

# GATESHEAD SCHOOLS FORUM AGENDA

Thursday, 11 February 2021 at 2.00 pm in the Brockett Room, Dryden Centre

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From the Chief Executive, Sheena Ramsey

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Item	Business
1	<b>Apologies</b>
2	<b>Minutes</b> (Pages 3 - 6)  The Forum is asked to approve as a correct record the minutes of the last meeting held on 7 January 2021
3	<b>Growth Fund Applications</b> (Pages 7 - 12)  Carole Smith, Resources and Digital
4	<b>High Needs Commissioned Places</b> (Pages 13 - 16)  Carole Smith, Resources and Digital
5	<b>Dedicated Schools Grant - Quarter 3</b> (Pages 17 - 18)  Claire Reid, Resources and Digital
6	<b>Date and Time of Next Meeting</b>  18 March 2021 at 2.00pm

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## GATESHEAD METROPOLITAN BOROUGH COUNCIL

### GATESHEAD SCHOOLS FORUM MEETING

Thursday, 7 January 2021

#### PRESENT:

Ken Childs (Chair)	Special Schools Governor
Andrew Fowler	Secondary Academies
Alison Hall	Primary Maintained Schools
Paul Harris	Primary Maintained Schools
Denise Kilner	Nursery Sector Representative
Julie Goodfellow	Primary Academy Headteachers
Steve Haigh	Secondary Academy Headteachers
Peter Lague	Trade Union Representative
Mustafaa Malik	Primary Headteachers
Michelle Richards	Special School Headteachers
Domenic Volpe	Maintained Secondary Headteachers
Councillor Sheila Gallagher	Elected Member
Adele Brown	Pupil Referral Units
Andrea Riley	Secondary Faith Academies

#### IN ATTENDANCE:

Councillor Gary Haley	Gateshead Council
Joanne Whitehead	NEU (Observer)
David Bailey	Whickham School (Observer)
Carole Smith	Gateshead Council
Anthony Ward	Gateshead Council
Steve Horne	Gateshead Council
Rosalyn Patterson	Gateshead Council

#### 1 APOLOGIES

Apologies for absence were received from Andy Ramanandi, Ethel Mills and Brendan Robson.

#### 2 MINUTES

The minutes of the meeting held on 10 December 2020 were agreed as a correct record.

#### 3 DEDICATED SCHOOLS GRANT SETTLEMENT 2021/22

The Forum received a report confirming the 2021/22 DSG funding settlement received on 17 December 2020.

The settlement for Gateshead is an estimated £168.449m, an increase of £11.708m from last year.

In terms of the Early Years Block, the Early Years hourly funding rate has increased by £0.06 per hour to £4.67. Two year old funding has increased by £0.08 per hour to £5.36. Funding rates for Disability Access Funding (EY DAF) and Early Years Pupil Premium (EYPP) have not changed. The Maintained Nursery Supplement (MNS) has decreased as only the first five months of funding is guaranteed.

The Central Schools Services Block has an overall reduction of £31,713.

The Schools Block has increased, however this is due to the DfE including the teachers pay and pension grants (TPPG), this amounts to £5m. The Primary Unit of Funding (PUF) has increased to £319.55 and the Secondary Unit of Funding (SUF) increased to £481.30. It was noted that, although there has been an increase, this is not as much as on face value as the TPPG is included. Growth funding has decreased significantly from last year and it was noted that this is expected to be the last year there will be significant amounts of this funding. In terms of pupil numbers, there has been decrease of 255 pupils in primary school and an increase of 233 pupils in secondary schools. It is expected that this trend will continue as birth rates have reduced.

The High Needs Block (HNB) has increased by £3.097m since the initial December 2020 settlement. Basic entitlement is up by £660. £87,692 has also been added to the HNB for TPPG.

It was reported that annual pupil premium rates are to stay the same. The Covid-19 workforce grant was announced but it was noted that the majority of schools in Gateshead would have difficulty claiming for this.

- RESOLVED - That the Schools Forum noted;
- The estimated Early Years Block
  - The Central Schools Services Block
  - The Schools Block
  - The High Need Block allocation
  - The other grant information

#### **4 MAINSTREAM SCHOOL FUNDING PROFORMA 2021/22**

The Forum received a report on the proposed Authority Proforma Tool (APT), which was received on 15 December 2020. The settlement received on 17 December 2020 gave Gateshead's mainstream schools £124.515m for 2021/22, an increase of £8.797m from the previous year, but includes the increase for the TPPG.

The funding was used to calculate mainstream schools' individual budgets. Prior to modelling adjustments were made, for example the PFI factor was re-calculated to take into account the changes in pupil numbers and de-delegation was input.

It was noted that there are a number of funding pressures; increase in secondary pupils, significant increase in the number of FSM pupils, IDACI bandings changed which has moved pupils around the banding with no clear pattern.

It was reported that, due to the distribution of pupils across the primary and secondary sector, a funding shortfall was produced using the model approved by Schools Forum. Therefore, further modelling was undertaken and the proposed proforma produced.

The point was made that schools with significant increases will be pupil driven, therefore is it correct to cap. It was suggested that MFG was set up to prevent schools from losing money and was to create stability, therefore is it correct that the MFG is at the expense of capping. It was confirmed that there was an increase in minimum amount of per pupil funding which cannot be capped so now there is more complexity around the issue.

RESOLVED - That the Schools Forum approved the factor values in appendix 1 and noted the information in appendix 2 and 3.

## **5 DE-DELEGATION TRADE UNION FACILITY TIME AND MATERNITY CREDITS**

The Forum received a report on options for de-delegation and views were sought on what services should be retained centrally.

The report focused on proposals for staff costs – maternity credits and Trade Union Facility Time (TUFT) where it was proposed to de-delegate on the same basis as the previous 4-5 years.

- RESOLVED -
- (i) That Schools Forum consults with their respective phases on the possible areas of de-delegation and brings their views to enable Schools Forum to make a decision on de-delegation.
  - (ii) That for the January submission of the APT the level of de-delegation is maintained for TUFT and maternity credits at £4 per pupil and £8 per pupil respectively.

*\*Mustafaa Malik declared a pecuniary interest in this item.*

## **6 FORMER EDUCATION SERVICES GRANT**

A report was received seeking approval to centrally retain the former retained duties element of the Education Services Grant (ESG) which was mainstreamed into the DSG in 2017.

The retained duties element for 2021 has been calculated as £358,012.

It was suggested that it may be worthwhile to discuss the guidance which shows a list of what is chargeable to schools. It was noted that resources are currently tight but that this could potentially be looked at in the future when there is more capacity to do so.

RESOLVED - That the Schools Forum approved the central retention of funding allocated for retained duties.

## **7 SCHEME FOR FINANCING SCHOOLS CONSULTATION RESPONSE**

A report was presented to the Forum on the consultation into revisions to the scheme for financing schools. It was noted that no responses had been received.

The main changes in the consultation are that it is now mandatory for each school to submit a 3-year budget forecast each year. Schools must also plan for deficit budgets and submit a recovery plan to the local authority when their revenue deficit rises above 5%. There has been clarification of wording in relation to audit certificates of private funds, proportion of budget shares for maintained schools, surplus balances and licensed deficits.

- RESOLVED -
- (i) That the Schools Forum noted that there were no responses to the consultation on Gateshead's Scheme for Financing Schools.
  - (ii) That the Schools Forum approved the mandatory and proposed changes to Gateshead's Scheme for Financing Schools.
  - (iii) That the Schools Forum approved the proposal that the changes to the Scheme to come into force 1 April 2021.
  - (iv) That the Schools Forum noted that a copy of the updated Scheme will be available on the Council's website and a copy will be sent out to all maintained schools.

## **8 DATE AND TIME OF NEXT MEETING**

The next meeting will be held at 2pm on Thursday 11 February 2021.

**TITLE OF REPORT: Growth Fund Applications**

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**Purpose of the Report**

1. To inform Schools Forum that there has been two applications for Growth Funding which have both been turned down.

**Background**

2. The Growth Fund Procedure has been in place since December 2014 and has been updated a number of times to reflect the changing circumstances of schools in Gateshead. The current procedure was approved by Schools Forum November 2020.
3. The current criteria for the Growth Fund have been checked and passed for compliance by the Department for Education.

**Emmaville Primary School**

4. Emmaville Primary School made an application to the Growth Fund for funding for pupil growth from September 2020.
5. The School was expanded with the support of the local authority and as a result of basic need.
6. However, the increase of 7 pupils between October 2019 and October 2020 did not meet the growth threshold of more than 16 pupils or a 10% increase in pupil numbers.

**Whickham School**

7. Whickham Secondary School made an application to the Growth Fund for funding for pupil growth from September 2020.
8. The School has expanded and taken above their PAN at the request of the local authority.
9. However, the increase of 13 pupils between October 2019 and October 2020 does not meet the threshold of more than 40 pupils or 8% of their total roll excluding post 16 pupils.

## **Proposal**

10. That Schools Forum notes the applications for Growth Funding by Emmaville Primary School and Whickham Secondary School, and notes that both schools have had their applications turned down.
11. Both schools can appeal the officer decision. If an appeal is made, a subgroup of Schools Forum will be set up to review the initial growth fund application, together with any additional information a school may want to submit. A representative from the school may also attend part of the subgroup meeting.

## **Recommendations**

12. That Schools Forum notes that both applications for Growth Funding have been turned down and both schools have the right of appeal to a Subgroup of Schools Forum

## **For the following reasons: -**

- To adhere to the Growth Funding Procedure approved by Schools Forum

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**CONTACT: Carole Smith ext. 2747**

## Appendix 1

# GROWTH FUND PROCEDURE Updated for 2020/21

## INTRODUCTION

### GROWTH FUND INTRODUCTION

From 2019/20 the Dedicated Schools Grant contains a formula for growth funding in schools by comparing the most recent October pupil numbers to the previous October pupil numbers at the middle supper output level to calculate the growth in pupil numbers. Local authorities are able to either use some or all of this growth funding or add additional funding from the schools block to create a Growth Fund to support schools which are required to provide extra places in order to meet basic need within the authority or new schools. The Growth Fund can also support pre-opening and reorganisation school costs. The Growth Fund may not be used to support schools in financial difficulty. As the Growth Fund is within the schools block it is only available for pupils aged 5-15 in mainstream schools. It cannot be used to support growth for under-5 or post-16 pupils or special schools.

The Growth Fund is ring-fenced so that it is only used for the purposes of supporting growth in pupil numbers to meet basic need for the benefit of both mainstream maintained schools and academies. Any funds remaining at the end of the financial year can be rolled forward into the following year's growth fund.

**Any growth or expansion due to parental preference will not be eligible to be funded from the growth fund, i.e. if pupils could be accommodated in another primary school within a 2 mile radius of the growing primary school, secondary schools to be reviewed on a case by case basis.**

### GATESHEAD CRITERIA FOR ACCESSING GROWTH FUNDING

A growing school is defined as: -

- A school where there is a planned increase in Planned Admission Number (PAN), and which has not had the full set of admission in-take. For example, an increase in PAN in September 2019 may still be having an impact in 2025/26.
- A school where the capacity has been increased, with planned expenditure on buildings, which has been agreed/supported by the Local Authority.
- A school where an increase in pupil numbers has been agreed with, and specified by, the Local Authority as a consequence of a delay in the opening of a new school or implementation of a capital programme that would have increased the size of a neighbouring school.
- A school/academy carries out a formal consultation at either the request of or supported by the Local Authority to increase their PAN.
- A school that admits pupils above their PAN to accommodate pupil numbers within the Local Authority at the request or supported by the Local Authority
- Schools that admit pupils in year groups other than reception or year 7 because of a closing school at the request of or supported by the Local Authority

- A new school that has been created with the support of the Local Authority and takes children in for the first time in either reception or year 7

## PREDICTED OR ACTUAL GROWTH

Where the predicted numbers for a Primary School (excluding nursery classes) for the following September show an increase of more than 16 pupils or 10% of their total roll, due to basic need, that requires the running of an additional class, schools may be able to access additional funding.

Where the predicted numbers for a Secondary School for the following September show an increase of more than 40 pupils or 8% of their total roll (excluding Post-16), due to basic need, that may require the running of an additional class or higher than anticipated staffing levels, they may be able to access additional funding.

Where reception or year 7 numbers increase to the extent that an additional class or classes are required. These instances will be reviewed on an individual basis.

Where a school takes pupils not in reception or year 7 due to a closing school at the request of or supported by the Local Authority, there will be no lower limit on this number.

Where a school takes pupils over their PAN in reception or year 7, historic patterns of year 7 intake will be considered as well as children from other LA's.

Children moving school on a nonstandard date, (Start of the autumn term for all schools and start of spring term for reception age children), as these children will be captured in a schools mobility data.

## LEAD IN COSTS

New schools will be allocated an amount of £68,700 (2021/22) that can be used as the governing body see fit to fund any lead in costs and initial resources. This funding is in addition to the lump sum included within each school budget share.

To recognise that schools may require this funding prior to opening, funding is available to schools up to one year (three terms) in advance of the planned opening date. The funding will be phased as follows or paid in the term before opening as one payment:

- £20,000 three terms prior to opening
- £20,000 two terms prior to opening
- £28,700 the term before opening

In the event that the academy trust does not proceed with the new school and withdraws academy sponsorship, then any allocation made should be repaid in full to Gateshead Council within 10 working days of notifying Gateshead Council that the sponsor has withdrawn.

## FUNDING A NEW SCHOOL – BUDGET SHARE METHODOLOGY

To calculate the pupil led factors for a new school's budget share, data relating to pupils attending an existing local school deemed most suitable will be used. It could either be a school with the same or a similar catchment area or a school with anticipated similar

characteristics. Business Partner – Schools in consultation with Education Gateshead and Schools Forum will decide the most appropriate data set to use.

## FUNDING FOR GROWTH

When applying for growth funding, schools will be required to provide evidence that an additional class or tutor group would be required to meet increasing numbers. (Views will also be sought from appropriate Education Gateshead officers).

Allocations will be calculated per additional pupil using the applicable AWPU rates for Primary, Secondary KS3 and Secondary KS4 pupils.

Amounts payable to maintained schools will be pro-rata for the 7/12th period September to March. Amounts payable to academies will be for the full academic year as academy budgets run from September to August. For new schools this will be dependent on their opening date.

An upper threshold will also be applied so no primary school can receive more than £40,000 and no Secondary schools more than £68,500 for the 7/12th period September to March and no Primary academy can receive more than £65,000 and no Secondary academy more than £111,400 for the full academic year.

For school receiving funding for taking pupils from closing schools not in reception or year 7 funding will be based on the average per pupil funding of that school. Maintained schools will receive 7/12<sup>th</sup> funding and academies for the full academic year.

Initial growth funding allocations would be based on admissions data and demographic forecasts to aid schools with budget setting (May/June). Where there is uncertainty or disagreement around the predicted pupil numbers, funding will not be allocated until receipt of the actual October census data.

The LA will undertake a mid-year review, based on the October Census, but no additional funding would be allocated to schools where funding had already been agreed unless actual growth was at such a level that significant additional costs had been incurred. In instances where schools had not qualified for additional funding based on the original estimates, additional funding would only be allocated if the school could demonstrate additional costs had been incurred to support the additional pupils.

In instances where actual growth was at lower levels than original estimates schools will not be subject to claw-back on any funding already allocated.

Where the growing school numbers require more than one additional class (numbers over 50) funding caps will be doubled.

## AMENDMENTS

It is possible to amend the criteria for allocating growth funding during the year where this becomes necessary, however the revised criteria must be submitted to the EFA for compliance checking and must also be approved by Schools Forum before the revised criteria can be implemented.

## **Appendix A – Examples**

### **Primary School A - Growth Funding Example**

October Census 2018 195 pupils  
Predicted September 2019 Numbers (Based on Admissions data and Demographic Forecasts) 216 pupils  
Increase 21 pupils in reception  
Increase % 10.8%  
Growth Funding Allocation per Pupil £2,817.22  
Estimated Additional Funding (7/12ths- Sept 19 to Mar 20)  
£34,510.95, therefore would be funded at £34,510.95

### **Primary Academy B - Growth Funding Example**

October Census 2018 225 pupils  
September 2019 Numbers (Based on Admissions data and Demographic Forecasts)  
251 pupils  
Increase 26 pupils in reception  
Increase % 11.5%  
Growth Funding Allocation per Pupil  
£2,817.22  
Additional Funding (Full academic year) £73,247.72, therefore will fund at £73,247.75.

### **Secondary Academy D - Growth Funding Example**

October Census 2014 1,374 pupils

October 2018 Numbers (Based on Admissions data and Demographer's Forecasts)  
1,415 pupils  
Increase 41 pupils  
Increase % 3%  
Increase in KS3 31  
Increase in KS 4 10  
Growth Funding Allocation per KS3 Pupil £3,841.81 = £119,096.11  
Growth Funding Allocation per KS4 Pupil £4,385.81 = £43,858.10  
Additional Funding (Full academic year)  
£162,954.21  
Capped to overall limit  
£111,400

**TITLE OF REPORT: Commissioning Arrangements for High Needs Places  
2021/22**

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### **Purpose of the Report**

1. To bring to Schools Forum the proposed commissioning arrangements for High Needs Places for 2021/22.

### **Background**

2. The Schools and Early Years Finance Regulations (England) require Schools Forum to be consulted on the commissioning arrangements for high needs places. This includes all places for special education needs (SEN) and alternative provision places commissioned by the local authority (LA), and the arrangements for paying top-up funding.
3. Not all places are currently agreed and therefore these numbers could be subject to change.

### **Commissioning Process for 2021/22**

4. As in 2021/21, all special schools and the Pupil Referral Unit (PRU) will receive funding of £10,000 per commissioned place. Additionally Resources Mainstream Schools (ARMS) will receive £6,000 per place for a pupil that is main or current registered at the school and £10,000 for a vacant place or a pupil subsidiary registered at the school.
5. In addition to this and according to national funding policy, the LA will pay a locally agreed top-up to settings if and where they are necessary. The top-ups may vary between settings depending on the complexity of pupils' needs in the particular establishment. This top-up will only be paid for pupils on roll and will move in real time with the pupils.
6. The LA gathers data and intelligence to support the annual commissioning process by:
  - Looking at retrospective data and trends
  - Reviewing special schools' current pupils and pupils that will leave at the end of the academic year
  - Discussion with school headteachers
  - Estimating needs for new special placements by analysing information from:

- the early years' service
- annual moderation process
- other intelligence from the casework officer team and other services

## Commissioned Places

7. The below table shows the proposed commissioned places for 2019/20 within the LA

<b>Commissioned Places 2019/20</b>				
<b>Additionally Resources Mainstream Support Bases</b>				
	KS1	KS2	KS3 & 4	Notes
Bede	8			
Swalwell	10			
Brandling	4	4		
Rowlands Gill	8			
Whickham Comprehensive			13	+3 Post 16
Thorpe Academy			13	+ 2 Post 16
<b>Special Schools</b>	Pre 16	Post 16		
Dryden	35	11		
Eslington	68			
Furrowfield	71			
Gibside	170			
Hill Top	88	17		
The Cedars	170	20		
<b>Alternative Provision</b>	Pre 16	Post 16		
Pru	103			
<b>Post 16</b>				
Gateshead College		59		

## Proposal

8. That Schools Forum notes the contents of the report and proposed commissioning of the above places.

## Recommendations

9. Schools Forum notes the report.

**For the following reasons:-**

- To adhere to the requirements of the Schools and Early Years Finance Regulations (England)

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CONTACT: Carole Smith Ext.2747

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**TITLE OF REPORT: Dedicated Schools Grant Revenue Q3 2020/21**

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## **Purpose of the Report**

1. To inform Schools Forum of the quarter 3 (November 2020) projected outturn position of Dedicated Schools Grant (DSG) for 2020/21.

## **Background**

2. The DSG is made up of four funding blocks:
  - The **Early Years (EY) block** for 2 and 3 & 4-year-old funding;
  - **Mainstream Schools block** which includes some centrally held and de-delegated funding;
  - **High Needs block (HNB)** which includes special schools, alternative provision and top-ups to maintained schools and academies; and
  - **Central Services Schools block** which includes central functions carried out on behalf of schools, for example, licences, schools' admissions, pension costs.
3. Schools Forum receives details of DSG revenue monitoring throughout the financial year, with the format presented based on the expenditure headings of the Section 251 statement. Details are provided in Appendix 1.
4. The revised Council-lead DSG budget for 2020/21 is £105.673m as reported previously. At quarter 3, the projected year-end outturn for the year was £104.958m, an underspend of £0.715m, which is a movement of £0.107m since quarter 2. The projections are based on expected activity at the time of preparing the report. The main areas of movement relate to: an increase in the projected spend on Early Years as a consequence of decisions made around funding providers for the Autumn term; and, a further reduction in expected spend on Alternative Provision in the High Needs Block due to low numbers of exclusions.
5. The balance of the DSG reserve at 31 March 2020 was £1.212m. It is forecast that the balance will increase to £1.729m at 31 March 2021. The movement of £0.517m accounts for the current projected underspend offset by a clawback of £0.198m in relation to the 2019/20 EY adjustment, as set out in Appendix 1.

## **Proposal**

6. That Schools Forum notes the content of the report.

## **Recommendations**

7. That Schools Forum notes the content of the report.

## 2020/21 DSG Revenue Monitoring Quarter 3

DSG Area	Total Approved Budget £'000	Outturn £'000	Variance £'000	Comments/Notes
Maintained Schools Budget Share	75,874	75,874	0	
<b>DEDELEGATION</b>				
Contingencies	0	2	2	
Behaviour support services	211	211	0	
Support to UPEG and bilingual learners	268	268	(0)	
Staff costs	180	180	(0)	Maternity Credits & TU facilitator costs
<b>HIGH NEEDS BUDGET</b>				
High Needs Budget (including Special Schools, PRU and Additional Support Top-ups)	18,296	17,842	(454)	+£145k Independent schools -£120k Special schools - OOB income -£295k Alternative provision -£145k Staff slippage
<b>EARLY YEARS BUDGET</b>				
2,3 and 4 year-olds funding to PVI's	9,152	8,897	(255)	-£213k 3/4 year-olds, -£132k 2 year-olds, -£68k staff costs, -£23k DAF, +£117k sustainability grant, +£65k use of reserve to support transition
<b>CENTRAL PROVISION WITHIN SCHOOLS BUDGET</b>				
Contribution to combined budgets	488	488	(0)	
School admissions	127	124	(3)	
Servicing of schools forums	116	112	(4)	
Termination of employment costs	313	313	0	Premature Retirement costs
Pupil growth/ Infant class sizes	150	150	0	
Other Items	140	140	0	CLA/ MPA Licences top sliced from DSG for all school licences
Statutory/ Regulatory duties	358	358	0	ESG topslice agreed by Schools Forum
<b>TOTAL DSG</b>	<b>105,673</b>	<b>104,958</b>	<b>(715)</b>	Appropriated to DSG reserve

	£'000	Comments/Notes
Reserves balance at 31 March 2020	(1,212)	
Appropriation to reserve: in year adjustments	198	EY 19/20 clawback
Appropriation (to)/from reserve: in-year (surplus)/deficit	(715)	
<b>Projected reserve balance at 31 March 2021 (surplus) / deficit</b>	<b>(1,729)</b>	