



## *GATESHEAD SCHOOLS FORUM AGENDA*

**Thursday, 11 November 2021 at 2.00pm to be held virtually via Microsoft Teams**

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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 30 September 2021.
3	<b>Mainstream School Funding Review</b> (Pages 7 - 12)  Carole Smith – Resources and Digital
4	<b>Growth Funding</b> (Pages 13 - 14)  Carole Smith – Resources and Digital
5	<b>Financial Difficulty Funding</b> (Pages 15 - 24)  Carole Smith – Resources and Digital
6	<b>Maternity Credits and Trade Union Facility Time</b> (Pages 25 - 28)  Carole Smith – Resources and Digital
7	<b>National Insurance Contributions Increases</b> (Pages 29 - 30)  Carole Smith – Resources and Digital
8	<b>Date and Time of Next Meeting</b>  Thursday 9 December 2021 at 2pm.

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## GATESHEAD METROPOLITAN BOROUGH COUNCIL

### GATESHEAD SCHOOLS FORUM MEETING

Thursday, 30 September 2021

#### PRESENT:

Peter Largue (Chair)	Trade Union Representative
Sarah Diggle	Secondary Maintained Governors
Jacqui Ridley	Primary Governors
Andrew Fowler	Secondary Academies
Alison Hall	Primary Maintained Schools
Denise Kilner	Nursery Sector Representative
David Brophy	Secondary Academy Governors
Steve Haigh	Secondary Academy Headteachers
Mustafaa Malik	Primary Headteachers
Ethel Mills	PVI Sector Representative
Andrew Ramanandi	Primary Headteachers
Domenic Volpe	Maintained Secondary Headteachers

#### IN ATTENDANCE:

Carole Smith	Gateshead Council
Terence Appleby	Gateshead Council
Anthony Ward	Gateshead Council
Julie McDowell	Gateshead Council
Rosalyn Patterson	Gateshead Council

#### 1 APOLOGIES

Apologies for absence were received from Cllr Sheila Gallagher, Julie Goodfellow, Christina Jones and Steve Horne.

#### 2 MINUTES

The minutes of the meeting held on 16 September 2021 were agreed as a correct record.

##### Matters Arising

Kingsmeadow School has submitted its response to the School Funding Consultation.

#### 3 FAIR ACCESS AND EDUCATIONAL PSYCHOLOGISTS

Forum received a report on the potential gap in funding and Educational Psychology provision which is linked to the Fair Access process.

It was reported that Fair Access Protocols have been streamlined in response to the introduction of a revised Schools Admission Code 2021. This means that children

who would previously have been allocated a place through the Fair Access Panel may now be allocated a place via the in-year admissions process. This may impact negatively those schools with surplus places who may not be able to re-direct an in-year admission request to the Fair Access Panel. The financial support through this process would therefore not be available and thus place the school and the child at a disadvantage.

Forum was asked to consider the proposal that Fair Access and Pupil Placement Panel consider representations from schools with regards to children that they have received via in-year admission process to access the transfer of funding.

The Forum agreed that the money and support should follow the child where needed.

Concern was also raised that some school who have spaces will take more children than they would have through the Fair Access process and therefore this will result in additional pressure on schools and a knock on effect on behaviour which needs to be considered. It was hoped that issues such as this would be taken up with Cluster Leads.

RESOLVED - That the Forum agreed the proposals contained in the report.

#### **4 SCHOOL FUNDING ANNOUNCEMENTS**

The Forum was provided with a summary of the funding announcements released by the DfE in July.

It was noted that those members who volunteered for the sub-group will receive meeting invites over the next couple of weeks.

RESOLVED - That the Schools Forum noted the information in the report.

#### **5 DSG QUARTER 1 REPORT**

A report was presented on the quarter 1 projected outturn position for DSG for 2021/22.

Currently there is an underspend of £868,000, mainly due to HNB top-ups. The Early Years adjustment is not yet known, but is expected in November, and will reduce the underspend.

RESOLVED - That the Schools Forum noted the content of the report.

#### **6 EARLY YEARS INCLUSION FUND CONSULTATION OUTCOME**

The Forum received the outcome of the Early Years Inclusion Fund consultation.

It was reported that 11 responses were received and only two of them contained comments. It was therefore proposed that the Forum approved the changes be implemented for this financial year and that payments be made to PVI's in the

Autumn term and maintained schools will be notified of their allocation. However, thereafter inclusion fund payments will be paid in the summer term.

It was confirmed that this would be an automatic allocation and would be regardless of number, however officers are looking at the gap in funding.

RESOLVED - That the Schools Forum approved the change in the Inclusion Fund calculation method and that payments for 2021/22 would be made in the autumn term and from 2022/23 onwards would be in the summer term.

## **7 GROWTH FUND (XP) CALCULATION**

Forum received a report on the DfE agreement of XP Gateshead funding for the financial year 2021/22 and what was discussed at July's meeting of the forum.

RESOLVED - That the Schools Forum approved the funding of XP Gateshead from Gateshead's growth fund for the financial year 2021/22.

## **8 WORKING TIME REGULATION OUTCOME**

The Forum received a report on compensation payments for backdated holiday pay.

RESOLVED - That the Schools Forum noted the report.

## **9 SCHOOL RATES FUNDING FROM 2022/23**

The Forum received a report on the DfE's intention to centrally pay all mainstream school National Non-Domestic Rates (NNDR).

Previously NNDR's were paid through the APT but now rates bills will go direct to the EFSA and billing authorities will supply schools with payment information to allow them to account for NNDR.

In addition all local authority maintained schools are asked to register buildings which are not used to deliver education for pupils at the school as a separate entity on the Valuation Office Agency rating list.

RESOLVED - That the Schools Forum noted the contents of the report and that changes to the NNDR process will take place from April 2022.

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

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

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**TITLE OF REPORT: Mainstream School Funding Review**

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**Purpose of the Report**

1. To bring to Schools Forum of the work that has been undertaken to review the mainstream school funding formula for 2022/23.

**Background**

2. Gateshead's Schools Forum usually has a subgroup to review the mainstream school formula. However, Gateshead's formula is so close to the national funding formula (NFF) it was thought that the formula review could be conducted within Schools Forum. Gateshead's formula currently only has two factors that are not at the NFF value, secondary FSM<sub>e6</sub> and primary mobility.
3. Secondary FSM<sub>e6</sub> 2021/22 actual formula value of £881 is only £16 per pupil higher than the NFF factor value of £865 for 2022/23. There is a larger difference for primary mobility of £275 per pupil as 2021/22 factor value is £1,200 per pupil and NFF for 2022/23 is £925.
4. The Department for Education consulted on the sparsity factor within the NFF earlier this year. This factor has never effected any Gateshead's schools and formula as no schools qualified for this factor. Data produced for the consultation to move from distance measuring from as the "crow files" to shortest road distance still does not see any of Gateshead's schools attract this funding.
5. The DfE provided an indicative DSG settlement in the summer based on October 2020 school census but the updated primary and secondary units of funding. This gave an estimated settlement of £127.6m and does not include any additional growth funding.
6. As per the usual process number of funding models were constructed.
  - Model 1 – reconstruction of 2021/22 formula and factor values minimum funding guarantee (MFG) set at 2%
  - Model 2 – inclusion of XP Gateshead – the only additional cost should be rates and lump sum as all the other factors funding is a re-distribution from other schools.
  - Model 3 – using new NFF factor values (but capping and scaling as per 2021/22)
  - Model 4 – capping and scaling removed – model could be affordable if there are no swings in data (e.g. increase in number of FSM children etc.)
  - Model 5 – Secondary FSM<sub>e6</sub> difference to NFF factor value £16, halved and added to NFF value – factor value of £873. This distributed an additional

£23,729 via the factor value to secondary schools, but only £18,855 in actual funding due to the minimum per pupil allocation decreasing.

- Model 5a – primary mobility difference to the NFF value is £275, halved and added to the NFF factor value of £925 gives a factor value of £1,062.50. when modelled the higher factor value distributed £5,651 via the factor value, but the actual increase in funding would be £3,240 due to the minimum per pupil allocation decreasing. There is also some question over the primary mobility numbers for 2021/22 due to Covid-19 and the mobility numbers could increase for 2022/23

The Growth Fund is the subject of a later report.

## **Proposal**

7. It is proposed that Schools Forum adapts the NFF factor values (appendix 1) for the 2022/23 mainstream school funding formula and if possible when the actual settlement and APT is received for 2022/23 any affordability issues be managed via capping and scaling in the first instance and MFG if that is still not affordable. The outcomes of this proposal and the comparator to 2021/22 actual funding is in appendix 2. If the proposal is agreed by Schools Forum, then a short consultation document with questions will be sent to all maintained schools and the response reported to Schools Forum in December 2021.

## **Recommendations**

8. Schools Forum approves the proposal to adopt the NFF factor values and any affordability issues are managed through capping and scaling and MFG. Schools Forum agrees that a short consultation should be held with all mainstream schools on the proposed changes to the mainstream school funding formula.

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

- To consult with all mainstream schools on the proposed changes to Gateshead's mainstream school funding formula.
- To enable Gateshead's mainstream schools funding to be calculated for 2022/23.

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**CONTACT: Carole Smith ext. 2747**

## Appendix 1

### Factors

### Unit Values

Basic per pupil Funding	Gateshead 2021/22	NFF 22/23	Difference
Primary AWPU	3123	3217	<b>£94</b>
KS3 AWPU	4404	4536	<b>£132</b>
KS4 AWPU	4963	5112	<b>£149</b>
Primary Minimum Per Pupil funding	4180	4265	<b>£85</b>
Secondary Minimum Per Pupil funding	5415	5525	<b>£110</b>
Primary FSM	460	470	<b>£10</b>
Secondary FSM	460	470	<b>£10</b>
			<b>£0</b>
Primary FSM6	575	590	<b>£15</b>
Secondary FSM6	881	865	<b>-£16</b>
Primary IDACI A	620	640	<b>£20</b>
Primary IDACI B	475	490	<b>£15</b>
Primary IDACI C	445	460	<b>£15</b>
Primary IDACI D	410	420	<b>£10</b>
Primary IDACI E	260	270	<b>£10</b>
Primary IDACI F	215	220	<b>£5</b>
Secondary IDACI A	865	890	<b>£25</b>
Secondary IDACI B	680	700	<b>£20</b>
Secondary IDACI C	630	650	<b>£20</b>
Secondary IDACI D	580	595	<b>£15</b>
Secondary IDACI E	415	425	<b>£10</b>
Secondary IDACI F	310	320	<b>£10</b>
Low Prior Attainment			
Primary LPA	1095	1130	<b>£35</b>
Secondary LPA	1660	1710	<b>£50</b>
English as an Additional Language			
Primary EAL	550	565	<b>£15</b>
Secondary EAL	1485	1530	<b>£45</b>
Primary Mobility	1200	925	<b>-£275</b>
Secondary Mobility	1290	1330	<b>£40</b>
Primary lump sum	117800	121300	<b>£3,500</b>
Secondary lump sum	117800	121300	<b>£3,500</b>

## Appendix 2

School Name	21-22 MFG Adjustment	21-22 Post MFG Budget	22-23 MFG Adjustment	22-23 Post MFG Budget	Difference
	<b>-£124,399</b>	<b>£123,908,465</b>	£230,751.46	£128,058,656.89	£4,150,191.69
Barley Mow Primary School	£0.00	£774,363.76	£0.00	£796,518.68	£22,154.92
Bede Community Primary School	£16,331.51	£1,064,955.15	£5,525.85	£1,083,181.55	£18,226.41
Bill Quay Primary School	£10,209.62	£894,587.30	£0.00	£931,453.58	£36,866.28
Birtley East Community Primary School	£7,490.20	£946,000.51	£0.00	£965,913.01	£19,912.50
Blaydon West Primary School	£54,630.85	£854,822.79	£45,635.76	£869,265.09	£14,442.31
Brandling Primary School	£29,617.60	£965,256.70	£18,938.64	£981,889.93	£16,633.24
Brighton Avenue Primary School	£43,591.02	£1,471,625.41	£28,514.92	£1,497,913.87	£26,288.46
Caedmon Community Primary School	£0.00	£1,087,195.79	£0.00	£1,118,762.28	£31,566.49
Cardinal Hume Catholic School	£51,254.35	£7,152,514.66	£0.00	£7,404,049.28	£251,534.62
Carr Hill Community Primary School	£12,412.58	£1,568,694.03	£0.00	£1,627,286.49	£58,592.45
Chopwell Primary School	£0.00	£931,769.89	£0.00	£958,763.97	£26,994.08
Clover Hill Community Primary School	£0.00	£866,409.00	£0.00	£883,749.00	£17,340.00
Colegate Community Primary School	-£6,370.66	£736,972.70	£0.00	£765,022.55	£28,049.85
Corpus Christi Catholic Primary School	-£1,742.42	£926,769.49	£0.00	£956,186.38	£29,416.89
Crookhill Community Primary School	-£8,777.80	£877,249.86	£0.00	£912,069.89	£34,820.03
Dunston Hill Community Primary School	£2,232.96	£1,870,353.19	£0.00	£1,916,623.34	£46,270.16
Emmaville Primary School	£0.00	£1,639,204.75	£0.00	£1,672,184.75	£32,980.00
Falla Park Community Primary School	£18,917.32	£1,027,410.67	£0.00	£1,076,345.51	£48,934.84
Fell Dyke Community Primary School	£0.00	£1,328,469.88	£0.00	£1,366,707.49	£38,237.61
Fellside Community Primary School	£0.00	£898,460.25	£0.00	£916,310.25	£17,850.00
Front Street Community Primary School	£0.00	£1,681,440.00	£0.00	£1,714,675.00	£33,235.00
Glynwood Community Primary School	£0.00	£1,777,079.75	£0.00	£1,829,554.52	£52,474.77
Grace College	£0.00	£6,880,889.14	£0.00	£7,060,144.43	£179,255.29
Greenside Primary School	£52,816.01	£833,151.08	£43,871.86	£847,068.69	£13,917.61
Harlow Green Community Primary School	£27,553.89	£1,883,379.54	£0.00	£1,959,470.96	£76,091.42
Heworth Grange School	£98,573.02	£6,560,189.09	£0.00	£6,833,804.51	£273,615.42
High Spenn Primary School	-£412.11	£785,261.09	£0.00	£808,824.54	£23,563.44
Highfield Community Primary School	£7,204.09	£704,825.47	£1,104.69	£716,125.87	£11,300.40
Kells Lane Primary School	£0.00	£1,763,976.50	£0.00	£1,799,336.50	£35,360.00
Kelvin Grove Community Primary School	£15,005.87	£1,523,850.65	£1,344.44	£1,551,199.67	£27,349.01
Kibblesworth Academy	-£9,674.88	£692,349.53	£0.00	£722,767.03	£30,417.51
Kingsmeadow Community Comprehensive School	£81,391.60	£6,226,951.55	£61,992.22	£6,345,423.00	£118,471.45
Larkspur Community Primary School	-£2,344.73	£740,579.96	£0.00	£761,163.37	£20,583.41
Lingey House Primary School	£0.00	£1,761,635.11	£0.00	£1,812,905.73	£51,270.62
Lobley Hill Primary School	£0.00	£1,554,676.40	£0.00	£1,599,983.97	£45,307.57
Lord Lawson of Beamish Academy	£52,255.02	£8,219,069.05	£0.00	£8,467,992.44	£248,923.39
Oakfield Infant School	£0.00	£713,020.91	£0.00	£727,432.37	£14,411.46
Oakfield Junior School	£0.00	£1,003,349.12	£0.00	£1,023,409.12	£20,060.00
Parkhead Community Primary School	£15,252.01	£1,289,741.15	£0.00	£1,342,600.51	£52,859.36
Portobello Primary School	£3,072.14	£830,087.22	£0.00	£851,430.16	£21,342.94

Ravensw orth Terrace Primary School	£0.00	£1,491,500.00	£0.00	£1,520,825.00	£29,325.00
Riverside Primary Academy	£16,693.19	£1,260,847.76	£3,526.55	£1,283,544.47	£22,696.71
Roman Road Primary School	£8,705.02	£995,935.67	£0.00	£1,014,743.70	£18,808.03
Row lands Gill Community Primary School	-	£1,166,731.06	£0.00	£1,217,423.45	£50,692.39
Ryton Community Infant School	£15,087.57	£462,927.68	£0.00	£491,888.25	£28,960.57
Ryton Junior School	-	£650,307.81	£0.00	£682,186.16	£31,878.36
Sacred Heart Catholic Primary School	£0.00	£1,017,882.00	£0.00	£1,038,537.00	£20,655.00
South Street Community Primary School	-	£1,137,171.99	£0.00	£1,182,131.48	£44,959.49
St Agnes' Catholic Primary School	£0.00	£838,822.02	£0.00	£855,822.02	£17,000.00
St Aidan's Church of England Primary School	£18,253.96	£992,198.76	£6,735.58	£1,009,538.32	£17,339.56
St Alban's Catholic Primary School	-	£843,251.02	£0.00	£897,287.05	£54,036.03
St Anne's Catholic Primary School	£4,137.44	£662,864.34	£0.00	£678,299.55	£15,435.22
St Augustine's Catholic Primary School	£0.00	£1,309,939.01	£0.00	£1,349,130.82	£39,191.81
St Joseph's Catholic Infant School, Birtley	-£7,068.65	£438,427.71	£0.00	£458,778.74	£20,351.03
St Joseph's Catholic Junior School, Birtley	-	£532,198.48	£0.00	£558,429.09	£26,230.61
St Joseph's Catholic Primary School, Blaydon	-£9,488.73	£904,519.55	£0.00	£941,177.09	£36,657.54
St Joseph's Roman Catholic Voluntary Aided Primary School, Gateshead	-£2,281.08	£895,732.31	£0.00	£924,706.84	£28,974.53
St Joseph's Roman Catholic Voluntary Aided Primary School, Highfield	£2,305.82	£498,507.65	£0.00	£512,063.48	£13,555.83
St Mary and St Thomas Aquinas Catholic Primary School	£0.00	£890,218.17	£0.00	£908,238.17	£18,020.00
St Mary's Roman Catholic Primary School	£0.00	£855,587.21	£0.00	£872,927.21	£17,340.00
St Oswald's Roman Catholic Voluntary Aided Primary School	-£815.82	£948,367.46	£0.00	£977,369.11	£29,001.65
St Peter's Roman Catholic Voluntary Aided Primary School	£0.00	£871,618.44	£0.00	£889,298.44	£17,680.00
St Philip Neri Roman Catholic Primary School	-£131.74	£827,657.21	£0.00	£852,516.13	£24,858.92
St Thomas More Catholic School	£0.00	£6,652,410.00	£0.00	£6,786,830.00	£134,420.00
St Wilfrid's Roman Catholic Voluntary Aided Primary School	£21,395.78	£634,657.32	£13,560.94	£644,831.38	£10,174.07
Sw alwell Primary School	£7,550.57	£710,636.07	£0.00	£723,380.52	£12,744.44
The Drive Community Primary School	-£7,439.74	£928,498.51	£0.00	£963,438.87	£34,940.36
Thorp Academy	-	£5,678,002.90	£0.00	£5,886,072.92	£208,070.02
Wardley Primary School	£23,745.52	£1,149,966.23	£0.00	£1,208,034.87	£58,068.64
Washingw ell Community Primary School	£0.00	£626,291.80	£0.00	£643,828.51	£17,536.72
Whickham Parochial Church of England Primary School	£0.00	£877,177.25	£0.00	£894,687.25	£17,510.00
Whickham School	£0.00	£7,386,066.92	£0.00	£7,591,233.03	£205,166.10
White Mere Community Primary School	-£6,974.98	£644,295.31	£0.00	£670,358.55	£26,063.24
Windy Nook Primary School	-£4,506.43	£1,267,530.19	£0.00	£1,309,801.52	£42,271.33
Winlton West Lane Community Primary School	£16,206.92	£1,551,131.34	£0.00	£1,579,759.02	£28,627.68
XP Gateshead	-	£0.00	£0.00	£564,029.58	£564,029.58

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## REPORT TO SCHOOLS FORUM

11 November 2021

### TITLE OF REPORT: Growth Fund

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#### Purpose of the Report

1. The purpose of this report is to bring to Schools Forum the estimated amount of Growth Funding that will be received for 2022/23.

#### Background

2. The Growth Fund is a portion of the Dedicated Schools Grant (DSG) Schools Block which enables local authorities (LAs) to support schools with significant in-year pupil growth which is not otherwise immediately recognised by the lagged funding system.
3. Prior to the National Funding Formula (NFF) the Department for Education (DfE) did not provide discrete growth fund allocations to LAs; Gateshead therefore set aside a portion of the overall Schools Block funding settlement to meet the calculated requirement for growth. This has meant that the Growth Fund was able to increase/decrease to meet the required demand - subject to the overall affordability of the Schools Block.
4. From 2019/20 the DfE has provided Growth Fund allocations on a formulaic basis for the first time. This means that the level of growth funding Gateshead receives will be directly linked to the increasing number of pupils one year to the next on a middle super output area basis.
5. The DfE issue a growth fund calculator each year to enable local authorities to estimate how much growth funding they may receive in the next funding year.
6. The tool requires the estimated pupil numbers for October 2021 for each mainstream school. In order to carry this out process before the actual October 2021 census information is known, the September 2021 admission numbers are requested from School Admissions Team for reception and year 7 for each mainstream school in Gateshead. The October 2020 pupil numbers are then updated losing year 6 and adding the new reception numbers for primary schools, losing year 11 in secondary schools and adding a new year 7 pupils.
7. The losses and gains are calculated at the middle super output area level (MSOA), and only gains are used for the calculation and reduction in pupil numbers are ignored.

8. For 2021/22 Gateshead received £607,005 in growth funding. Undertaking the above process for October 2021 pupils the estimated growth funding that will be received for 2022/23 will be approximately £580,425.

### **Proposal**

9. It is proposed that Schools Forum note the estimated amount of growth funding that Gateshead will receive. The actual allocation will be confirmed in the December 2021 settlement.

### **Recommendations**

10. It is recommended that Schools Forum notes this report.

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

- To provide Schools Forum with the estimated amount of growth funding that could be received in the December 2021 settlement.

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**Contact:** Carole Smith Ext. 2747

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## TITLE OF REPORT: Schools in Financial Difficulty

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### Purpose of the Report

1. The purpose of this report is to bring to Schools Forum the updated Schools in Financial Difficulty Procedure for input and comment.

### Background

2. This report builds on a report and minutes from July 2021. Officers were requested to review and update the Schools in Financial Difficulty Procedure which had been suspended since 2017.
3. This review was undertaken over the summer and an attempt has been made to try and make the procedure fit for purpose for both maintained schools and academies.
4. The updated procedure is at appendix 1.

### Proposal

5. It is proposed that Schools Forum reads and suggests any changes or amendments to the procedure, and any such changes or amendments be brought to Schools Forum for discussion and agreement.

### Recommendations

6. It is recommended that Schools Forum reads the attached draft procedure and any suggested changes or amendments be brought to Schools forum for discussion.

### For the following reasons:

- To review the draft procedure
- To support Gateshead Schools in difficulty

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**Contact:** Carole Smith Ext. 2747

# **Financial Difficulty Funding –Schools Guidance**

## **Contents**

**1) Purpose**

**2) Scope**

**3) Procedure Steps**

- a) Schools Procedure for Applying for a Financial Difficulty Payment**
- b) Review process**
- c) Notification and Appeal Process**

**4) Appendix 1 – Detailed instructions for the application process**

**5) Appendix 2 – Contingency Funding Criteria**

**6) Appendix 3 - Model of Reasonableness**

**7) Appendix 4 - Model of Reasonableness – application proforma**

## **1) Purpose**

The purpose of this guidance note is to provide Schools with the process for applying for Financial Difficulty Funding.

## **2) Scope**

This procedure is intended to provide the process for both schools and the Local Authority (LA) on the application, review and allocation of Financial Difficulty Funding to ensure that the process is clear, transparent and fair.

## **3) Procedure Steps**

Below is guidance on how applications are to be made for a financial difficulty payment.

### **a) Schools Procedure for Applying for a Financial Difficulty Payment**

- i) Schools must make a formal request in writing for Financial Difficulty Funding.
- ii) Schools making an application must provide information as required by the Model of Reasonableness (appendix 3) and complete the Model of Reasonableness pro-forma application form (appendix 4) for primary and nursery schools. Secondary and special school applications will be reviewed on an individual basis but will be subject to the same level of scrutiny.
- iii) Schools must clearly state the amount of contingency that they are applying for and the rationale for the amount requested.
- iv) Applications must be made in the first instance to the Finance Business Partner (Schools)
- v) Schools should contact their budget officer (buyback schools only) for assistance with the process and support with any financial information.

### **b) Review Process**

- i) The Finance Business Partner (Schools) will request financial information from the school budget officer for maintained schools, including 3 year plan projections, and possibly governing body minutes. A review of financial records will be undertaken to ensure that the circumstances of the financial difficulty are outside the control of the Governing Body. For Academies full data sharing including access to all management accounts, pay and grading structures, 3-year financial forecasts and any other information that maybe required to assist in the assessment of the financial difficulty funding request including Governing Body/Trustee and subcommittee minutes.
- ii) Finance Business Partner (Schools) will liaise with relevant officers and school staff to establish facts and for professional opinions.
- iii) Finance Business Partner (Schools) will request confirmation from Finance Business Partner (Children's)) on the value of funds available in Dedicated Schools Grant (DSG) reserves.

- iv) Funding can only be allocated to schools up to the uncommitted balance held in DSG reserves.
- v) Once all information has been received, Finance Business Partner (Schools) will review all the information and determine if the application complies with the contingency criteria. The outcome of the review will be to make a recommendation to the Service Director Education, Schools and Inclusion.
- vi) The Service Director Education, Schools and Inclusion will either approve or reject the recommendation from the Finance Business Partner (Schools).
- vii) All applications will be taken to Schools Forum for approval and applicants may be requested to attend Schools Forum to provide additional details and context.
- viii) At the end of the financial year in which Financial Difficulty Funding was received, the maintained schools outturn position will be reviewed. For academies both year-end management reports and year-end accounts will be reviewed. Where a school has a surplus balance above 0%, an amount will be deducted from the maintained school budget share or an invoice raised for academies. The calculation for the surplus balance does not include any additional grants including pupil premium. The amount deducted will be the lesser of either the total amount of Financial Difficulty Funding received or the amount of surplus balance above 0%.

### **c) Notification of Application Decision and Funding**

- i) The Finance Business Partner (Schools) will provide written confirmation on the outcome of the application process to the school, Finance Business Partner (Children's), and where applicable, the school budget officer. The letter will include any funding awarded to the school.
- ii) Schools will then have 10 working days to appeal the decision, and the appeal will be reviewed by a subgroup of the Schools Forum. The Subgroup will comprise of any 3 members of the Schools Forum to ensure that there are no conflicts of interest. The Head Teacher and Chair of Governors of the school applying for funding may be asked to attend a meeting to discuss the application for Financial Difficulty Funding. The decision of the Schools Forum Subgroup will be final.
- iii) Schools will receive their Financial Difficulty Funding allocation as a separately identifiable contingency payment. It is anticipated that the inclusion of this funding within the school's budget will enable the school to set a balanced budget for the next financial year.
- iv) All Financial Difficulty Funding appeals and decisions will be reported to Schools Forum at the next appropriate meeting.

## Detailed instructions for the application of Financial Difficulty Contingency Funding

1. All schools must make a request in writing to the Finance Business Partner (Schools), which must include the Model of Reasonableness Pro-forma Application form.
2. All areas must be completed.
3. Factors
  - a. Headteacher – provide the amount of teaching time undertaken by the Head.
  - b. Deputy Head - provide the amount of teaching time undertaken by the Deputy Head.
  - c. Salary Range – ISR for the school and the point both the Head and Deputy are currently on. If either of these are outside the ISR, provide the reason
  - d. Pupil teacher ratio – FTE teachers / pupils, (both excluding nursery and MSB units).
  - e. Adult pupil ratio – FTE adults / pupils, (both excluding nursery and MSB units)
  - f. Whole school Staffing Structure – how individual classes are staffed and managed on a routine basis. Number of teacher sessions that are not class based, including AEN requirements, PPA staffing and management time.
  - g. Office Staff – number and designation of staff.
  - h. Sickness Insurance – Evidence of either insurance bought into, or other method of minimising risk to the school budget.
  - i. Caretaking / PFI charges – level of caretaking and / or PFI costs for the school, (annual).
  - j. Use of other school income e.g. additional grants and Pupil Premium– How other forms of income are being or are intended to be used, including any income from external advisory work carried out by school employees.
  - k. Devolved Formula Capital Balance & Use – the planned current and future use of any DFC that the school currently holds and how this interacts with the school's revenue budget.

Use of Surplus Balances – if there are any surplus balances – how will these be utilised.

**Contingency Funding Criteria Agreed October 2016**

The LA will retain centrally contingency funding that could provide in-year support to schools for:

Schools that are in financial difficulty and can demonstrate that they have taken all reasonable measures to address financial issues, and that the current financial difficulties are not as a result of financial mismanagement. Schools must apply the LA's "Model of Reasonableness" before making an application to demonstrate that they meet the criteria.

If contingency is given and a school ends the same financial year with a surplus the contingency payment, or a proportion of it, will be clawed back.

**MODEL OF REASONABLENESS FOR SCHOOLS**

**The below factors will only to be used to inform discussions between the Local Authority and Schools who are requesting Financial Difficulty Funding, it is intended to help ensure Financial Difficulty Funds are allocated fairly.**

The criteria below do not represent ideal staffing and service provision but are reasonable within the current financial constraints.

It is recognised that:

- Circumstances and needs of individual schools vary and the responsibility for the appointment and deployment of staff remains with the Headteacher and Governors.
- The Local Authority will make recommendations on Contingency Funding allocation and will request approval from Schools Forum of the recommendation.
- Schools that receive Contingency Funding and have balances over 0% at the end of the financial year will have amounts over the 0% and up to the amount of the Contingency Funding deducted from their balance.

	<b>Factor</b>	<b>Group 1 School</b>	<b>Group 2 School</b>	<b>Group 3 School</b>
1	Headteacher	Possible teaching commitment	No teaching commitment	No teaching commitment
2	Deputy Headteacher	Full teaching commitment Review and explain if outside ISR	Full teaching commitment (max. 3 x ½ days release) Review and explain if outside ISR	Teaching at least 50% (20%-50% release) Review and explain if outside ISR
3	Salary Range HT/DHT	Review and explain if outside ISR	Review and explain if outside ISR	Review and explain if outside ISR
4	Pupil Teacher Ratios	Should comply with teaching ratios for nursery and infant class sizes	Should comply with teaching ratios for nursery and infant class sizes	Should comply with teaching ratios for nursery and infant class sizes
5	Pupil Adult Ratios	To be appraised	To be appraised	To be appraised
6	Whole School Staffing Structure, (Inc. PPA)	To be appraised	To be appraised	To be appraised
7	Office Staff	1 F.T.	1.5 F.T. max.	1 – 2 F.T. max
8	Sickness Insurance	Must minimise the risk	Must minimise the risk	Must minimise the risk
9	Caretaking / PFI charges	At minimum level	At minimum level	At minimum level
10	Use of other school income e.g. additional grants and Pupil Premium	To be appraised	To be appraised	To be appraised
11	Devolved Formula Capital/ Condition Improvement Balance & Use	To be appraised	To be appraised	To be appraised
12	Use of Surplus Balances	To be appraised	To be appraised	To be appraised
13				

**MODEL OF REASONABLENESS FOR SCHOOLS – Pro-forma Application Form**

The below factors will only to be used to inform discussions between the Local Authority and Schools who are seeking deficit approval and Contingency Funding. It is intended to help ensure Contingency Funds are allocated fairly.

	<b>Factor</b>	
	School Grouping e.g. Group 1,2 or 3	
1	Headteacher	
2	Deputy Headteacher	
3	Salary Range HT/DHT	
4	Pupil Teacher Ratios	
5	Pupil Adult Ratios	
6	Whole School Staffing Structure, (inc PPA)	
7	Office Staff	
8	Sickness Insurance	
9	Caretaking / PFI charges	
10	Use of other school income e.g., Additional Grants and Pupil Premium	
11	Devolved Formula Capital Balance & Use	
12	Use of Surplus Balances	
13		

**The rational and amount of Contingency Funding Applied for**

Total Amount of Contingency applied for	
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Rational for Contingency application	
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**TITLE OF REPORT: De-Delegation Maternity Credits and Trade Union Facility Time**

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### **Purpose of the Report**

1. The purpose of the report is to bring to Schools Forum options for them to consider for de-delegation so that maintained schools by phases (primary and secondary schools) can consult with their sector on the options for de-delegation.

### **Background**

2. De-delegation is the process by which Schools Forum can agree for the LA to centrally hold funding for specific purposes.
3. Revenue funding arrangements for schools changed following the school funding review which commenced in 2013/14. It is now not permissible for LA's to hold budgets centrally for the provision of some services to schools. This previously centrally held funding has been delegated to schools on a per pupil basis.
4. However there are some areas that schools have the option for de-delegation.

These are:-

- a) Contingencies, (including support for schools in financial difficulties, new/closing/amalgamating schools, closing school deficits and growing schools)
  - b) Behaviour Support Services
  - c) Support for minority ethnic minority pupils or underachieving groups
  - d) Free School Meals (FSM) eligibility
  - e) Insurance
  - f) Library and museum services
  - g) Licences/subscriptions
  - h) Staff costs – supply cover (long term sickness, maternity, trade union and public duties)
5. For each of these areas, it is for the Schools Forum members in the relevant phase (primary or secondary) to decide whether that service should be retained centrally.



**For the following reasons:**

To enable Schools Forum to decide on mainstream school de-delegation for TUFT and Maternity Credits and enable mainstream school budgets to be calculated.

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**Contact:** Carole Smith Ext. 2747

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## TITLE OF REPORT: Rise in National Insurance Contributions

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### Purpose of the Report

1. The purpose of this report is to provide information to Schools Forum on the announced rise in National Insurance Contributions (NICs) that will increase by 1.25% from April 2022.

### Background

2. The Government have announced that NICs will increase by 1.25% from 6 April 2022.
3. The changes are expected to raise £12bn a year, which will go towards the NHS and social care in the UK.

The increase will apply to:

- Class 1 (paid by employees)
- Class 4 (paid by self-employed)
- Secondary Class 1, 1A and 1B (paid by employers)

4. The increase will not apply to persons over the State Pension age.
5. Workers currently pay 12% National Insurance on earnings between £9,564 and £50,268. However, anything earned above this amount attracts a rate of just 2%.
6. People earning under £9,564 a year, or £797 a month, don't have to pay National Insurance and won't have to pay the new levy.
7. Employers pay Class 1 NICs of 13.8% on all earnings above the secondary threshold for almost all employees, the threshold is currently £8,840 per year. The increase will see contributions rise to 15.05% from April 2022.
8. The Government intends to compensate departments and other public sector employers in England at the Spending Review for the increased cost of the Levy. This is to ensure the spending power of public services is not reduced.

9. As with the teachers pay and pension increases (that were later mainstreamed into the dedicated schools grant (DSG)) the additional cost will most probably be allocated via a Section 31 grant.
10. Section 31 is part of the Local Government Act 2003 that gave wide-ranging powers to Ministers to make grants without the need for additional legislation.
11. It is not yet known on what basis the grant will be allocated or the payment dates for this additional grant.

### **Proposal**

12. It is proposed that Schools Forum notes the contents of the report and that it is probable that a further additional grant will be allocated to schools to cover the increased costs of the additional NICs.

### **Recommendations**

13. It is recommended that Schools Forum notes the content of the report.

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

To ensure Schools Forum is informed on financial implications for schools for the increase in NICs.

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**Contact:** Carole Smith Ext. 2747