82%) of responses agreed with the proposal to transfer this funding. A breakdown of responses is shown in Table 5.

Table 5: Question 1 - Support up to 0.5% transfer?

Phase	Yes	No

All-through	2	
Primary	17	5
Pupil Referral Unit	2	
Secondary	8	2
Special	3	
Total	32	7

- 5.3 Question 3 related to the method of distributing the Schools Block funding to schools. This asked for any preference on the calculations within the local funding formula, Forum discussed this at the November 2019 meeting and expressed a preference for using NFF values and the consultation responses echoed this view with 62% expressing a preference for this method. Table 6 shows the responses received.

Table 6: Question 3 - Preference for distributing the funding

Phase	AEN	NFF	Other (no preference or not answered)
All-through	1	1	
Primary	8	12	2
Pupil Referral Unit			2
Secondary		10	
Special		1	2
Total	9	24	6

- 5.4 The November forum meeting also discussed the level of MFG, following previous discussions at the Finance Sub-group. A level of 0.5%, which is the minimum allowed in 2020/21, was supported by forum as this means that more schools are funded according to up to date rather than historical pupil characteristics. Question 4 asked for views on this level of MFG and a majority (72%) of responders also agreed with a 0.5% MFG. Table 7 gives the breakdown of answers.

Table 7: Question 4 - Do you agree with 0.5% MFG?

Phase	Yes	No	Other (no opinion or not answered)
All-through	2		
Primary	16	6	
Pupil Referral Unit			2
Secondary	9		1
Special	1		2
Total	28	6	5

5.5 The responses for questions 3 and 4 relate to the Schools Block, which is the subject of a separate paper on the agenda.

6 Central School Services Block (CSSB)

6.1 The purpose of the CSSB is to provide funding for the statutory duties the LA hold for both maintained schools and academies. The CSSB brings together:

- funding previously allocated through the retained duties element of the Education Services Grant (ESG)
- funding for ongoing central functions, such as admissions, previously top-sliced from the schools block
- residual funding for historic commitments, previously top-sliced from the schools block

6.2 The LA must still seek Schools Forum approval for Central Services spend, apart from the item relating to school licences which must be repaid to the DfE on behalf of all maintained schools and academies.

6.3 **CSSB Budget proposals.** The CSSB allocation for 2020/21 is £2.719m. This total is composed of two distinct components: on-going functions (£1.787m) and historic commitments (£0.932m). Of the historic commitments £0.333m is not required and as per paragraph 4.3 this will be transferred to the High Needs Block. Table 8 shows the funding and proposed 2020/21 budgets.

Table 8: Composition of Central School Service Block Allocations

Type of funding	Component	DSG Allocation 2019/20 £'000	2019/20 budget £'000	DSG Allocation 2020/21 £'000	Proposed 2020/21 budget £'000
Formulaic	LA Core functions	947	947	978	978
Formulaic	School Admissions	479	479	494	494
Formulaic	School Licences	281	281	292	292
Formulaic	Schools Forum	23	23	23	23
Historic	Combined Services	599	599	599	599
Historic	Prudential Borrowing	566	0	333	0
Total		2,895	2,329	2,719	2386

- 6.4 **LA Core Functions £0.978m.** Appendix 2 sets out the functions and services that may be included in the LA Core functions budget. The relevant costs for Bristol have been included against these line items. For 2020/21 it is proposed keep all budgets as 2019/20, apart from Education Welfare where the £31k increase in funding is to be allocated (as this aligns to the Education Transformation Programme).
- 6.5 **Admissions £0.494m.** The only change to this budget is that arising from the increase in CSSB generally, due to pupil number increases. .
- 6.6 **School Licences £0.292m.** The DfE requires the Authority to pay licences on behalf of all maintained schools, academies and free schools in Bristol, to avoid the administration of delegating funding to and recovering the money from each school. The amount for 2020/21 has been advised as £0.292m. There is no requirement for Schools Forum to specifically approve this line of the budget.
- 6.7 **Schools Forum £23k.** This funding is used to support the writing of papers, clerking and hosting the meetings. It is proposed that this allocation remain at the 2019/20 level.
- 6.8 **Combined Budgets. Appendix 3** re-confirms the analysis of the £0.599m for Combined Services, which Schools Forum has agreed in the past and it is proposed for agreement again for 2020/21.

Appendix 1: text responses to consultation

Phase	Academy	Question 2 Other comments on the movement to the High Needs Block
Primary	No	If possible, more than 0.5% to be moved. Ideally, at least 0.8% to keep in line with prior transfers in recent years.
Primary	No	Does the transfer of funding ensure Top-up funding continues? Will more specialist provision places be available? If more specialist provision places are being made available, how soon will this be able to happen? What are the funding opportunities being explored?
Primary	No	For the Forum to continue to receive accurate and up to date information regardin the current processes in Bristol for schools to access Top Up funding and appropriately challenge the LA to ensure there is equity and transparency in all it does when allocating funding and /or proposing changes.
Primary	No	I would like to see funding remaining in the schools block for schools to use towards support high needs children. We support a number of children with high needs but as a result of the changes to top up, it is not worth our time applying for top-up funding unless a child requires Band 3. It would be preferable to have the funding available to schools.
Primary	No	There is absolutely no KS1 provision and a lack of spaces at specialist provision for KS1 pupils. Therefore I would rather we had the money than continue (13 years and counting) deal with the lack of provisionand poos school SEND funding.
Primary	No	1. Value for money is so important and as a school we are aiming to be better at value for money. The High needs block does need this money in order to sustain itself.
Primary	No	We would want to be sure that schools would be able to access additional funding and in a timely manner.
Primary	No	Look at top up values to ensure schools actually receive the funding they need to provide the level of support their pupils with high needs require.
Primary	Yes	I would support a small transfer as has been suggested but this should not be a bottomless pit. We realise the pressure son the High Needs Block but rather than continuously “bailing” out the High Needs budget we would like to see a real strategy by the High Needs team to improve efficiencies including things like reducing the number of placements out of county and into the private sector. And we would like to see the LA support the creation of new places in state schools.
Secondary	Yes	Schools need to be made aware as soon as possible on exactly how the 0.5% is going to be spent and need to be actively involved in the review of the implementation and impact of the project.

Secondary	Yes	<p>We are happy to support this on the basis that the NFF formulas as per the examples provided for each school are used and that schools are not disadvantaged. The government has advised that we would receive more per student to assist with our deficit in funding, funding that has been declining since 2015. In addition, the provision that the council provides to schools for special educational needs is improved as currently it is not good enough.</p> <p>Schools cannot currently gain access to Educational Psychologists for anything other than statutory assessment. Also, the assessment of Education Health Care Plans are not being undertaken in line with statutory timelines, leaving parents, carers and schools in very difficult situations waiting for these outcomes and leaving students with the highest needs without the support that they are entitled to.</p> <p>We recently have had to procure private services to undertake Educational Psychology work with our students who have the highest needs. If deficit budgets are supported by the use of the schools block then the services need to be provided to schools, so that schools are not paying twice and do not have to pay money for services that should already be provided. Otherwise schools would be best placed to not support this transfer, receive higher funding themselves and procure private services to receive a satisfactory service.</p>
Secondary	No	<p>This is a “short term” response to a long term failure to manage High Needs funding effectively. This will not be an option in the future at the point when a “Hard” formula is introduced. Therefore, we need a very clear strategy in place to bring the High Needs budget into balance in the long term without drawing from the Schools Block indefinitely. The Local Authority is expected to receive an additional £6.6m (indicative increase based on 2019-20 pupil numbers) funding for High Needs (Table 1). This represents an additional 12% increase in High Needs funding. ‘£2.4m was accelerated into the 2019/20 budget to recognise projected levels of spend, this will need to be repaid in future years’ We understand the pressure the Local Authority is under following the legal case and the recent OFSTED, however, the strategy needs to be clear, sustainable and transparent. We note with interest, the aim of the SEND programme is to deliver efficient and effective processes and systems, as well as increase support to schools and develop the skills that underpin effective accessibility and inclusion (4.3). Unfortunately, the Local Authority has yet to explain in detail this strategy that is ultimately, self-sustaining and does not draw on funding that is earmarked for schools.</p> <p>The Local Authority needs to be aware of the possible implications of the funding unknowns hitting schools, such as unfunded pay increases and pension employer contributions. It is therefore important to maximise the impact of any potential funding increases to provide schools with long term security.</p>
Secondary	No	<p>‘Hard’ NFF will become a reality in the near future and a strategy should be developed to ensure that without transfer from Schools Block to the High Needs Block, children with High Needs can be properly provided for.</p> <p>If a transfer is made all schools ‘lose’ money irrespective of the number of high needs children they have on roll. If such a transfer exists monies should then be reallocated to schools through the development of a formula based on level of need.</p>

Phase	Academy	Question 5 Any other comments about the mainstream funding formula.
Primary	No	We are a school that was asked to increase to 2FE in 2012. We now have a falling roll due to there now not being the need for the additional places on primary across Bristol. In Sept 2019 we had an intake of only 37 but was unaware that this would be the case. Across the school we have 84 places which is taking a significant toll of the school's financial long term sustainability and as such are currently now consulting to reduce our PAN to 30 from September 2021. We would like decision makers to consider additional funding for schools such as ours in this position.
Primary	No	A gradual NFF adoption would be preferred.
Primary	No	The papers provided with the consultation were informative and provided insight into the Forum's strategic thinking and planning particularly around the 'hard' NFF and current position. Thank you.
Primary	No	No strong pref to Q3. Holymead would be slightly better off under NFF but if it puts small + schools with more nneed under pressure its not something I want to happen. I do think it needs to move towards NFF gradually so schools are ready when it actually happens.
Primary	No	As a school in North Bristol we have had to 'put up with' our geography dictating what funding we get – we are one of the lowest funded schools in the local authority. Please allow us some extra money to allow our school to function.
Primary	No	Whilst we have agreed to the transfer from School Block to High Needs Block we feel that the High Needs Block should be sufficiently funded so that this is not necessary.
Primary	No	We have experience significant in-year moves. The Sept/Oct census date is prejudicial to our funding. We would urge that January Census should be used. In addition, we need funding to follow pupils for in-year transfers.
Primary	No	<p>We found the consultation paper contents to be a little confusing with references made to out dated information, the minimum per pupil number for primary schools information used was incorrect as per the National funding formulae for schools version October 2019 which is £3750 not £3500 as used in this paper.</p> <p>It was difficult to determine how these options posed would affect the funding we will receive for our school. Therefore, it is felt that moving forward to a "Hard" National Funding formula would hopefully mean the funding system would be fairer and more transparent. We would hope the main changes as detailed on Page 4 of this paper would be implemented.</p> <p>This is a complex system and we would hope in the future consultations will be explained in the first instance verbally by holding a consultation meeting with a wider audience so questions can be asked once things are explained fully. At present with this information, we can only make assumptions.</p>
Primary	Yes	As we move towards the NFF I would support the funding allocations moving towards this now. We appreciate that there is not any option that favours every school and no matter what option is taken there will be some winners and some losers. But in a year when there is an increased level of funding I would support moving towards the NFF.

All-through	Yes	I appreciate the Forum's intent of reducing the impact of the eventual imposition of NFF upon schools but, in my opinion, safeguarding the funding for smaller primary schools should take greater precedence as these are the schools where children's development and outcomes are more at risk from the impact of more limited funding.
Secondary	Yes	It seems logical to move to the NFF at this stage bringing local funding into line with the outcome of DofE Research.
Secondary	Yes	Moving to this seems the best way to ensure all schools are prepared for the implementation of the NFF in the longer term.
Secondary	No	Greater transparency in Schools Forum papers as they were not made very accessible and had errors in the per pupil funding calculations which took considerable time to unpick, identify and communicate to the Local Authority
Secondary	No	All mainstream schools will benefit whether NFF is applied or not and whether transfer is made or not. However more BCC mainstream schools benefit from the immediate move to NFF and since this is the ESFA preferred model and the longer term objective we see no reason not to proceed this way immediately.

Appendix 2 – CSSB LA Core Functions

Category	Component permitted to be funded from central DSG, subject to Schools Forum agreement	BCC proposal?	Amount 2019/20 £'000	Amount 2020/21 £'000
Statutory & Regulatory	<ul style="list-style-type: none"> Director of children's services and personal staff for director (Sch 2, 15a) Planning for the education service as a whole (Sch 2, 15b) 	Central budgets for education planning that are not already charged to Combined Budgets or elsewhere in the DSG.	17	17
Statutory & Regulatory	<ul style="list-style-type: none"> Revenue budget preparation, preparation of information on income and expenditure relating to education, and external audit relating to education (Sch 2, 22) Authorisation and monitoring of expenditure not met from schools' budget shares (Sch 2, 15c) Formulation and review of local authority schools funding formula (Sch 2, 15d) 	Accounting and finance staff directly supporting education budget setting and funding for all schools.	250	250
Statutory & Regulatory	<ul style="list-style-type: none"> Internal audit and other tasks related to the authority's chief finance officer's responsibilities under Section 151 of LGA 1972 except duties specifically related to maintained schools (Sch 2, 15e) 	Estimated cost of internal audit time.	25	25
Statutory & Regulatory	<ul style="list-style-type: none"> Consultation costs relating to non-staffing issues (Sch 2, 19) Plans involving collaboration with other LA services or public or voluntary bodies (Sch 2, 15f) 	Estimated cost of public consultation on service development (eg High Needs) and collaborative working.	80	80
Statutory & Regulatory	<ul style="list-style-type: none"> Standing Advisory Committees for Religious Education (SACREs) (Sch 2, 17) 	Current budget for SACRE.	10	10
Statutory & Regulatory	<ul style="list-style-type: none"> Provision of information to or at the request of the Crown other than relating specifically to maintained schools (Sch 2, 21) 	Legal Services staff support.	60	60
Education Welfare	<ul style="list-style-type: none"> Functions in relation to the exclusion of pupils from schools, excluding any provision of education to excluded pupils (Sch 2, 20) School attendance (Sch 2, 16) Responsibilities regarding the employment of children (Sch 2, 18) 	Current budget for Education Welfare.	335	366
Asset Management	<ul style="list-style-type: none"> Management of the LA's capital programme including preparation and review of an asset management plan, and negotiation and management of private finance transactions (Sch 2, 14a) General landlord duties for all buildings owned by the local authority, including those leased to academies (Sch 2, 14b) 	Current budget for education property management and capital programme monitoring.	170	170
TOTAL STATUTORY / REGULATORY FUNCTIONS OF LA			947	978

Appendix 3 – CSSB Combined Services Budget

Service	Total 2018/19 £'000	Total 2019/20 £'000
Director of Education and Skills	122	122
Equalities	45	45
Governor Support	21	21
HR	25	25
Primary Services	178	178
Pupil Census	35	35
School Place Planning	90	90
Secondary Services	83	83
Grand Total	599	599

Bristol Schools Forum **Schools Block 2020/21**

Date of meeting:	15 th January 2020
Time of meeting:	5:00 pm
Venue:	City Hall

1. Purpose of report

- 1.1 To inform and seek agreement of the Schools Forum on the application of the funding formula for mainstream schools and academies for 2020/21, prior to final decision by Cabinet and submission of the Authority Proforma Tool (APT) to the Education and Skills Funding Agency.

2. Recommendations

Schools Forum is invited to:

- 2.1 Indicate which of the proposed formula models for the 2020/21 mainstream funding formula is preferred
- 2.2 Endorse the preferred proposed arrangements for the 2020/21 mainstream funding formula, including the amount set aside for the Growth Fund
- 2.3 Provide feedback, as appropriate, to Cabinet and Council, for their consideration in making final decisions on the Schools Budget for 2020/21.

3. Funding available

- 3.1 The DSG overview paper elsewhere on this agenda explains the overall strategy for schools finance for 2020/21. This indicates that the funding for Schools Block in 2020/21 is proposed to be £273.9m.
- 3.2 Schools Forum has previously indicated willingness for the transfer of 0.5% of the Schools Block to the High Needs, and expressed a preference for the Minimum Funding Guarantee (MFG) to be set at +0.5%.
- 3.3 A majority of schools responding to the formula consultation have also indicated their agreement to the transfer of 0.5% of Schools Block to the High Needs Block, and for the MFG to be set at +0.5%.
- 3.4 In addition Schools Forum needs to approve the top-slice of Schools Block to create the Growth Fund for 2020/21. Known current commitments in 2020/21 are estimated to be approximately £1.6m, so the LA is recommending a Growth Fund allocation of £2.0m, to meet this expected cost and to allow for any new commitments which may arise as the primary age bulge continues to move into secondary phases.

3.5 **Table 1** sets out how it is proposed that this funding be calculated and applied.

Table 1: Proposed Schools Block Budget 2020/21

Funding	£'000	Cost	£'000
Pupil led DSG funding	£261.6	Transfer of 0.5% to HNB	£1.4m
Premises led DSG funding	£9.6m	Growth Fund	£2.0m
Protection funding	£0.0m	Balance remaining for Mainstream Schools formula	£270.5m
Growth funding	£2.6m		
DSG Schools Block Total Allocation	£273.9m	Schools Block Total	£273.9m

3.6 The component elements of the calculation have been refreshed, now that the October 2019 census information has become available. Each of the components is explained below.

3.7 **Pupil led DSG funding £261.6m.** This is the sum allocated to the LA based on the number of pupils recorded in the October 2019 census. Primary age pupils attract unit funding of £4,276.40 and secondary age pupils attract unit funding of £5,578.84. The allocation to Bristol is based on a recorded 36,150.50 primary age pupils and 19,180.67 secondary age pupils.

3.8 **Premises led funding £9.6m.** This is the element of the Schools Block DSG that recognises costs not defined by NFF values, and is derived from the 2019/20 NFF baseline.

3.9 **Protections funding £0.0m.** This element is additional funding awarded to LAs in order to be able to meet minimum funding thresholds. Bristol receives nothing from this factor as the funding received through the pupil and premises led allocations is sufficient to exceed the minimum funding levels.

3.10 **Growth Funding £2.6m.** This element of the DSG Schools Block settlement is calculated by the ESFA based on the observed differences between the October 2018 and October 2019 school censuses. Growth is measured at the level of middle layer super output areas (MSOAs). This allocation is intended to meet the cost of both the growth fund and the additional cost of those pupils in growing schools not yet present in the school census, but can be insufficient as it is based on the historic change and not the anticipated change it is required to fund.

- 3.11 **Schools Block Total £273.9m.** This is the sum of the proposed allocations above.
- 3.12 **Transfer 0.5% of Schools Block to High Needs Block £1.4m** Schools Forum approved the transfer of 0.5% of the Schools Block to the High Needs Block at its meeting in November 2019. 0.5% is the maximum the DfE allows to be agreed locally.
- 3.13 **Growth Fund allocation £2.0m** This funding is the top-slice of the Schools Block taken in order to fund growth expansions in existing schools for the following academic year, separate to the growth commitment in “new and growing” schools” which is funded within the formula mechanism. The commitment for 2020/21 is estimated at £1.6m, leaving £0.4m for new commitments that may arise during the admissions round.
- 3.14 **Balance remaining for Mainstream Schools formula £270.5m.** This is the remainder of the Schools Block allocation available for the mainstream funding formula.
- 3.15 **Schools Block Total £273.9m.** This is the total of the elements above.

4. Growth Fund

- 4.1 The growth funding into the Schools Block is £2.6m, and this intended to support both the “new and growing” schools funded via the APT and create a growth fund to support existing schools that have been expanded..
- 4.2 Officers have estimated the requirement in “new and growing schools” to be for 180 pupils, and this cost is built into the school funding formula.
- 4.3 Officers have also looked at the existing commitments on the Growth Fund and projected these forward for a potential cost in 2020/21. This commitment is anticipated to be in the region of £1.6m.
- 4.4 In addition to the existing known commitments it is possible further expansion may be needed, as the primary age bulge continues to move into secondary schooling. The allowance of £0.4m above the anticipated commitment will provide for approximately 120 additional secondary age pupils for the period September 2020-March 2021 (7/12ths of the financial year).

5. Funding formula

- 5.1 Schools Forum agreed the principles for the operation of the mainstream formula at its meeting in November 2019, including:

- Appropriate allocations are made for rates
 - A Minimum Funding Guarantee of +0.5%
 - No capping
 - The Additional Educational Needs (AEN) factor values to be a function of the available funding
 - An appropriate allocation is set for the Growth Fund
 - The level of de-delegation for maintained primary and secondary schools.
- 5.2 Three options for the Schools Block formula have been modelled within the above constraints:
- Using the 2019-20 formula unit values as the starting point
 - Using the NFF unit values as the starting point, including the NFF lump sum value
 - Using the NFF unit values as the starting point, but keeping the lump sum at £125,000
- 5.3 A majority of schools that responded to the consultation preferred the NFF as the starting point (24, as opposed to 9 preferring the 2019/20 formula, and six schools expressing no preference).
- 5.4 Officers have presented the option to hold the lump sum at £125,000 as it is proportionately more beneficial for smaller schools.
- 5.5 The first option, using the 2019-20 formula unit values as the starting point, directs the most money via the formula factors rather than via the minimum funding guarantees, whilst the second option requires the greatest proportion of the available funding to support minimum funding.
- 5.6 Option 1 favours the most primary schools, but is the least option for most secondary schools, whilst option 2 favours the vast majority of secondary schools but is the worst option for most primary schools. Option 3 is more of a middle ground, being neither the most favourable or the least beneficial option for the majority of schools.
- 5.7 Nineteen schools receive the same level of funding from all three of the proposals.
- 5.8 The range between the best option and the least option for individual school budgets is 3%, with the best allocation being 100% and the least being 97% of the most beneficial allocation.
- 5.9 The detail of the unit values, the allocations against factors and individual school budget shares of each presented model are shown in the appendices.
- Appendix A shows the formula unit values
 - Appendix B shows the distribution of the funding across the relevant factors
 - Appendix C shows the school budget shares as modelled

- Appendix D indicates which model benefits each school the most, on a RAG indicator, along with the difference between the greatest and least budget shares awarded.

6. Future funding arrangements

- 6.1 Whilst two years ago the DfE intended that the hard National Funding Formula should be introduced by 2020/21, this has not happened. There has been a further reduction in local discretion though with the mandatory minimum funding levels, enforced positive MFG and reduced scope to transfer funding between blocks.
- 6.2 Information on future arrangements will be shared with Schools Forum as and when this becomes available.

Schools Forum 15th January 2020
Item 8 Appendix A unit values

1

2

3

FOR REFERENCE
VALUES PAID IN 2019-20 FORMULA

FOR REFERENCE
2020-21 NFF VALUES

Scenario 1
2019-20 formula values for AWPU and Lump Sum with AEN uplifted
MFG=0.50%

Scenario 2
2020-21 NFF values for AWPU and Lump Sum with AEN uplifted
MFG=0.50%

Scenario 3
2020-21 NFF values for AWPU only, with AEN uplifted and lump sum preserved at £125k
MFG=0.50%

FOR REFERENCE
2019-20 formula values
MFG=0.00%

FOR REFERENCE
2020-21 NFF VALUES

Factor
Basic Entitlement (Primary)
Basic Entitlement (KS3)
Basic Entitlement (KS4)
Free School Meals (Primary)
Free School Meals(Secondary)
Free School Meals Ever 6 (Primary)
Free School Meals Ever 6(Secondary)
IDACI (P F)
IDACI (P E)
IDACI (P D)
IDACI (P C)
IDACI (P B)
IDACI (P A)
IDACI (S F)
IDACI (S E)
IDACI (S D)
IDACI (S C)
IDACI (S B)
IDACI (S A)
EAL3 (P)
EAL3 (S)
Low Attainment (P)
Low Attainment (S)
Lump Sum P
Lump Sum S

AEN multiplier = 120.19631426249%

109.26%

107.24%

2,868.25
4,091.93
4,315.33
£451.36
£461.87
£433.60
£630.33
301.04
361.25
513.78
594.05
674.31
1,023.49
373.30
481.69
638.24
730.55
818.85
1,212.18
£631.48
£1,439.04
£1,102.09
£1,646.68
125,000.00
125,000.00

2,857.00
4,018.00
4,561.00
£491.68
£491.68
£611.87
£890.49
229.45
273.16
409.73
442.51
475.29
655.57
327.79
442.51
584.55
633.72
682.89
917.80
£584.55
£1,573.38
£1,163.64
£1,759.12
114,400.00
114,400.00

2,857.00
4,018.00
4,561.00
£482.57
£482.57
£600.54
£874.00
225.20
268.10
402.15
434.32
466.49
643.43
321.72
434.32
573.73
621.99
670.24
900.81
£573.73
£1,544.24
£1,142.09
£1,726.55
125,000.00
125,000.00

2,868.25
4,091.93
4,315.33
375.52
384.26
360.74
524.42
250.46
300.55
427.45
494.23
561.01
851.51
310.58
400.75
531.00
607.80
681.26
1,008.50
525.38
1,197.24
916.91
1,369.99
125,000.00
125,000.00

2,857.00
4,018.00
4,561.00
450.00
450.00
560.00
815.00
210.00
250.00
375.00
405.00
435.00
600.00
300.00
405.00
535.00
580.00
625.00
840.00
535.00
1,440.00
1,065.00
1,610.00
114,400.00
114,400.00

	1	2	3	FOR REFERENCE VALUES PAID IN 2019-20 FORMULA FOR REFERENCE
Scenario 1 2019-20 formula values for AWPU and Lump Sum with AEN uplifted MFG=0.50%	Scenario 2 2020-21 NFF values for AWPU and Lump Sum with AEN uplifted MFG=0.50%	Scenario 3 2020-21 NFF values for AWPU only, with AEN uplifted and lump sum preserved at £125k MFG=0.50%	2019-20 formula values MFG=0.00%	

	270,491,861	270,491,861	270,491,861	257,845,000
TOTAL COST OF FORMULA				
Basic Entitlement	184,361,675	184,779,296	184,779,296	181,366,849
Basic Entitlement (Primary)	103,974,663	103,566,964	103,566,964	104,277,980
Basic Entitlement (KS3)	50,015,691	49,112,014	49,112,014	47,666,922
Basic Entitlement (KS4)	30,371,320	32,100,318	32,100,318	29,421,947
Deprivation	33,637,614	33,011,042	32,399,675	27,248,426
Free School Meals	5,592,265	6,044,578	5,932,632	4,015,064
Free School Meals (Ever 6)	8,368,701	11,815,983	11,597,151	6,924,425
IDACI (F)	2,219,255	1,793,955	1,760,731	1,810,543
IDACI (E)	2,283,675	1,880,762	1,845,930	1,894,397
IDACI (D)	1,798,971	1,525,301	1,497,052	1,458,155
IDACI (C)	3,087,464	2,455,672	2,410,193	2,552,566
IDACI (B)	6,310,973	4,768,611	4,680,296	5,233,540
IDACI (A)	3,976,310	2,726,180	2,675,691	3,359,735
EAL	3,663,911	3,525,391	3,460,100	3,137,400
EAL3 (P)	2,866,066	2,653,066	2,603,932	2,445,067
EAL3 (S)	797,845	872,324	856,169	692,334
Prior Attainment	20,362,179	21,588,326	21,188,509	17,883,686
Low Attainment (P)	13,216,553	13,954,751	13,696,308	12,141,673
Low Attainment (S)	7,145,627	7,633,576	7,492,202	5,742,013
Lump Sum	16,000,000	14,643,200	16,000,000	15,947,917
Split Sites	585,567	585,567	585,567	580,022
Rates (NDR)	2,594,922	2,594,922	2,594,922	2,574,119
PFI Funding	6,471,336	6,471,336	6,471,336	6,288,955
Minimum Funding	2,814,657	3,292,781	3,012,455	2,817,626
Additional to meet minimum per pupil	2,046,427	2,150,159	2,016,031	n/a
MFG	768,230	1,142,622	996,424	2,817,626

Schools Forum 15th January 2020
Item 8 Appendix C School budget shares

1	2	3	1 FOR REFERENCE VALUES PAID IN 2019-20 FORMULA FOR REFERENCE
Scenario 1 2019-20 formula values for AWPU and Lump Sum with AEN uplifted MFG=0.50%	Scenario 2 2020-21 NFF values for AWPU and Lump Sum with AEN uplifted MFG=0.50%	Scenario 3 2020-21 NFF values for AWPU only, with AEN uplifted and lump sum preserved at £125k MFG=0.50%	2019-20 formula values MFG=0.00%

NOR	School Name	Total	270,491,861	270,491,861	270,491,861	257,845,000	NOR
55511							54,823
	407 Brunel Field Primary School		1,624,608	1,624,608	1,624,608	1,599,181	410
	415 Ashley Down Primary School		1,582,379	1,582,379	1,582,379	1,515,872	415
	746 Ashton Gate Primary School		2,897,871	2,897,871	2,897,871	2,542,498	723
	338 Nova Primary School		1,544,043	1,526,306	1,529,203	1,579,417	364
	179 Broomhill Junior School		831,555	825,941	833,119	808,999	179
	358 St Werburgh's Primary School		1,570,952	1,562,670	1,561,713	1,445,404	330
	267 Chester Park Junior School		1,261,820	1,248,316	1,253,297	1,149,994	257
	203 Chester Park Infant School		982,937	979,176	978,149	906,297	186
	410 Hillcrest Primary School		1,568,036	1,568,036	1,568,036	1,452,574	408
	433 Shirehampton Primary School		1,911,923	1,893,192	1,894,752	1,753,009	425
	565 Two Mile Hill Primary School		2,356,052	2,361,675	2,361,501	2,245,973	568
	406 Glenfrome Primary School		1,753,426	1,738,667	1,741,403	1,691,987	402
	268 Henleaze Infant School		1,023,600	1,023,600	1,023,600	1,002,863	271
	239 St Anne's Infant School		1,044,129	1,043,796	1,044,129	1,071,058	248
	175 Sefton Park Infant School		740,667	740,843	740,667	734,633	173
	226 Sefton Park Junior School		866,657	857,297	866,096	845,055	227
	528 Southville Primary School		2,059,827	2,059,827	2,059,827	1,883,453	502
	217 Summerhill Infant School		983,029	965,157	971,825	1,056,426	245
	171 Upper Horfield Primary School		872,525	858,261	864,491	874,760	178
	619 Holymead Primary School		2,393,130	2,395,429	2,397,868	2,272,176	605
	208 Brentry Primary School		967,288	946,691	953,643	903,236	204
	140 Broomhill Infant School		679,852	669,223	677,292	716,313	157
	187 Cabot Primary School		1,027,701	1,027,181	1,026,954	1,010,461	184
	310 Hannah More Primary School		1,605,452	1,571,430	1,571,931	1,609,845	327
	815 Bishop Road Primary School		3,162,667	3,162,667	3,162,667	2,829,223	818
	400 Blaise Primary and Nursery School		1,802,471	1,766,286	1,768,156	1,657,308	380
	417 Fair Furlong Primary School		2,111,369	2,045,779	2,043,256	2,009,104	410
	563 Whitehall Primary School		2,307,680	2,285,657	2,285,047	2,193,216	535
	203 Avonmouth Church of England Primary School		948,564	932,886	939,557	869,158	196
	414 Horfield Church of England Primary School		1,613,427	1,595,919	1,601,621	1,568,246	413
	102 St Barnabas Church of England VC Primary School		604,508	591,466	599,019	780,616	149
	62 St George Church of England Primary School		385,029	375,073	384,180	370,410	62
	496 St Johns Church of England Primary School, Clifton		1,931,578	1,931,578	1,931,578	1,811,362	505
	117 St Michael's on the Mount Church of England Primary		614,718	601,747	609,639	672,908	137
	206 School of Christ The King Catholic Primary		1,074,782	1,044,738	1,044,787	1,049,356	208
	206 Holy Cross RC Primary School		970,256	949,110	955,200	908,189	199
	200 Ss Peter and Paul RC Primary School		829,633	821,931	822,138	836,480	205
	195 St Bernard's Catholic Primary School		856,316	852,738	853,003	871,208	201
	211 St Joseph's Catholic Primary School		913,179	907,313	907,311	907,054	212

Schools Forum 15th January 2020
 Item 8 Appendix C School budget shares

1	2	3	FOR REFERENCE VALUES PAID IN 2019-20 FORMULA
Scenario 1	Scenario 2	Scenario 3	FOR REFERENCE
2019-20 formula values for AWPU and Lump Sum with AEN uplifted	2020-21 NFF values for AWPU and Lump Sum with AEN uplifted	2020-21 NFF values for AWPU only, with AEN uplifted and lump sum preserved at £125k	2019-20 formula values
MFG=0.50%	MFG=0.50%	MFG=0.50%	MFG=0.00%

NOR	School Name	Total	270,491,861	270,491,861	270,491,861	257,845,000	NOR
55511			270,491,861	270,491,861	270,491,861	257,845,000	54,823
	211 Our Lady of the Rosary Catholic Primary School, Bristol	966,598	966,598	966,651	966,598	982,583	211
	113 St Pius X RC Primary School	693,290	693,290	672,578	678,783	772,739	137
	204 St Bernadette Catholic Voluntary Aided Primary School	867,987	867,987	868,146	867,987	855,257	202
	404 St Bonaventure's Catholic Primary School	1,520,310	1,520,310	1,520,310	1,520,310	1,488,436	402
	625 Bridge Farm Primary School	2,385,482	2,385,482	2,385,482	2,385,482	2,284,025	623
	614 Knowle Park Primary School	2,444,235	2,444,235	2,435,519	2,435,500	2,436,390	616
	204 Sea Mills Primary School	964,434	964,434	956,554	956,501	951,997	204
	782 Air Balloon Hill Primary School	3,003,326	3,003,326	3,009,568	3,009,006	2,954,755	787
	420 St Peter's Church of England Primary School (VC)	1,920,405	1,920,405	1,879,672	1,880,324	1,827,266	414
	1080 St Mary Redcliffe and Temple School	5,555,549	5,555,549	5,626,247	5,620,689	5,402,450	1,082
	741 St Bernadette Catholic Secondary School	4,045,706	4,045,706	4,096,902	4,092,165	3,832,987	728
	419 Cheddar Grove Primary School	1,727,138	1,727,138	1,701,739	1,705,307	1,652,868	415
	183 Ashton Vale Primary School	798,385	798,385	787,623	795,477	807,208	191
	206 Fonthill Primary Academy	996,523	996,523	977,920	983,491	939,251	201
	566 Begbrook Primary Academy	2,201,087	2,201,087	2,187,897	2,189,519	2,220,837	578
	417 Waycroft Academy	1,606,370	1,606,370	1,591,129	1,596,560	1,555,446	410
	554 Cotham Gardens Primary School	2,134,852	2,134,852	2,124,598	2,124,598	2,000,200	531
	326 Ilminster Avenue E-ACT Academy	1,658,909	1,658,909	1,613,665	1,613,828	1,503,399	310
	587 St Ursula's E-ACT Academy	2,215,060	2,215,060	2,215,060	2,215,060	2,036,818	560
	735 Filton Avenue Primary School	3,158,030	3,158,030	3,135,196	3,129,591	3,201,774	772
	343 Oasis Academy Connaught	1,765,023	1,765,023	1,720,664	1,719,783	1,735,961	356
	376 Henleaze Junior School	1,414,437	1,414,437	1,414,437	1,414,437	1,347,135	380
	193 Hotwells Primary School	785,894	785,894	778,242	786,825	761,512	192
	365 The Dolphin School	1,635,007	1,635,007	1,601,248	1,603,808	1,537,697	358
	178 Oasis Academy Bank Leaze	898,009	898,009	889,952	890,412	924,775	187
	391 Parson Street Primary School	1,765,055	1,765,055	1,747,410	1,748,590	1,737,030	405
	314 Minerva Primary Academy	1,448,224	1,448,224	1,450,490	1,448,224	1,215,407	260
	185 Frome Vale Academy	900,284	900,284	884,409	890,382	826,936	172
	397 Fishponds Church of England Academy	1,720,297	1,720,297	1,708,114	1,710,344	1,649,698	393
	331 Bannerman Road Community Academy	1,670,928	1,670,928	1,643,364	1,643,328	1,578,475	320
	332 Henbury Court Primary Academy	1,545,574	1,545,574	1,528,256	1,530,334	1,478,825	336
	306 Summerhill Academy	1,304,631	1,304,631	1,302,511	1,307,364	1,381,098	333
	131 The Kingfisher School	671,757	671,757	661,598	669,058	668,370	135
	362 Cathedral Primary School	1,551,892	1,551,892	1,552,735	1,551,892	1,447,572	337
	369 Redfield Educate Together Primary Academy	1,610,481	1,610,481	1,612,321	1,610,481	1,390,530	316
	420 Westbury Park Primary School	1,578,679	1,578,679	1,578,679	1,578,679	1,441,112	415
	304 Oasis Academy Marksbury Road	1,286,815	1,286,815	1,271,854	1,268,847	1,017,944	238
	209.25 Fairlawn Primary School	909,675	909,675	911,813	909,675	778,323	175
	402 Oasis Academy Long Cross	1,918,513	1,918,513	1,899,432	1,898,380	1,860,681	409
	416 Headley Park Primary School	1,664,773	1,664,773	1,664,750	1,664,773	1,668,026	419

Schools Forum 15th January 2020
 Item 8 Appendix C School budget shares

1	2	3	FOR REFERENCE VALUES PAID IN 2019-20 FORMULA
Scenario 1	Scenario 2	Scenario 3	FOR REFERENCE
2019-20 formula values for AWPU and Lump Sum with AEN uplifted	2020-21 NFF values for AWPU and Lump Sum with AEN uplifted	2020-21 NFF values for AWPU only, with AEN uplifted and lump sum preserved at £125k	2019-20 formula values
MFG=0.50%	MFG=0.50%	MFG=0.50%	MFG=0.00%

NOR	School Name	Total	Scenario 1	Scenario 2	Scenario 3	FOR REFERENCE	NOR
55511			270,491,861	270,491,861	270,491,861	257,845,000	54,823
	414 Easton Church of England Academy		2,120,546	2,119,704	2,120,546	2,291,919	452
	379 Barton Hill Academy		2,000,757	2,000,895	2,000,757	1,976,624	376
	306 Wicklea Academy		1,240,067	1,227,831	1,234,143	1,202,373	307
	181 Woodlands Academy		870,225	859,987	866,411	835,752	181
	374 Hareclive E-ACT Academy		1,987,701	1,928,994	1,929,054	1,938,888	378
	359 Elmlea Junior School		1,350,962	1,350,962	1,350,962	1,283,227	358
	394 St Mary Redcliffe Church of England Primary School		1,701,506	1,678,661	1,681,216	1,603,483	391
	202 Badocks Wood E-ACT Academy		1,059,789	1,051,456	1,055,468	1,074,862	220
	333 Perry Court E-Act Academy		1,562,571	1,547,135	1,548,953	1,520,237	338
	175 Luckwell Primary School		738,450	729,057	737,606	793,944	197
	172 Evergreen Primary Academy		933,351	932,656	933,351	1,008,405	185
	500 May Park Primary School		2,325,093	2,294,243	2,292,370	2,704,792	604
	210 Wansdyke Primary School		938,115	919,838	926,839	873,924	206
	269 Elmlea Infant School		1,021,025	1,021,025	1,021,025	1,006,532	270
	191 Compass Point Primary School		963,304	954,749	959,944	946,130	195
	287 Four Acres Academy		1,413,999	1,382,541	1,384,950	1,367,959	289
	378 Christ Church Church of England Primary School		1,419,289	1,419,289	1,419,289	1,427,575	395
	404 Stoke Bishop Church of England Primary School		1,521,955	1,521,955	1,521,955	1,516,334	410
	413 Westbury-On-Trym Church of England Academy		1,554,054	1,554,054	1,554,054	1,491,289	410
	160 St Nicholas of Tolentine Catholic Primary School		848,495	825,955	831,902	918,740	187
	210 St Patrick's Catholic Primary School		937,004	916,041	922,981	908,454	210
	206 St Teresa's Catholic Primary School		924,790	916,757	916,756	915,557	207
	397 Greenfield E-Act Primary Academy		1,907,752	1,851,514	1,851,043	1,858,748	402
	415 Little Mead Primary Academy		1,829,486	1,804,074	1,805,415	1,763,503	419
	200 Stoke Park Primary School		977,128	963,284	969,082	948,835	202
	228 Oasis Academy New Oak		1,058,810	1,059,455	1,058,810	1,005,278	216
	600 West Town Lane Academy		2,262,260	2,260,353	2,260,353	2,297,671	627
	419 Victoria Park Primary School		1,688,248	1,675,757	1,679,718	1,639,551	413
	927 Bristol Free School		4,661,712	4,733,588	4,731,415	4,382,687	889
	863 Orchard School Bristol		5,638,116	5,753,802	5,737,777	5,276,657	837
	928 Oasis Academy Brislington		6,300,954	6,401,575	6,389,886	5,396,092	795
	852 The City Academy Bristol		5,488,376	5,628,907	5,605,793	4,469,698	714
	1072 Ashton Park School		5,493,394	5,604,229	5,597,768	5,338,197	1,065
	190 Trinity Academy		1,105,550	1,099,721	1,094,246	426,579	70
	771 Blaise High School		5,038,282	5,125,216	5,112,553	4,604,460	733
	1048 Bedminster Down School		6,588,651	6,676,343	6,660,030	6,212,247	1,024
	1131 Cotham School		6,220,020	6,337,912	6,322,896	5,806,864	1,103
	1070 Fairfield High School		5,846,222	5,913,707	5,901,647	5,602,255	1,029
	956 St Bede's Catholic College		4,815,784	4,824,571	4,823,381	4,572,081	934
	1117 Redland Green School		5,647,599	5,647,599	5,647,599	4,995,586	1,077

Schools Forum 15th January 2020
 Item 8 Appendix C School budget shares

1	2	3	FOR REFERENCE VALUES PAID IN 2019-20 FORMULA FOR REFERENCE
Scenario 1 2019-20 formula values for AWPU and Lump Sum with AEN uplifted MFG=0.50%	Scenario 2 2020-21 NFF values for AWPU and Lump Sum with AEN uplifted MFG=0.50%	Scenario 3 2020-21 NFF values for AWPU only, with AEN uplifted and lump sum preserved at £125k MFG=0.50%	2019-20 formula values MFG=0.00%

NOR	School Name	Total
55511		
	1145 Bristol Brunel Academy	
	700 Bristol Cathedral Choir School	
	746 Colston's Girls' School	
	852 Oasis Academy John Williams	
	823 Oasis Academy Brightstowe	
	948 Bristol Metropolitan Academy	
	916 Bridge Learning Campus	
	1035 Merchants' Academy	
	308 Avanti Gardens School	

	Scenario 1	Scenario 2	Scenario 3	FOR REFERENCE	NOR
	270,491,861	270,491,861	270,491,861	257,845,000	54,823
	7,726,890	7,889,661	7,872,330	7,248,766	1,094
	3,580,857	3,625,358	3,626,854	3,336,648	669
	3,778,234	3,785,450	3,787,213	3,563,317	721
	4,874,654	4,904,356	4,893,575	4,921,819	865
	5,259,089	5,352,557	5,340,553	4,876,406	789
	6,733,275	6,733,748	6,733,275	6,452,984	912
	5,759,219	5,697,277	5,678,034	5,750,133	962
	6,167,036	6,156,577	6,130,229	5,668,451	1,001
	1,425,953	1,424,293	1,425,953	1,663,371	367

Schools Forum 15th January 2020
 Item 8 Appendix D School budget shares ranked

1

2

3

Scenario 1
2019-20 formula values for AWPU and Lump Sum with AEN uplifted
MFG=0.50%

Scenario 2
2020-21 NFF values for AWPU applied to 2020-21 formula
MFG=0.50%

Scenario 3
2020-21 NFF values for AWPU only, applied to 2020-21 formula
MFG=0.50%

Spread % of budget share

NOR	School Name	Total	270,491,861	270,491,861	270,491,861	Spread	% of budget share
55511			270,491,861	270,491,861	270,491,861		
407	Brunel Field Primary School		1,624,608	1,624,608	1,624,608	-	100%
415	Ashley Down Primary School		1,582,379	1,582,379	1,582,379	-	100%
746	Ashton Gate Primary School		2,897,871	2,897,871	2,897,871	-	100%
338	Nova Primary School		1,544,043	1,526,306	1,529,203	17,736	99%
179	Broomhill Junior School		831,555	825,941	833,119	7,178	99%
358	St Werburgh's Primary School		1,570,952	1,562,670	1,561,713	9,239	99%
267	Chester Park Junior School		1,261,820	1,248,316	1,253,297	13,504	99%
203	Chester Park Infant School		982,937	979,176	978,149	4,788	100%
410	Hillcrest Primary School		1,568,036	1,568,036	1,568,036	-	100%
433	Shirehampton Primary School		1,911,923	1,893,192	1,894,752	18,730	99%
565	Two Mile Hill Primary School		2,356,052	2,361,675	2,361,501	5,623	100%
406	Glenfrome Primary School		1,753,426	1,738,667	1,741,403	14,759	99%
268	Henleaze Infant School		1,023,600	1,023,600	1,023,600	-	100%
239	St Anne's Infant School		1,044,129	1,043,796	1,044,129	334	100%
175	Sefton Park Infant School		740,667	740,843	740,667	176	100%
226	Sefton Park Junior School		866,657	857,297	866,096	9,360	99%
528	Southville Primary School		2,059,827	2,059,827	2,059,827	-	100%
217	Summerhill Infant School		983,029	965,157	971,825	17,872	98%
171	Upper Horfield Primary School		872,525	858,261	864,491	14,264	98%
619	Holymead Primary School		2,393,130	2,395,429	2,397,868	4,738	100%
208	Brentry Primary School		967,288	946,691	953,643	20,596	98%
140	Broomhill Infant School		679,852	669,223	677,292	10,630	98%
187	Cabot Primary School		1,027,701	1,027,181	1,026,954	747	100%
310	Hannah More Primary School		1,605,452	1,571,430	1,571,931	34,022	98%
815	Bishop Road Primary School		3,162,667	3,162,667	3,162,667	-	100%
400	Blaise Primary and Nursery School		1,802,471	1,766,286	1,768,156	36,185	98%
417	Fair Furlong Primary School		2,111,369	2,045,779	2,043,256	68,113	97%
563	Whitehall Primary School		2,307,680	2,285,657	2,285,047	22,633	99%
203	Avonmouth Church of England Primary School		948,564	932,886	939,557	15,678	98%
414	Horfield Church of England Primary School		1,613,427	1,595,919	1,601,621	17,508	99%
102	St Barnabas Church of England VC Primary School		604,508	591,466	599,019	13,042	98%
62	St George Church of England Primary School		385,029	375,073	384,180	9,956	97%
496	St Johns Church of England Primary School, Clifton		1,931,578	1,931,578	1,931,578	-	100%
117	St Michael's on the Mount Church of England Primary School		614,718	601,747	609,639	12,971	98%
206	School of Christ The King Catholic Primary School		1,074,782	1,044,738	1,044,787	30,044	97%

Item 8 Appendix D School budget shares ranked

Scenario 1
2019-20 formula values for AWPU and Lump Sum with AEN uplifted
MFG=0.50%

Scenario 2
2020-21 NFF values for AWPU applied to 2020-21 formula
MFG=0.50%

Scenario 3
2020-21 NFF values for AWPU only, applied to 2020-21 formula
MFG=0.50%

Spread % of budget share

NOR	School Name	Scenario 1	Scenario 2	Scenario 3	Spread	% of budget share
55511	Total	270,491,861	270,491,861	270,491,861		
206	Holy Cross RC Primary School	970,256	949,110	955,200	21,146	98%
200	Ss Peter and Paul RC Primary School	829,633	821,931	822,138	7,702	99%
195	St Bernard's Catholic Primary School	856,316	852,738	853,003	3,579	100%
211	St Joseph's Catholic Primary School	913,179	907,313	907,311	5,869	99%
211	Our Lady of the Rosary Catholic Primary School,	966,598	966,651	966,598	53	100%
113	St Pius X RC Primary School	693,290	672,578	678,783	20,713	97%
204	St Bernadette Catholic Voluntary Aided Primary	867,987	868,146	867,987	158	100%
404	St Bonaventure's Catholic Primary School	1,520,310	1,520,310	1,520,310	-	100%
625	Bridge Farm Primary School	2,385,482	2,385,482	2,385,482	-	100%
614	Knowle Park Primary School	2,444,235	2,435,519	2,435,500	8,735	100%
204	Sea Mills Primary School	964,434	956,554	956,501	7,933	99%
782	Air Balloon Hill Primary School	3,003,326	3,009,568	3,009,006	6,242	100%
420	St Peter's Church of England Primary School (VC	1,920,405	1,879,672	1,880,324	40,733	98%
1080	St Mary Redcliffe and Temple School	5,555,549	5,626,247	5,620,689	70,698	99%
741	St Bernadette Catholic Secondary School	4,045,706	4,096,902	4,092,165	51,197	99%
419	Cheddar Grove Primary School	1,727,138	1,701,739	1,705,307	25,399	99%
183	Ashton Vale Primary School	798,385	787,623	795,477	10,762	99%
206	Fonthill Primary Academy	996,523	977,920	983,491	18,604	98%
566	Begbrook Primary Academy	2,201,087	2,187,897	2,189,519	13,190	99%
417	Waycroft Academy	1,606,370	1,591,129	1,596,560	15,241	99%
554	Cotham Gardens Primary School	2,134,852	2,124,598	2,124,598	10,255	100%
326	Ilminster Avenue E-ACT Academy	1,658,909	1,613,665	1,613,828	45,244	97%
587	St Ursula's E-ACT Academy	2,215,060	2,215,060	2,215,060	-	100%
735	Filton Avenue Primary School	3,158,030	3,135,196	3,129,591	28,438	99%
343	Oasis Academy Connaught	1,765,023	1,720,664	1,719,783	45,240	97%
376	Henleaze Junior School	1,414,437	1,414,437	1,414,437	-	100%
193	Hotwells Primary School	785,894	778,242	786,825	8,583	99%
365	The Dolphin School	1,635,007	1,601,248	1,603,808	33,759	98%
178	Oasis Academy Bank Leaze	898,009	889,952	890,412	8,057	99%
391	Parson Street Primary School	1,765,055	1,747,410	1,748,590	17,645	99%
314	Minerva Primary Academy	1,448,224	1,450,490	1,448,224	2,266	100%
185	Frome Vale Academy	900,284	884,409	890,382	15,874	98%
397	Fishponds Church of England Academy	1,720,297	1,708,114	1,710,344	12,184	99%
331	Bannerman Road Community Academy	1,670,928	1,643,364	1,643,328	27,600	98%
332	Henbury Court Primary Academy	1,545,574	1,528,256	1,530,334	17,318	99%
306	Summerhill Academy	1,304,631	1,302,511	1,307,364	4,853	100%

Item 8 Appendix D School budget shares ranked

Scenario 1
2019-20 formula values for AWPU and Lump Sum with AEN uplifted
MFG=0.50%

Scenario 2
2020-21 NFF values for AWPU applied to 2020-21 formula
MFG=0.50%

Scenario 3
2020-21 NFF values for AWPU only, applied to 2020-21 formula
MFG=0.50%

Spread % of budget share

NOR	School Name	Total	270,491,861	270,491,861	270,491,861	Spread	% of budget share
55511			270,491,861	270,491,861	270,491,861		
131	The Kingfisher School		671,757	661,598	669,058	10,159	98%
362	Cathedral Primary School		1,551,892	1,552,735	1,551,892	843	100%
369	Redfield Educate Together Primary Academy		1,610,481	1,612,321	1,610,481	1,840	100%
420	Westbury Park Primary School		1,578,679	1,578,679	1,578,679	-	100%
304	Oasis Academy Marksbury Road		1,286,815	1,271,854	1,268,847	17,968	99%
209.25	Fairlawn Primary School		909,675	911,813	909,675	2,138	100%
402	Oasis Academy Long Cross		1,918,513	1,899,432	1,898,380	20,133	99%
416	Headley Park Primary School		1,664,773	1,664,750	1,664,773	23	100%
414	Easton Church of England Academy		2,120,546	2,119,704	2,120,546	843	100%
379	Barton Hill Academy		2,000,757	2,000,895	2,000,757	138	100%
306	Wicklea Academy		1,240,067	1,227,831	1,234,143	12,236	99%
181	Woodlands Academy		870,225	859,987	866,411	10,238	99%
374	Hareclive E-ACT Academy		1,987,701	1,928,994	1,929,054	58,707	97%
359	Elmlea Junior School		1,350,962	1,350,962	1,350,962	-	100%
394	St Mary Redcliffe Church of England Primary School		1,701,506	1,678,661	1,681,216	22,845	99%
202	Badocks Wood E-ACT Academy		1,059,789	1,051,456	1,055,468	8,333	99%
333	Perry Court E-Act Academy		1,562,571	1,547,135	1,548,953	15,436	99%
175	Luckwell Primary School		738,450	729,057	737,606	9,393	99%
172	Evergreen Primary Academy		933,351	932,656	933,351	696	100%
500	May Park Primary School		2,325,093	2,294,243	2,292,370	32,723	99%
210	Wansdyke Primary School		938,115	919,838	926,839	18,276	98%
269	Elmlea Infant School		1,021,025	1,021,025	1,021,025	-	100%
191	Compass Point Primary School		963,304	954,749	959,944	8,555	99%
287	Four Acres Academy		1,413,999	1,382,541	1,384,950	31,458	98%
378	Christ Church Church of England Primary School		1,419,289	1,419,289	1,419,289	-	100%
404	Stoke Bishop Church of England Primary School		1,521,955	1,521,955	1,521,955	-	100%
413	Westbury-On-Trym Church of England Academy		1,554,054	1,554,054	1,554,054	-	100%
160	St Nicholas of Tolentine Catholic Primary School		848,495	825,955	831,902	22,540	97%
210	St Patrick's Catholic Primary School		937,004	916,041	922,981	20,964	98%
206	St Teresa's Catholic Primary School		924,790	916,757	916,756	8,034	99%
397	Greenfield E-Act Primary Academy		1,907,752	1,851,514	1,851,043	56,710	97%
415	Little Mead Primary Academy		1,829,486	1,804,074	1,805,415	25,412	99%
200	Stoke Park Primary School		977,128	963,284	969,082	13,844	99%
228	Oasis Academy New Oak		1,058,810	1,059,455	1,058,810	645	100%
600	West Town Lane Academy		2,262,260	2,260,353	2,260,353	1,907	100%
419	Victoria Park Primary School		1,688,248	1,675,757	1,679,718	12,491	99%

Item 8 Appendix D School budget shares ranked

		Scenario 1 2019-20 formula values for AWPU and Lump Sum with AEN uplifted MFG=0.50%	Scenario 2 2020-21 NFF values for AWPU applied to 2020-21 formula MFG=0.50%	Scenario 3 2020-21 NFF values for AWPU only, applied to 2020-21 formula MFG=0.50%	Spread	% of budget share
	NOR					
	55511	270,491,861	270,491,861	270,491,861		
	Total					
927	Bristol Free School	4,661,712	4,733,588	4,731,415	71,876	98%
863	Orchard School Bristol	5,638,116	5,753,802	5,737,777	115,687	98%
928	Oasis Academy Brislington	6,300,954	6,401,575	6,389,886	100,622	98%
852	The City Academy Bristol	5,488,376	5,628,907	5,605,793	140,530	98%
1072	Ashton Park School	5,493,394	5,604,229	5,597,768	110,835	98%
190	Trinity Academy	1,105,550	1,099,721	1,094,246	11,304	99%
771	Blaise High School	5,038,282	5,125,216	5,112,553	86,934	98%
1048	Bedminster Down School	6,588,651	6,676,343	6,660,030	87,691	99%
1131	Cotham School	6,220,020	6,337,912	6,322,896	117,892	98%
1070	Fairfield High School	5,846,222	5,913,707	5,901,647	67,485	99%
956	St Bede's Catholic College	4,815,784	4,824,571	4,823,381	8,787	100%
1117	Redland Green School	5,647,599	5,647,599	5,647,599	-	100%
1145	Bristol Brunel Academy	7,726,890	7,889,661	7,872,330	162,771	98%
700	Bristol Cathedral Choir School	3,580,857	3,625,358	3,626,854	45,996	99%
746	Colston's Girls' School	3,778,234	3,785,450	3,787,213	8,979	100%
852	Oasis Academy John Williams	4,874,654	4,904,356	4,893,575	29,702	99%
823	Oasis Academy Brightstowe	5,259,089	5,352,557	5,340,553	93,468	98%
948	Bristol Metropolitan Academy	6,733,275	6,733,748	6,733,275	474	100%
916	Bridge Learning Campus	5,759,219	5,697,277	5,678,034	81,185	99%
1035	Merchants' Academy	6,167,036	6,156,577	6,130,229	36,807	99%
308	Avanti Gardens School	1,425,953	1,424,293	1,425,953	1,660	100%

	GREEN indicates option providing highest share of formula funding
	YELLOW indicates option that provides neither the highest or the lowest share of formula funding
	RED indicates option providing lowest share of formula funding

Bristol Schools Forum

Forum Constitution

Date of meeting:	15 January 2020
Time of meeting:	5.00 pm
Venue:	City Hall

1. Purpose of report

To consider the Constitution and composition of the Schools Forum.

2. Recommendation

That the Forum agrees the attached Constitution.

3. Background

The Constitution is attached as Appendix A. The only revision is a change to the balance between Local Authority and Academy primary schools, to reflect 2019 pupil numbers.

The membership of the Forum is a matter for the City Council, although there is no reason why the Forum should not express views. A report was presented to the July meeting, suggesting that the size of the Forum might be reduced, bringing it into line with other Forums in the region. There was no great enthusiasm for such a change.

It should also be noted that Forum meetings are open, so other people can attend and, with the agreement of the Chair, make representations.

4. Financial Implications

None.

BRISTOL SCHOOLS FORUM

CONSTITUTION

ADOPTED AT FORUM MEETING 27th November 2018

TITLE & PROCEDURAL MATTERS

1. The title of this organisation shall be the “Bristol Schools Forum” hereinafter referred to as “the Forum”.
2. Where any procedural matter relating to the working of the Forum is not specifically covered in the Constitution, the *Schools Forums: Operational and Good Practice Guidance*, issued by the Department for Education (DfE) in December 2015 (or the latest version thereof) shall apply.
3. On any re-constitution of the Forum the LA shall have the power to transfer an existing Member of the Forum to a new category of membership, and to extend the terms of office of existing Members to allow the Forum to operate effectively after re-constitution.

ROLE/FUNCTION

4. The Forum is not a committee of the Council. It is a separate statutory body established by the Local Authority (LA) under the powers laid out in the *Schools Forums (England) Regulations 2012*, which brings together key partners in the provision of education at local level, giving each an equal voice.
5. The role of the Forum is to act as a Strategic Partner with the People’s Directorate of Bristol City Council as determined by the appropriate legislation.
6. The LA must consult the Forum on the terms of any proposed contract for supplies or services paid or to be paid out of schools’ budgets where the estimated value of the proposed contract is not less than the threshold which applies for the LA under Regulation 8 of the Public Contracts Regulations 2015.
7. The LA must consult the schools forum annually in respect of the authority’s functions relating to the schools budget, in connection with the following:
 - (a) arrangements for the education of pupils with special educational needs;
 - (b) arrangements for the use of pupil referral units and the education of children otherwise than at school;
 - (c) arrangements for early years provision;

(d) administrative arrangements for the allocation of central government grants paid to schools via the authority.

The authority may consult the forum on such other matters concerning the funding of schools as they see fit.

MEMBERSHIP

8. The composition of the membership of the Forum is determined by the LA in accordance with the *Schools Forums (England) Regulations 2012*.

OBSERVERS

9. The LA and the Forum may invite observers, but they can be asked to withdraw for specific items.

PROFESSIONAL ADVISER

10. The professional adviser to the Forum will be the Service Director for Education & Skills, the Chief Financial Officer and/or his/her representative(s) who will be entitled to attend, and speak at, all meetings of the Forum and any sub-committees which it convenes.

CHILDREN AND YOUNG PEOPLE'S SERVICES EXECUTIVE MEMBER

11. The Cabinet member for Education & Skills is entitled to attend and speak at the Forum, but does not have voting rights.

TERMS OF MEMBERSHIP AND CONDUCT OF MEMBERS

12. Members of the Bristol Schools Forum shall act in accordance with the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
13. Members are representatives of their particular group or subgroup but they are not delegates and should duly consider proposals and vote in accordance with what they consider to be in the best interests of children in the City of Bristol.
14. It is recognised that all Schools Group members will have an interest in at least one school. It is important that members should declare if the item under discussion could make a material difference to that school, or where they may have a personal or prejudicial interest. Notwithstanding this, a member may continue contributing to the discussion, but should not take any part in any decision made concerning that particular proposal which uniquely changes funding for their particular school/schools. (An advice note concerning declarations of interest is attached at appendix 3).
15. Members may formally nominate a named substitute to attend meetings in

their absence, subject to the approval of the relevant body that elected them. Such substitutes must be from the same category of membership. Such substitutes have voting rights. It is the responsibility of the member concerned to pass on a copy of meeting papers to any such substitute.

16. If a member fails to attend three consecutive meetings without giving their apologies or without their apologies being accepted, the Forum may decide they are deemed to have resigned, and the clerk should advise the LA so that they can seek nominations from the appropriate group or sub group for a replacement.
Note: For clarity, a member is deemed not to have attended a meeting even if a formally nominated substitute has attended.
17. Subject to Clause 3 above, members of the Forum will be appointed for a three year term of office, subject to their remaining eligible. A member is, however, eligible for re-appointment and there is no limit to the number of terms an eligible member may serve. A member may resign at any time.
18. If a member ceases to be eligible to serve on the Forum he/she will be deemed to have resigned with immediate effect.
19. Only the Chair, or in their absence, the Vice Chair may formally represent the Schools Forum. Members may publicly disagree with Schools Forum decisions, but should ensure that their views do not create reputational damage to the Schools Forum.
20. Claims for expenses may be made in line with the agreed Expenses Policy.

ELECTION OF CHAIR AND VICE CHAIR

21. The Forum will elect the Chair and Vice-Chair. Nominations shall be sought from the floor and approved by a simple majority of votes cast by individual members, as indicated by a secret ballot. The Chair and Vice-Chair will be elected for a two year period but will hold office until the first meeting of the Forum after the two year period has elapsed, at which time they will be eligible for re-election. A member may not serve as Chair for more than two consecutive terms without the explicit agreement of the Forum. A non-executive Member of the Council or LA officer who is member of the Forum may not hold the office of Chair or Vice Chair.
22. The Chair (or the Vice-Chair in his/her absence) will be responsible for chairing and managing meetings of the Forum, in collaboration with the appropriate LA Officers and the Clerk.
23. If both the Chair and the Vice-Chair are absent from a meeting, an acting Chair will be elected by the members present for that meeting.
24. The Chair and/or the Vice-Chair may be removed from office by a majority of votes cast by secret ballot. Any call for a ballot to remove the Chair and/or Vice-Chair must be made in writing, signed by at least 25% of the total voting membership and received by the Clerk at least 7 days in advance of the meeting at which the ballot would be taken. The clerk must advise the Chair and Vice Chair immediately any such motion is received.

CLERK

25. The LA shall nominate a Clerk for the Forum.
26. The Clerk will be responsible for arranging meetings of the Forum, ensuring that members are notified of meetings and receive full agenda and supporting papers at least 7 days beforehand (excluding school holidays).
27. The clerk will be responsible for recording the proceedings at meetings of the Forum, ensuring that such a record is kept in a form that is easily accessible to others on request. Draft minutes are sent to the Chair for approval within 10 working days of a meeting, and distributed with the papers for the subsequent meeting. The Clerk will publish the draft minutes via email/ the website within three weeks of a meeting.
28. The Clerk will also be responsible for providing and seeking advice to the Forum and/or individual members and assisting the Chair/Vice-Chair with the management of meetings of the Forum.
29. The Clerk will also be responsible for ensuring that governing bodies and schools are informed of the outcome of the work of the Forum and consultation by the LA by posting of draft minutes, approved minutes, meeting agendas and associated meeting papers on the Schools' Forum page of the LA website.
30. In addition the Clerk to the Forum will (acting on behalf of the LA):
 - a. maintain an up to date list of members, nominated substitutes, and observers, detailing terms of office;
 - b. on the list of members also record details of the executive member and nominated LA professional advisers to the forum;
 - c. advise the Chair of the Forum and the LA and representative groups when vacancies occur. The Clerk will facilitate or organise where appropriate for the vacancies to be filled, in accordance with the agreed procedure (See Appendix 1) and will ensure that sufficient time is given to enable all constituency members have sufficient notice to be able to consider self-nomination. It is unlikely that less than 10 normal school days would be sufficient;
 - d. notify changes to membership via the Schools' and Governors' bulletins.

PEOPLE DIRECTORATE

31. LA Officers will be responsible for ensuring that all necessary papers for meetings of the Forum are supplied to the clerk in accordance with section 23 in a timely fashion.
32. Where LA Officers are reliant on an external body (e.g. DfE) for receipt of information which may arrive too late for processing/distribution, papers may be e-mailed to members no less than 3 days before a meeting.

Papers may only be tabled at a meeting to those members who do not have access to email.

QUORUM

33. The quorum for meetings is 40% of the total voting membership (namely Schools Group and Non Schools Group) excluding any vacancies in those groups).
34. If a meeting is inquorate, it can proceed, but it cannot legally take decisions (e.g. election of a Chair or Vice-Chair, or a decision relating to funding conferred by the funding regulations). An inquorate meeting can respond to authority consultation, and give views to the authority.

PROCEEDINGS

35. Meetings of the Forum will be held a minimum of 4 times a year. Additional meetings may be convened as and when required with the agreement of the Chair.
36. A calendar of dates for meetings will be agreed at the first meeting in each school year.
37. Where a decision needs to be made and there is general consensus, a formal vote will not be necessary. If the Chair determines a vote is necessary, voting will take place by a show of hands by members and decided by simple majority. Where there is an equality of votes, the Chair has a second and casting vote. If the Chair believes there is a conflict of interest the casting vote can be passed to the Vice-Chair.
38. Meetings of the Forum will be open to the public and press unless its members consider that an item of business should to be considered in private session. The principles of the Local Government (Access to Information) Act 1985 apply.
39. In order to address specific issues, the Forum may, on occasion, need to establish working groups from within its membership group. Such working groups must appoint a Chair who will be directly responsible for ensuring that the business of the group is recorded; also for reporting to the outcomes of the work of the group to the Forum. The Forum may vote to accept a report from a working group.
40. Agenda items are selected by the Chair in consultation with the appropriate LA officers. Items of Any Other Business must be proposed to the Chair/Clerk before a meeting.

MEMBERSHIP OF THE BRISTOL SCHOOLS FORUM

MEMBERSHIP

1. The Local Authority is responsible for setting up the Bristol Schools Forum, determining the numbers of members comprising of the Schools Group, Non-Schools Group, Academies Group and Observers, as laid out in the the *Schools Forums (England) Regulations 2012*, and in accordance with the *Schools Forums: Operational and Good Practice Guidance*, issued December 2015 .
2. Regulations specify that each school forum shall contain schools members, non-schools members and academies members. At least two thirds of the members must be schools or academies members, i.e. school senior leadership team members or governors. The remaining membership will come from non-school organisations which have a direct interest in the business of the schools forum.
3. Schools members must be elected to the Forum by the members of the relevant group, or sub-group, in the authority's area.
 - a. The groups are:
 1. representatives of nursery schools, where there are any such schools in the authority's area;
 2. representatives of primary schools other than nursery schools;
 3. representatives of secondary schools;
 4. representatives of special schools, where there are any such schools in the authority's area; and
 5. representatives of pupil referral units, where there are any such schools in the authority's area.
4. Academies members must be elected to the schools forum by the proprietors of the Academies in the authority's area.
5. The LA must appoint non-schools members to the Forum comprising:
 - (e) one or more persons to represent the local authority 14-19 partnership(1); and
 - (f) one or more persons to represent early years providers.

The LA may appoint additional non-schools members to the Forum to represent the interests of other bodies.

Prior to making any such appointment the LA must consider whether the following bodies should be represented:

- the Diocesan Board of Education for any diocese any part of which is situated in the authority's area;
- the Bishop of any Roman Catholic Diocese any part of which is situated in the authority's area;

- where there are any schools or Academies within the authority's area that are designated under section 69(3) of the Act(2) as having a religious character (other than Church of England or Roman Catholic schools), the appropriate faith group in respect of any such school or Academy.

6. Having taken 2019 pupil numbers into account, the Local Authority has determined that the Bristol Schools Forum membership shall comprise:

Phase	Pupils	Proposed membership entitlement		Pupils per member
		Headteacher/SLT (12)	Governors (12)	
PRU		1		
Nursery/early years		1	1	
Special		1	1	
Primary pupils	36,154	7	7	2,582
of which: in LA maintained schools:	16,012	Split as follows: 3	Split as follows: 3	2,669
in Academies	20,142	4	4	2,518
Secondary	21,812	4	4	2,726
of which in LA maintained schools:	3,267	Split as follows: 1	Split as follows: 1	1,633
in Academies	18, 545	3	3	3,091
Total		27		

Organisation	Number of members
Church of England Diocesan Board	1
Roman Catholic Diocesan Board	1
Post 16 Providers	1
PVI Early Years	1
Trades Unions	2
Total	6

PROCEDURE FOR DETERMINATION OF MEMBERS

7. The following processes will apply to the constituent groups in determining membership of the Forum, in accordance with, *the Schools Forums: Operational and Good Practice Guidance, issued December 2015*.

HEADTEACHER MEMBERS OF THE SCHOOLS GROUP

8. Representatives will be sought by the Clerk from all Heads in each phase as necessary. If there are more candidates than vacancies, the LA will provide all Heads with ballot papers and copies of the expressions of interest of candidates to be returned in the timeline set out on the ballot paper.

GOVERNOR MEMBERS OF THE SCHOOLS GROUP

9. Self-nominations and pro-forma expressions of interest will be sought from all governors of LA maintained schools in each phase as necessary. If there are more candidates than vacancies, the LA will provide Chairs of Governors of the relevant schools a ballot paper and copies of the expressions of interest of candidates. Chairs of Governors will be responsible for returning completed ballot papers on behalf of their Governing Body in the timeline set out on the ballot paper.
10. Nominations and expressions of interest for the Academy Governor places will be sought from all Academy Governing Bodies. In the case of there being more than one nominee, the Clerk shall make arrangements for a ballot as set out in paragraph 8 above for LA Maintained schools.

NON SCHOOLS GROUP AND OBSERVERS

11. The appropriate bodies named in the Non-Schools' Group and list of observers shall nominate representatives to the clerk for appointment to the Forum. A Non Schools Group representative may nominate a substitute who has to be approved by the appropriate body.

ADDITIONAL CRITERIA

12. The Executive member and officers employed by the LA who have a role in the strategic resource management of the authority may not be Members of the Forum
13. In all cases a person who holds multiple offices/positions which results in them being eligible for membership of one or more groups (e.g. a governor at a primary school and a secondary school) can only be appointed to represent one of those groups.

BUDGET

14. The Local Authority will agree a budget with the Forum each financial year to cover planned expenditure.

SCHOOLS FORUM REGULATIONS (England) 2012

Guidance

1. The main changes to these regulations relate to the membership and proceedings of Schools Forums. These regulations came into force on 1 October 2012.

Membership

2. The requirement that schools and Academies should have broadly proportionate representation according to pupil numbers in each category was maintained (**regulation 4(6)**). There was concern that the composition of Schools Forums has not changed quickly enough to reflect the pace of academy conversions. Local authorities were required to ensure their Schools Forum was compliant with this requirement based on the pupil numbers in each category.
3. There was no longer a requirement to have a minimum of 15 people on Schools Forum. Smaller authorities in particular may therefore wish to review the total size of their Schools Forum.
4. Where there was at least one maintained secondary school in an authority, at least one schools member must be a representative of a secondary school (**regulation 4(7)**). This is consistent with the arrangements for Academies, maintained nursery schools, maintained special schools and maintained Pupil Referral Units. Many authorities now have very few maintained secondary schools, so this will provide minimum representation as with other minority types of school.
5. In order to reflect their status of having a delegated budget from April 2013, where the authority maintains one or more Pupil Referral Units (PRUs) they were required to have a representative on the Schools Forum, who counts as a schools member (**regulations 4(10) and 5(2)(e)**).
6. Among the members representing maintained schools, at least one must be a representative of governing bodies and at least one must be a representative of headteachers (**regulation 4(5)**).

Proceedings

7. There is a restriction on local authority members and officers who are not members of the Schools Forum taking part in its meetings (**regulation 8(4)**). Participation will be limited to a Lead Member for education, children's

services or resources, Director of Children's Services (or their representative), Chief Finance Officer (or their representative) or officers who are providing specific financial or technical advice to Schools Forum. Other officers will be able to participate where they are presenting a report, but their participation must be limited to their specific agenda item.

8. The Education Funding Agency (EFA) has been granted observer status at Schools Forum meetings (**regulation 8(4)(f)**). This will provide support to the local process and provide a national perspective if members think it helpful.
9. With regards to voting, only schools members (which includes mainstream schools, Academies, special schools and PRUs) and representatives of the Private, Voluntary and Independent (PVI) sector are able to vote on the funding formulae (**regulation 8(10)**).
10. Additional requirements for the transparency of Schools Forum include holding all Schools Forum meetings in public and publishing Schools Forum papers, minutes and decisions in public areas of the local authority website (**regulations 8(2) and 8(13)**).
11. In order to reflect the complete delegation of funding for some services, the requirement to consult Schools Forums annually about arrangements for free school meals and insurance has been removed.

BRISTOL SCHOOLS FORUM

ADVICE NOTES CONCERNING DECLARATIONS OF INTEREST

In considering the declaration of an interest, a Member of the Forum should apply the following test: would a member of the public, knowing the facts of the situation, reasonably think that the member might be influenced by the interest?

A prejudicial interest would include the situation whereby a proposal uniquely affects either a school at which they are a headteacher/governor or which their children attend.

Any member who requires advice/guidance concerning declarations of interest or any other issue concerning the Forum should contact the Clerk in the first instance.