

**Date: Friday, 19 January 2018**

**Democratic and Members' Services**

Quentin Baker  
LGSS Director: Law

**10:00hr**

and Governance

Shire Hall  
Castle Hill  
Cambridge  
CB3 0AP

**Kreis Viersen Room  
Shire Hall, Castle Hill, Cambridge, CB3 0AP**

**AGENDA**

- |          |   |                |
|----------|---|----------------|
| <b>1</b> | <b><u>Apologies for absence and declarations of interest</u></b>  |                |
|          | <i>Guidance on declaring interests is available at</i><br><a href="http://tinyurl.com/ccc-conduct-code">http://tinyurl.com/ccc-conduct-code</a> |                |
| <b>2</b> | <b><u>Minutes of the Meeting on 13 December 2017</u></b>  | <b>3 - 12</b>  |
|          | Details   |                |
| <b>3</b> | <b><u>Action Log</u></b>  | <b>13 - 14</b> |
| <b>4</b> | <b><u>Cambridgeshire 2018-19 School Funding Formula</u></b>   | <b>15 - 22</b> |
| <b>5</b> | <b><u>Dedicated Schools Grant Financial Position 2017-18</u></b>  | <b>23 - 28</b> |
| <b>6</b> | <b><u>De-delegations 2018-19</u></b>  | <b>29 - 30</b> |
| <b>7</b> | <b><u>Social Emotional and Mental Health Review</u></b>   | <b>31 - 34</b> |
| <b>8</b> | <b><u>High Needs Pressures and Actions</u></b>  | <b>35 - 48</b> |

**Date of Next Meeting**

The Schools Forum will meet next on Friday 9 March 2018 at 10.00am in the Kreis Viersen Room, Shire Hall, Cambridge.

The County Council is committed to open government and members of the public are welcome to attend Committee meetings. It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens. These arrangements operate in accordance with a protocol agreed by the Chairman of the Council and political Group Leaders which can be accessed via the following link or made available on request:  
<http://tinyurl.com/ccf-film-record>

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact

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<p>The Council does not guarantee the provision of <b>car parking</b> on the Shire Hall site and you will need to use nearby public car parks <a href="http://tinyurl.com/ccf-carpark">http://tinyurl.com/ccf-carpark</a> or public transport.</p>
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**CAMBRIDGESHIRE SCHOOLS FORUM: MINUTES**

**Date:** Wednesday 13 December 2017

**Time:** 10.00am – 11.45am

**Place:** Kreis Viersen Room, Shire Hall, Cambridge

**Present:** P Hodgson (Chairman), Dr A Rodger (Vice Chairman), L Calow, S Connell, J Digby, D Parfitt, A Reeder, Dr K Taylor, S Tinsley, R Waldau and M Woods (from 10.15am)

**Observers**

G Fewtrell	Teachers' Union
N Hills	Diocese of Ely (substituting for S Conant)
Councillor S Bywater	Cambridgeshire County Council
Councillor P Downes	Cambridgeshire County Council
Councillor J Whitehead	Cambridgeshire County Council

**Officers**

K Grimwade, J Lee, Dr H Phelan, M Wade and R Greenhill (Clerk)

**Apologies:** Forum Members: S Blyth, T Davies  
Observers: S Conant (substituted by N Hills)

**19. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were noted as recorded above. There were no declarations of interest.

**20. MINUTES OF THE MEETING ON 3 NOVEMBER 2017**

The minutes of the meeting held on 3 November 2017 were approved as a correct record and signed by the Chairman.

**21. ACTION LOG**

The only outstanding actions related to information on the Growth Fund and Falling Rolls criteria which was covered by the report at Item 8 on the agenda (minute 26 below refers). The Action Log was noted.

**22. CAMBRIDGESHIRE SCHOOLS FUNDING FORMULA 2018/19**

The Head of Integrated Finance Services reported that the consultation with schools which was discussed at the previous meeting had been completed and the responses were summarised at Appendix B to the report. Marginally more schools favoured a transfer of funds from the schools block to the high needs block than those who opposed it. However, it was noted that the proposal in the consultation was to allow up to £1.7 million to be transferred, whereas officers now sought agreement to transfer a reduced sum of up to £0.7 million. The remainder of the £2.5 million pressure would be offset through a combination of the increase in High Needs Block funding in 2018/19, savings anticipated from the review of High Needs costs and the transfer of £0.5 million from the Central Services School Block agreed by the Forum at the previous meeting.

The constrained time frame for the consultation was acknowledged and in future a longer period would be allowed if possible.

The figures in the report remained indicative at this stage as the final Dedicated Schools Grant figures, census data and 2018/19 Authority Proforma Tool (APT) were still awaited from central government and the modelling would be refreshed when these were received. The Local Authority proposed to apply a cap at 3% for any schools making funding gains under the new formula which replicated the practice of the Department for Education (DfE). Without this cap expenditure would exceed the overall funding envelope for 2018/19. Officers confirmed that it might be possible to remove this cap in 2019/20 when an additional £5.4 million of funds would be available and the soft funding formula period was still in operation, but this was not guaranteed. The impact of using the sparsity factor had been reviewed and would make only a marginal difference in a small number of schools. The Looked After Children factor which had previously been applied in the formula would not be used in 2018/19 as this funding was being redirected through an increased rate for the Pupil Premium Plus Grant in 2018/19. The current proposals allowed headroom of around £1 million as some elements, such as weighted numbers for growing schools, still needed to be included and to allow for any changes arising from the final data sets. Officers drew attention to the 2018/19 overview set out at Appendix 3 to the report and in particular to the basic per pupil funding rates at Key Stage 4, an additional £22.9 million allocated to additional needs funding, an additional £17.6 million relating to low prior attainment and a reduction in lump sum from £150k to £110k.

The following points were raised in discussion of the report and in response to questions from members and observers:

- Officers confirmed that the minimum per pupil funding guarantee (MFG) was included in the modelling used to produce the figures. It was positive to note that there would be a reduction in the total number of schools receiving MFG protection, although 39 of these schools would be receiving it for the first time. The majority of these were typically located in rural areas and had less than 100 pupils;
- Officers confirmed that the school finance traded team would support schools who buy the service in their financial planning as normal once the final budgets had been set. If the financial sustainability of any maintained schools was identified as being at risk this would be discussed with officers in the Council's Education team;
- Paragraph 17: An observer commented that the percentage figures should be shown in whole numbers;
- A member commented that funding in their secondary school was treated as a single pot which was then used for the optimum benefit of all students;
- A secondary school member commented that they were comfortable with the 3% cap on gains in 2018/19 in the context described, but that they still felt that the total sum allocated by central government was not enough;
- Officers stated that if further slight adjustments were needed when the final figures were received from the Department for Education they would aim to stick with the national funding formula values and adjust the level of the cap on gains or the level of MFG protection;
- A member expressed concern about the potential impact of pay reviews, particularly on smaller schools;
- A member questioned whether high needs services would have to be cut if the Forum did not approve the recommendation to transfer up to £0.7 million from

the Schools Block to the High Needs Block and, if so, whether it was known which services would be affected. Officers stated that they had not yet looked at how the resulting deficit would be managed, but confirmed that it would require reductions to be made within the High Needs Block which would have a direct impact on children and young people with special educational needs and disabilities;

- In his capacity as the Chairman of the Children and Young People Committee and a member of the General Purposes Committee, Councillor Bywater emphasised the competing pressures which the Council faced across the board to finance key services;
- A member commented that the predicted overspend on in-county special schools was significantly less than the costs which would arise from providing additional out of school tuition or out of county education to the children concerned;
- Officers stated that it was likely that a request to transfer some funds from the Schools Block to the High Needs Block would be made for 2019/20 to continue to manage the transition to the hard funding formula, but that under the Government's current plans this would be the last year that this flexibility would be available;
- A member welcomed the planned sufficiency survey which would help inform decisions going forward;
- A member commented that the decision to cap funding gains to 3% could have a significant impact on some schools which would otherwise have received a higher amount. Officers stated that these schools would still be receiving an uplift in funding, the cap reflected the DfE approach for 2018/19 and that the 3% cap was required to allow the local authority to manage within the overall budget;
- A member commented that Peterborough's Schools Forum published the funding figures for individual schools. Officers stated that the practice in Cambridgeshire was to focus on the principles underlying the allocation of funding and the indicative figures provided by the Department for Education, but they would reflect on this going forward;
- Several members asked that it should be made clear that Cambridgeshire schools as a whole remained underfunded.

It was resolved unanimously to:

- a) approve the transfer of £0.7m from the Schools Block to the High Needs block in 2018/19;
- b) discuss the responses to the consultation with schools and the Authority's funding formula proposals for 2018/19; and
- c) approve the Authority's funding formula proposals for 2018/19.

## **23. DE-DELEGATIONS 2018/19**

In the absence of any maintained primary school representatives, consideration of de-delegations for 2018/19 was postponed until the meeting on 19 January 2018. The Director of Learning stated that de-delegation for the Cambridgeshire Race Equality and Advisory Service (CREDS) had been discussed the previous day by the Cambridgeshire Primary Heads Group and they were not minded to include this in the de-delegations for 2018/19.

## 24. EARLY YEARS NATIONAL FUNDING FORMULA REVIEW 2018/19: UPDATE

Officers advised that discussion of top-up funding due to Education Health and Care Plans (EHCPs) or from the Special Educational Needs Inclusion Fund would be postponed until the meeting in January 2018 as this had not yet been discussed with Early Years providers' representatives (paragraphs 4.4-4.6 referred). With the agreement of the Chairman, the Strategic Admissions Manager tabled an additional appendix to the report which had been omitted from the published papers (copy at Appendix 1).

The Department for Education (DfE) had recently published the Early Years National Funding Formula hourly rates for 2018/19. This confirmed that there would be no increase to the baseline funding rate and that the basic rate paid to providers would remain unchanged at £4.04 per hour. An additional Nursery School supplement would continue to be paid to local authorities until 2019/2020 so that current funding levels could be maintained. During its first term in operation 2415 children had taken up their extended childcare entitlement and it was expected that this figure would increase during the next term.

The following comments arose in discussion of the report and in response to questions from members:

- Officers confirmed that Disability Access Funding would be paid be paid direct to providers. In accordance with DfE guidance this was paid as a lump sum for the full school year and did not move with the child if they changed setting;
- The Early Years Providers' Reference Group representative stated that these figures had been considered by the Group and very reluctantly endorsed, but that providers did not believe the sum of £4.04 per hour was sufficient;
- The Maintained Nursery Sector representative stated that the cost to providers of those families taking up the 30 hour entitlement was crippling. Nationally, many maintained sector nursery providers were closing down. The Government's policy was creating a demand for 30 hour provision which settings could not afford to deliver and there was an urgent need to feed this message back to central Government;
- An observer questioned whether there was a realistic, modelled assessment of the hourly rate needed to deliver the extended entitlement in a sustainable way and emphasised the need for hard data if it was intended to lobby central government on this issue. Early Years representatives suggested that a minimum hourly rate of £4.80 in the maintained sector and £5.00 in the private sector would be required, although they emphasised that these were average figures and that variations in pay and on-costs varied significantly between providers. Officers undertook to follow this up with the Early Years Providers' Reference Group to get a snapshot of the costs of different sectors and in different geographical areas, although due to pressure of other business it would not be possible to provide comprehensive information in time for the January meeting;  
(**Action:** Strategic Admissions Manager)
- Another observer highlighted the complexity of the funding arrangements and questioned whether this was preventing some settings from accessing all of the top-up funding they were eligible to claim. They also questioned how some settings seemed to be managing within the current rates whilst others felt it was unsustainable and asked what was being done differently in those settings which

were managing best. Officers offered to provide an update based on the autumn figures when these were available;

**(Action:** Strategic Admissions Manager)

- Officers confirmed that settings in receipt of pupil premium funding were required to state what it was used for.

Summing up, the Chairman highlighted the need for hard data about the actual cost of delivering the extended entitlement if the Forum wished to lobby central Government on this issue.

It was resolved to:

- a) note the contents of the report; and
- b) approve the planned Centrally Retained amounts for 2018/19 set out at Section 5 of the report (approximately 3.4% of current funding).

## **25. HIGH NEEDS PRESSURES AND ACTIONS**

The Head of Special Educational Needs and Disability (SEND) Specialist Services (0-25) outlined the continuing pressures being faced within the High Needs Block. The increasing demand for services combined with the greater complexity of needs being identified meant that the pressure on funding was unsustainable. A root and branch review was being conducted to establish how and where the available resources would best be spent. Cambridgeshire County Council and Peterborough City Council had jointly commissioned a sufficiency and need analysis in order to target services to those in most need and to inform a five year plan. A review of social, emotional and mental health (SEMH) provision was also underway and importance of engaging partner organisations and stakeholders in both reviews was fully recognised. One of the areas of greatest need in Cambridgeshire related to autism spectrum disorders and a more detailed analysis of need and projected figures would be included. Top-up funding for post-16s was higher in Cambridgeshire than amongst the county's statistical and regional neighbours and this would also be explored in more detail. A significant overspend existed in relation to SEN placements and out of school tuition costs and the type and availability of provision would be reviewed as well as the cost of the provision. The practicality of offering a more transparent model of educational psychology services to which schools could choose to subscribe was being explored and schools would be consulted on this in February 2018.

The following points were raised in discussion of the report or in response to questions from members:

- A member asked for clarification of the statutory requirements funded from the High Needs Block so that members could be clear about the amount of discretionary funding available. Officers stated that this would be included in the report submitted to the Forum in January and noted that the Executive Director for People and Communities had established a SEND Performance Board and that this would be reviewing the Council's statutory duties and discretionary provision as part of its role;  
**(Action:** Head of SEND Specialist Services 0-25)
- Officers confirmed that the base funding level for pupils at special schools was set nationally;

- A member questioned whether any benchmarking was done against comparable local authorities. Officers stated that the business team had been tasked to explore this issue;
- A member suggested that a detailed analysis should be carried out of expenditure on children and young people with autism spectrum disorders including how much was being spent specifically on that cohort, how other local authorities managed their budgets to provide inter-agency support to this group, any available cost comparators and whether there were any invest to save options available;
- An elected Member commented that the Children and Young People Committee was grappling with the same issue. There were no easy solutions and longer term solutions would not provide a quick fix;
- A member emphasised the need to examine the quality and effectiveness of provision as well as its cost;
- A special school representative paid tribute to the amazing work done for children and young people with SEND by colleagues in mainstream settings and highlighted the importance of sharing information about best practice across all sectors.

It was resolved to:

- a) present recommendations from the social, emotional and mental health (SEMH) review to School's Forum in January 2018. This would include recommendations for specialist provision and support from SEND Services;
- b) bring a detailed action plan and identified savings for the High Needs Block to the School's Forum in January 2018;
- c) bring proposals for subscription for the Educational Psychology team to School's Forum in January 2018;
- d) bring key findings and initial recommendations from the SEND Sufficiency/Needs analysis to School's Forum in March 2018;
- e) bring proposals for a tiered funding model for schools and post 16 providers to School's Forum in March 2018.

## **26. GROWTH FUND AND FALLING ROLLS CRITERIA 2018/19**

At the Schools Forum meeting on 3 November 2017 members had asked officers to look again at the Department for Education's guidelines on falling rolls and to advise how many Cambridgeshire schools would potentially qualify for funding. This work had been completed and officers advised that only one Cambridgeshire school would meet the DfE criteria in 2018/19. On this basis officers' advice remained that that there was insufficient justification to create a Falling Rolls Fund in 2018/19.

The following points were raised in discussion of the report and in response to questions from members:

- Officers confirmed that £2.5 million should be sufficient to meet anticipated growth in 2018/19;
- A member asked whether the sums involved for the school which would meet the DfE criteria were significant. In their view the decision on whether or not to



establish a Falling Rolls Fund should not be based on the number of schools which would qualify, but on the significance of the sums involved to the school/s which would meet the criteria;

- Officers stated that to qualify for the Falling Rolls fund there must be an expectation that the number of students would recover; there was no mechanism for supporting a school where this was not the case. In addition, schools must be deemed good or outstanding by Ofsted to qualify for this support which was why the Schools Forum had previously chosen not to establish a Falling Rolls Fund. However, in the light of the views expressed officers undertook to look again at this issue.

**(Action:** Head of 0-19 Place Planning/ Strategic Finance Business Partner)

It was resolved to:

- a) approve the continuation of the Growth Fund at £2.5 million for 2018/19;
- b) approve the criteria in Section 3 of the report, to be applied from April 2018, subject to Education and Skills Funding Agency approval;
- c) request officers to revisit the proposal that the Authority should not create a Falling Rolls Fund for 2018/19.

## **27. NEW SCHOOL FUNDING CRITERIA 2018/19**

The Strategic Finance Business Partner set out the key areas of funding and the funding bodies responsible for the various elements. The proposed pupil number adjustments for new schools were set out at Appendix C to the report and these would be confirmed on receipt of the October census and forecast data.

The following points were raised in discussion of the report or in response to questions from members:

- A member noted that the funding was less generous than that offered by some other local authorities and questioned whether the county would still be able to attract the best multi academy trusts. Officers stated that discussions with the Department for Education suggested that going forward these figures would be based on a national formula;
- An observer questioned the inclusion of non-whole numbers in pupil figures in Appendix C.

It was resolved to:

- a) approve the proposed approach for new schools for funding pre-opening as set out in Appendix A to the report and post-opening diseconomies as set out at Appendix B to the report, to be applied in 2018/19.

## **28. AGENDA PLAN**

Members reviewed and noted the agenda plan.

## **29. DATE OF NEXT MEETING**

The Cambridge Schools Forum will meet next on Friday 19 January 2018 at 10.00am in the Kreis Viersen Room, Shire Hall, Cambridge.

The Chairman noted that this would be the last Schools Forum meeting for the Director of Learning who would be retiring at the end of December. Keith Grimwade had spent 37 years working in local government, 32 of which had been with Cambridgeshire County Council. During this time he had spent 12 years as a teacher at Hinchingsbrooke School and this experience had informed his work throughout his career. His commitment to the role of the Schools Forum had been evident throughout his time as Director of Learning and he had been a source of great help and support to schools across the county. Mr Grimwade thanked the Chairman for his kind words and said that he was certain that schools across the county were benefiting from the work done by the Schools Forum and the decisions it made.

Chairman  
(date)

**Appendix to EARLY YEARS NATIONAL FUNDING FORMULA REVIEW 2018/2019 UPDATE**

Centrally Retained Budget	Value
Qualifications and supporting work	£375,000
Commissioned Services Linked to Early Years childcare development and Support	£245,580
EY Access Officers	£88,355
EYPP Eligibility	£11,000
Contribution to support Early Years Service statutory duties	£340,000
Support for the implementation of the extended 30 hour entitlement	£130,000
<b>Total</b>	<b>£1,189,935</b>

The new Early Years Funding guidelines restrict local authorities to retaining a maximum of 5% of funding centrally for 2018/19. The proposed centrally retained funding, including £130k support for the implementation of the extended hour entitlement would equate to approximately 3.9% of the relevant funding. 2018/19 will be the final year that we request to retain the £130k and we will undertake a full review of the other centrally retained amounts looking forward to 2019/20.



**CAMBRIDGESHIRE  
SCHOOLS FORUM****Minutes - Action Log****Introduction:**

The Action Log captures the actions arising from meetings of the Cambridgeshire Schools Forum.

**This is the updated action log as at 11 January 2018:**

<b>Minutes of 13 December 2017</b>					
<b>24.</b>	<b>Early Years National Funding Formula</b>	<b>Sam Surtees</b>	To provide a snapshot of the actual costs of providing the extended entitlement in different sectors and different geographical areas (it will not be possible to provide comprehensive information in time for the January meeting, but an update report will be brought to the Forum in March)		<b>On-going</b>
			To provide information on why some settings were managing within the current rates and others felt it was unsustainable. What was being done differently in those settings which were managing best. Was the complexity of the formula preventing settings accessing all of the top-up funding they were eligible to claim. An update based on the autumn figures		<b>On-going</b>

			would be presented when they were available.		
25.	<b>High Needs Pressures and Actions</b>	<b>Helen Phelan</b>	To provide clarification of the statutory requirements funded from the High Needs Block so that members could be clear about the amount of discretionary funding available.		<b>On-going</b>
26.	<b>Growth Fund and Falling Rolls Criteria 2018/19</b>	<b>Hazel Belchamber/ Martin Wade</b>	To look again at the question of establishing a Falling Rolls Fund in the light of the views expressed.	<b>11.01.18:</b> Hazel Belchamber and Kerry Newson (finance) meeting on 25 January to review this issue. An update to follow after that meeting and any follow-up work is completed.	

**CAMBRIDGESHIRE 2018/19 SCHOOL FUNDING FORMULA**

*To:* Cambridgeshire Schools Forum  
*Date:* 19 January 2018  
*From:* Jon Lee – Head of Integrated Finance Services

**1.0 INTRODUCTION**

1.1 This report updates the Schools Forum on the Cambridgeshire schools funding formula for 2018/19 following:

- a) The publication of the Dedicated Schools Grant (DSG) allocations by the Department for Education (DfE); and
- b) The Children and Young People (CYP) Committee meeting of the 9 January 2018.

The final 2018/19 funding formula for Cambridgeshire will be submitted to the Education and Skills Funding Agency (ESFA) by the 19 January 2018 deadline.

1.2 The report also summarises the DSG allocation for Cambridgeshire compared to the indicative announcement from September 2017 as well as any other funding announcements made by the DfE.

1.3 The Schools Forum are asked to note this report and agree the use of the additional £13k within the Central Services Schools Block for retained local authority duties as outlined in paragraph 2.6.

**2.0 FINAL 2018/19 DSG ALLOCATION**

2.1 The DfE published the DSG allocations for 2018/19 on the 19 December 2017. Full details can be found on the DfE website at the following link:

<https://www.gov.uk/government/publications/dedicated-schools-grant-dsg-2018-to-2019>

2.2 The move to the national funding formula has led to an increase in funding for Cambridgeshire of £7.9m compared to the 2017/18 baseline which used 2016/17 pupil numbers. This was the indicative gain for Cambridgeshire schools which has since been updated to reflect pupil numbers from the 2017/18 school census published in the final DSG allocations for 2018/19.

2.3 The final Cambridgeshire Schools Block allocation for 2018/19 is £341.5m, which is an increase of £12.3m compared to the 2017/18 baseline. There has been no change to the Primary or Secondary Units of funding in the final announcement.

2.4 The following table provides information on the final Schools Block allocation for 2018/19 compared to both the indicative allocation and the 2017/18 baseline. The table shows that pupil numbers have increased between the October 2016 and October 2017 census dates by 1,066 pupils (1.34%) with:

- The Primary sector seeing an increase of 765 pupils giving a total of 50,558 Primary pupils; and
- The Secondary pupils increasing by 301 pupils giving a total of 28,839 Secondary

pupils.

Overall this provides an additional £4.4m of Schools Block funding compared to the indicative figures published by the DfE. The Growth Fund (£5m), Premises costs and Mobility (£4.9m) for 2018/19 continue to be funded at 2017/18 values, which is the reason why these figures remain constant at £9.9m in the table. The additional grant will be needed to meet the additional formula cost of the extra 1,066 pupils.

<b>Schools Block Funding</b>	<b>Primary Pupil Numbers</b>	<b>Secondary Pupil Numbers</b>	<b>Pupil Led Funding £M</b>	<b>Premises, Growth, Mobility Funding £M</b>	<b>Total Allocation £M</b>	<b>Increase versus Baseline £M</b>
2017/18 Baseline	49,793	28,538	319.3	9.9	329.2	-
2018/19 Indicative Allocation (September)	49,793	28,538	327.2	9.9	337.1	7.9
<b>2018/19 Final Allocation (December)</b>	<b>50,558</b>	<b>28,839</b>	<b>331.6</b>	<b>9.9</b>	<b>341.5</b>	<b>12.3</b>
<b>Change between Indicative and Final Allocations</b>	<b>765</b>	<b>301</b>	<b>4.4</b>	<b>-</b>	<b>4.4</b>	<b>4.4</b>

- 2.5 The funding available for distribution to schools through the formula is adjusted to take account of the budget required for the Growth Fund and the transfer from the Schools Block to the High Needs Block in 2018/19. The amount for distribution to schools is provided below. Schools Forum should note that this is prior to the application of any de-delegated budgets, which are applied to individual maintained Primary school budgets.

	<b>£M</b>	<b>£M</b>
<b>Total Schools Block Allocation (see above)</b>		<b>341.5</b>
Adjustments:		
Budget for Growth Fund	(2.5)	
Transfer to High Needs Block	(0.7)	
<b>Total Adjustments</b>		<b>(3.2)</b>
<b>Total Schools Block for Distribution</b>		<b>338.3</b>

- 2.6 In addition to the Schools Block allocation the DfE also announced allocations for the other three DSG Blocks for 2018/19 as follows:

- The Central Services Schools Block has increased by £30k reflecting the increase in pupil numbers. It is proposed that £17k of the increase is used to fund the increased cost for Cambridgeshire schools of the single copyright license (refer to 2.9). The



remaining £13k is proposed to be allocated to the retained local authority duties budget for 2018/19 to support these additional pupils, which Schools Forum are asked to approve;

- The High Needs allocation has increased by £0.3m reflecting an increase of 74 high needs pupils funded at £4,077 each (including the area cost adjustment). The High Needs Block will be adjusted further during 2018/19 for any movements in relative high needs import / export of pupils;
- The Early Years Block has increased by £3.7m for the block in total reflecting the increase in early years pupils and the full-year impact of the extended free entitlement.

2.7 The following table summarises the total allocations for all DSG funding blocks for 2018/19.

<b>TOTAL DSG BUDGET</b>	<b>2017/18 Baseline £M (a)</b>	<b>2018/19 Indicative Allocation £M (b)</b>	<b>2018/19 Increase (Dec 2017) £M (c)</b>	<b>2018/19 Final (Dec 2017) £M (d = b + c)</b>	<b>Movement Baseline to Final (e = d - a)</b>
<b>Central Services Schools Block</b>	7.95	8.00	0.03	8.03	0.08
<b>Schools Block</b>	329.2	337.1	4.4	341.5	12.3
<b>High Needs Block</b>	64.8	65.6	0.3	65.9	1.1
<b>Early Years Block</b>	34.4	34.4	3.7	38.1	3.7
<b>Total</b>	<b>436.35</b>	<b>445.1</b>	<b>8.43</b>	<b>453.53</b>	<b>17.18</b>

2.8 Schools Forum should note that all figures stated in this Section 2 are prior to DSG recoupment by the ESFA for funding academies directly.

2.9 Also announced by the DfE was the continuation for schools (including local authority maintained nursery schools) of a Single National Copyright License for 2018/19. This is funded from the Central Services Schools Block and the cost of the single license has increased by £17k to £417k and covers:

- Copyright Licensing Agency (CLA)
- Schools Printed Music Licence (SPML)
- Newspaper Licensing Authority (NLA)
- Education Recording Agency (ERA)
- Motion Picture Licensing Company (MPLC)
- Filmbank Distributors Ltd (for the PVSL)
- Mechanical Copyright Protection Society (MCPS)
- Christian Copyright Licensing International (CCLI)
- Performing Rights Society (PRS)
- Phonographic performance Limited (PPL)

### 3.0 OTHER FUNDING ANNOUNCEMENTS

3.1 The DfE have also made announcements as follows:

- a) The grant for universal infant free school meals (UIFSM) continues at a meal rate of £2.30 for the 2018/19 academic year. The ESFA are due to publish further details;

- b) The year 7 Catch-up Premium continues in 2018/19 with the ESFA due to confirm the arrangements in early 2018;
- c) The Primary PE and Sport Premium continues in academic year 2018/19 at the current national level of £320m a year. Further details are still to be published. The ESFA will continue to advise schools on sustainable and effective ways to use the premium;
- d) The ESFA will maintain the Education Services Grant (ESG) protections in 2018/19 at their current rates, to protect academies from excessive changes in funding as a result of ending the ESG; and
- e) The Pupil Premium as set out in the table below. The pupil premium allocations for 2018/19 will be published by the ESFA in June 2018 following the receipt of pupil number data from the spring 2018 schools and alternative provision censuses.

<b>Pupil Premium Category</b>	<b>2018/19 £</b>
Primary (reception to year 6) – Ever 6 FSM*	1,320
Secondary (years 7 to 11) – Ever 6 FSM*	935
Looked After Children - Pupil Premium Plus (previously £1,900 in 2017/18)	2,300
Post LAC – Children who have ceased to be looked after by the LA due to adoption, special guardianship order, a child arrangements order or a residence order (reception to year 11)*	1,900
Service Child (reception to year 11) – Ever 6 FSM*	300
*Note – these elements of pupil premium are allocated to schools based on the January 2018 census. The ESFA calculate as Ever 6 FSM excluding those eligible for LAC and post LAC premium. Refer to the following link for additional information: <a href="https://www.gov.uk/government/publications/pupil-premium-conditions-of-grant-2018-to-2019">https://www.gov.uk/government/publications/pupil-premium-conditions-of-grant-2018-to-2019</a>	

#### **4.0 THE NATIONAL FUNDING FORMULA (NFF) FOR SCHOOLS AND THE CAMBRIDGESHIRE FORMULA 2018-19**

- 4.1 Further to the November report to the Schools Forum setting out the proposals for the Cambridgeshire funding formula for 2018/19, final modelling on the school budgets has been completed during December and January. Taking into account the updated pupil numbers from the October census and the final DSG announcement there are no changes to the formula previously presented to the Schools Forum with one exception being the minimum funding guarantee (MFG).
- 4.2 The outcome of the final modelling was that there was headroom of £0.25m after applying the transfer to the High Needs Block of £0.7m. This headroom is calculated based on the difference between the Schools Block allocation and the modelling in the Authority Pro-forma Tool (APT).

- 4.3 The 2018/19 funding formula proposal was presented to and discussed at the Children and Young People's Committee on the 9 January 2018. The Committee were updated on the final modelling including the £0.25m headroom, which was also considered. The Committee approved the formula and resolved that the headroom be used in the formula to raise the MFG to a higher level of protection providing additional transitional protection and time to adjust for those schools losing funding through the formula changes. As a result the MFG has been set at 0% in the funding formula for 2018/19 meaning no school will see a reduction on it's per pupil funding compared to 2017/18.
- 4.4 The summary figures from the final APT are shown below with further detail provided in Appendix 1.

<b>Cost v Funding of Full NFF Factors and Rates</b>	<b>£M</b>
Pupil Led Factors (basic entitlement, deprivation, EAL, mobility, prior attainment)	311.3
Other Factors (rates, PFI, lump sum, area cost adjustment, sparsity, split sites, exceptional funding and minimum pupil levels)	31.7
Minimum Funding Guarantee	0.7
Funding Cap	(5.4)
Pupil Growth Fund	2.5
High Needs Transfer	0.7
<b>TOTAL COST</b>	<b>341.5</b>
<b>FUNDING AVAILABLE FINAL</b>	<b>341.5</b>

- 4.5 The impact of the cap and protection in the final formula is that:
- 50 schools are in receipt of Minimum Funding Guarantee (MFG) with MFG values ranging from £288 to £41,225 (the number of schools with MFG has increased to 50 schools due to the higher level of protection bringing schools that had reductions between 0% and minus 1.5% onto MFG with the MFG level being set at 0%;
  - 126 schools are being capped in order to remain within the funding envelope. This figure is expected to reduce in subsequent years as the second year of the NFF allocations is rolled out by the DfE; and
  - 68 schools are not in receipt of any MFG or capping, which means these schools will be receiving exactly the funding generated through the formula.

## **5.0 ACTIONS AND RECOMMENDATIONS**

### **5.1 Schools Forum are asked to:**

- Note the final DSG settlement for Cambridgeshire and the Cambridgeshire funding formula for 2018/19; and**
- Approve the addition of £13k to the retained Local Authorities duties budget from the increase received in the Central Services Schools Block announcement.**



Local Authority Funding Reform Proforma

LA Name:

Cambridgeshire

LA Number:

873

Premises costs to exclude from allocation when calculating the minimum funding level	Mobility	Rates	PFI	Split Sites
	Yes	Yes	Yes	Yes
Primary minimum per pupil funding level	Middle school minimum per pupil funding level for secondary pupils		Secondary minimum per pupil funding level	
3300	4000		4600	

Pupil Led Factors

1) Basic Entitlement Age Weighted Pupil Unit (AWPU)	Reception uplift	No	Pupil Units		0.00					
	Description	Amount per pupil		Pupil Units		Sub Total	Total	Proportion of total pre MFG funding (%)	Notional SEN (%)	
	Primary (Years R-6)	£2,781.58		51,115.75		£142,182,548	£261,871,906	41.45%	2.00%	
	Key Stage 3 (Years 7-9)	£3,911.64		17,807.00		£69,654,573		20.31%	2.00%	
	Key Stage 4 (Years 10-11)	£4,441.22		11,266.00		£50,034,785		14.59%	2.00%	
	Description	Primary amount per pupil	Secondary amount per pupil	Eligible proportion of primary NOR	Eligible proportion of secondary NOR	Sub Total	Total	Proportion of total pre MFG funding (%)	Primary Notional SEN (%)	Secondary Notional SEN (%)
2) Deprivation	FSM	£445.54	£445.54	5,651.71	2,814.34	£3,771,964	£17,994,495	5.25%	1.40%	14.00%
	FSM6	£546.80	£794.88	8,724.84	5,486.84	£9,132,130			14.00%	14.00%
	IDACI Band F	£202.52	£293.65	4,655.14	2,282.68	£1,613,060			1.60%	1.60%
	IDACI Band E	£243.02	£394.91	3,423.00	1,689.26	£1,498,968			1.60%	1.60%
	IDACI Band D	£364.53	£521.48	1,547.66	834.66	£999,435			1.60%	1.60%
	IDACI Band C	£394.91	£567.05	498.88	250.09	£338,829			1.60%	1.60%
	IDACI Band B	£425.29	£607.55	703.08	309.11	£486,813			1.60%	1.60%
	IDACI Band A	£582.24	£820.20	143.55	85.00	£153,294			1.60%	1.60%
	Description	Primary amount per pupil	Secondary amount per pupil	Eligible proportion of primary NOR	Eligible proportion of secondary NOR	Sub Total	Total	Proportion of total pre MFG funding (%)	Primary Notional SEN (%)	Secondary Notional SEN (%)
3) Looked After Children (LAC)	LAC X March 17			321.17		£0	£3,543,749	0.00%	0.00%	
4) English as an Additional Language (EAL)	EAL 3 Primary	£521.48		4,996.50		£2,605,594		1.03%	0.00%	
	EAL 3 Secondary		£1,402.44		668.95	£938,155				0.00%
5) Mobility	Pupils starting school outside of normal entry dates			1,210.28	1,787.10	£0		0.00%	0.00%	0.00%
	Description	Weighting	Amount per pupil	Percentage of eligible pupils	Eligible proportion of primary and secondary NOR respectively	Sub Total	Total	Proportion of total pre MFG funding (%)	Primary Notional SEN (%)	Secondary Notional SEN (%)
6) Prior attainment	Low Attainment % new EFSP	100.00%	£1,063.22	35.30%	16,411.52	£17,449,046	£27,884,530	8.13%	68.68%	
	Low Attainment % old FSP 78			15.29%						
	Secondary low attainment (year 7)	58.05%	£1,569.51	23.53%	6,648.86	£10,435,484				68.68%
	Secondary low attainment (year 8)	48.02%		22.39%						
	Secondary low attainment (years 9 to 11)			22.81%						

Other Factors

Factor	Lump Sum per Primary School (£)	Lump Sum per Secondary School (£)	Lump Sum per Middle School (£)	Lump Sum per All-through School (£)	Total (£)	Proportion of total pre MFG funding (%)	Notional SEN (%)	
7) Lump Sum	£110,000.00	£110,000.00			£26,794,167	7.81%	0.00%	0.00%
8) Sparsity factor	£25,000.00	£65,000.00	£45,000.00	£45,000.00	£196,969	0.06%	0.00%	0.00%

Please provide alternative distance and pupil number thresholds for the sparsity factor below. Please leave blank if you want to use the default thresholds. Also specify whether you want to use a tapered lump sum for one or both of the phases.

Primary distance threshold (miles)	2.00	Primary pupil number average year group threshold	21.40	Fixed or tapered sparsity primary lump sum?	Tapered			
Secondary distance threshold (miles)	3.00	Secondary pupil number average year group threshold	120.00	Fixed or tapered sparsity secondary lump sum?	Tapered			
Middle schools distance threshold (miles)	2.00	Middle school pupil number average year group threshold	69.20	Fixed or tapered sparsity middle school lump sum?	Tapered			
All-through schools distance threshold (miles)	2.00	All-through pupil number average year group threshold	62.50	Fixed or tapered sparsity all-through lump sum?	Tapered			
9) Fringe Payments					£0	0.00%		
10) Split Sites					£90,000	0.03%	0.00%	
11) Rates					£4,286,301	1.25%	0.00%	
12) PFI funding					£207,022	0.06%	0.00%	
13 ) Exceptional circumstances (can only be used with prior agreement of ESFA)								
Circumstance					Total (£)	Proportion of total pre MFG funding (%)	Notional SEN (%)	
Additional lump sum for schools amalgamated during FY17-18					£0	0.00%	0.00%	0.00%
Additional sparsity lump sum for small schools					£0	0.00%	0.00%	
Additional funding under the minimum per pupil level of funding factor					£0	0.00%	0.00%	
Exceptional Premises Factor					£87,226	0.03%	0.00%	
Exceptional Circumstance5					£0	0.00%	0.00%	
Exceptional Circumstance6					£0	0.00%	0.00%	
Exceptional Circumstance7					£0	0.00%	0.00%	

Additional funding to meet minimum per pupil funding level

£67,766

Total Funding for Schools Block Formula (excluding MFG Funding Total) (£)

£343,024,130

100.00%

£25,957,934

14) Minimum Funding Guarantee	0.00%		£682,066			
Apply capping and scaling factors? (gains may be capped above a specific ceiling and/or scaled)				Yes		
Capping Factor (%)	3.00%	Scaling Factor (%)	100.00%			
Total deduction if capping and scaling factors are applied				-£5,423,965		
				Total (£)		Proportion of Total funding(%)
MFG Net Total Funding (MFG + deduction from capping and scaling)				-£4,741,899		-1.40%
Please note that the total deduction for capping and scaling is greater than the total MFG						
High Needs threshold (only fill in if, exceptionally, a high needs threshold different from £6,000 has been approved)				£0.00		
Additional funding from the high needs budget				£0.00		
Growth fund (if applicable)				£2,500,000.00		
Falling rolls fund (if applicable)				£0.00		
Total Funding For Schools Block Formula				£338,282,232		
% Distributed through Basic Entitlement				76.34%		
% Pupil Led Funding				90.75%		
Primary: Secondary Ratio				1 : 1.27		

Total funding for schools block formula contains funding from outside of the 2018-19 Schools Block allocation?

No

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**DEDICATED SCHOOLS GRANT FINANCIAL POSITION 2017-18**

To: Cambridgeshire Schools Forum  
 Date: 19<sup>th</sup> January 2018  
 From: Martin Wade - Strategic Finance Business Partner

**1.0 INTRODUCTION**

- 1.1 This report provides a summary of the overall 2017-18 Dedicated Schools Grant (DSG) financial position to the end of December 2017.

**2.0 UPDATED 2017-18 DSG**

- 2.1 Following revised announcements to reflect in-year funding changes and recoupment for academies and High Needs Places the table below shows the revised level of DSG to be received in 2017-18:

	Revised 2017-18 DSG as at Oct 2017	Revised 2017-18 DSG as at Dec 2017
<b>Schools Block DSG</b>	<b>£337,587,337</b>	<b>£337,587,337</b>
3&4 YO Early Years Block DSG Universal	£24,254,776	£24,254,776
3&4 YO Early Years Block DSG Extended Entitlement	£4,707,583	£4,707,583
Indicative Early Years Pupil Premium	£247,907	£247,907
2YO Early Years Block DSG	£3,775,477	£3,775,477
Disability Access Fund	£110,100	£110,100
Maintained Nursery School Supplementary Funding	£1,301,115	£1,301,115
<b>Total Estimated Early Years Block</b>	<b>£34,396,958</b>	<b>£34,396,958</b>
16/17 HNB Baseline	£62,755,620	£62,755,620
Population based uplift	£1,096,072	£1,096,072
Population growth based uplift	£486,896	£486,896
<b>Total High Needs Block</b>	<b>£64,338,588</b>	<b>£64,338,588</b>
<b>Total Estimated DSG Pre-Recoupment</b>	<b>£436,322,883</b>	<b>£436,322,883</b>
less High Needs Place Funding	-£9,739,819	-£9,739,819
less Academy Recoupment Estimate	-£191,889,425	-£192,157,464
less Copyright Licence Adjustment	-£481,023	-£481,023
16/17 High Needs Adjustment	£283,000	£283,000
16/17 EY DSG Adjustment	-£778,000	-£778,000
<b>Estimated DSG to be received by LA*</b>	<b>£233,717,616</b>	<b>£233,216,249</b>

\*subject to further academy conversions

- 2.2 The change between the October and December estimated DSG is due to further academy conversions in-year.

**3.0 2017-18 IN-YEAR BUDGETARY CONTROL POSITION**

- 3.1 At the end of December 2017, there is a forecast in-year pressure of **£1,158k** against available DSG allocations (including the £134k deficit brought forward from 2016/17.) The

full DSG Budgetary Control Report (BCR) can be viewed in section 3.2 below, with detailed narrative available in 3.3, but the main pressures/underspends can be summarised as:

- There is a forecast pressure of £350k against the budget allocations to Special Schools. This is primarily as a result of an overall increase in commissioned places and actual pupils.
- There is a forecast pressure against the High Needs top-up budget of £200k mainly due to the increase in Post-16 pupils.
- It is estimated that the SEN Placements budget will have a pressure of £850k.
- It is estimated that the Out of School Tuition Budgets will have a pressure of £600k
- These pressures are offset in part by a forecast underspend of £943k on Financing DSG due to a combination of rates and recoupment adjustments, vacancy savings and one-off balances to be applied in-year. This line also includes the £134k deficit brought forward from 2016/17.

### 3.2 DSG BCR to the end of December 2017:

#### Finance & Performance Report for DSG - December 2017

Note	Budget for 2017/18	Outturn Forecast as at end of Dec 17	
	£000's	£000's	%
<b>Director of Commissioning</b>			
Strategic Management - Commissioning	84	0	0.0%
<b>Director of Commissioning Total</b>	<b>84</b>	<b>0</b>	<b>0.0%</b>
<b>Director of Children &amp; Safeguarding</b>			
Children's Centres Strategy	90	0	0.0%
Support to Parents	741	0	0.0%
<u>SEND Specialist Services (0 - 25 years)</u>			
SEND Specialist Services	5,979	54	0.9%
Children's Disability Service	0	0	0.0%
3 High Needs Top Up Funding	13,573	200	1.5%
1 SEN Placements	8,973	850	9.5%
Early Years Specialist Support	965	88	9.1%
2 Out of School Tuition	1,119	600	53.6%
<u>District Delivery Service</u>			
Early Help District Delivery Service - North	363	-15	-4.1%
Early Help District Delivery Service - South	380	-15	-3.9%
<b>Director of Children &amp; Safeguarding Total</b>	<b>32,183</b>	<b>1,762</b>	<b>5.5%</b>
<b>Director of Education</b>			
Strategic Management - Education	68	-8	-11.1%
Early Years Service	218	-4	-1.8%
Schools Partnership Service	107	0	0.0%
Childrens' Innovation & Development Service	68	0	0.3%
Redundancy & Teachers Pensions	13	0	0.0%
<u>0-19 Place Planning &amp; Organisation Service</u>			
0-19 Organisation & Planning	3,178	0	0.0%
Education Capital	158	0	0.0%
<b>Director of Education Total</b>	<b>3,810</b>	<b>-11</b>	<b>-0.3%</b>



<b>Executive Director</b>				
	Central Financing	9	-9	-100.0%
	<b>Executive Director Total</b>	<b>9</b>	<b>-9</b>	<b>-100.0%</b>
<b>Total</b>				
		<b>36,086</b>	<b>1,743</b>	<b>4.8%</b>
<b>Grant Funding</b>				
	Financing DSG	0	-943	-4.4%
	<b>Grant Funding Total</b>	<b>0</b>	<b>-943</b>	<b>4.4%</b>
<b>Contribution to Combined Budgets</b>				
		<b>3,579</b>	<b>0</b>	<b>0.0%</b>
<b><u>Schools</u></b>				
	Primary Schools	133,140	0	0.0%
	Secondary Schools	1,027	0	0.0%
	EOTAS Devolution	4,867	0	0.0%
4	Special Schools	14,645	350	2.4%
	Special Schools Outreach	271	0	0.0%
	Nursery Schools, Classes and PVI Providers	34,296	0	0.0%
	High Needs Units	2,168	0	0.0%
	PRUs	870	0	0.0%
	Schools Financing (including recoupment adjustments)	376	0	0.0%
	Broadband & Copyright	1,860	0	0.0%
	Pools and Contingencies	39	0	0.0%
	<b>Schools Total</b>	<b>193,560</b>	<b>350</b>	<b>0.2%</b>
<b>Overall Total</b>				
		<b>233,216</b>	<b>1,158</b>	<b>0.5%</b>

- 3.3 Narrative is given below where there is an adverse/positive variance greater than 2% of annual budget or £100,000 whichever is greater:

Service	Current Budget for 2017/18	Forecast Variance Outturn	
	£'000	£'000	%
<b>1) Special Educational Needs (SEN) Placements</b>	8.973	850	8%
<p>The SEN Placements budget is reporting an over spend of £850k, This is due to an increase in the number of commissioned placements, and one case that went to Appeal where County could not meet need.</p> <p>Overall there are rising numbers of children and young people who are LAC, have an EHCP and have been placed in a 52 week placement. These are cases where the child cannot remain living at home. Where there are concerns about the local schools meeting their educational needs, the SEN Placement budget has to fund the educational element of the 52 week residential placement; often these are residential schools given the level of learning disability of the young children, which are generally more expensive.</p> <p><u>Actions being taken:</u></p> <ul style="list-style-type: none"> <li>• Special Educational Needs and Disability (SEND) Sufficiency work is underway to inform future commissioning strategy. This will set out what the SEND need is across Cambridgeshire, where it is and what provision we need in future, taking account of demographic growth and projected needs. The SEND Sufficiency work will be completed in January 2018. A series of workshops are being planned for Spring 2018;</li> <li>• Three new special schools to accommodate the rising demand over the next 10 years. One school opened in September 2017 with two more planned for 2020 and 2021. Alternatives such as additional facilities in the existing schools, looking at collaboration between the schools in supporting post 16, and working with further education providers to provide appropriate post 16 course is also being explored in the plan;</li> <li>• SEND Commissioning Strategy and action plan are being developed with a focus on children and young children with SEND in Cambridgeshire accessing mainstream education;</li> <li>• Work on coordination of reviews for Independent Specialist Education Placements (ISEPs) to look at returning in to county; and</li> <li>• A full review of all High Needs spend is required due to the ongoing pressures and proposed changes to national funding arrangements.</li> </ul>			
<b>2) Commissioning Services – Out of School Tuition</b>	1,119	600	54%
<p>The Out of School Tuition budget is now forecasting a pressure of £600k.</p> <p>There are several key themes emerging which are having impact on the need for children to receive a package of education, sometimes for prolonged periods of time:</p> <ul style="list-style-type: none"> <li>• Casework officers are not always made aware that a child's placement is at risk of breakdown until emergency annual review is called.</li> <li>• Casework officers do not have sufficient access to SEND District Team staff to prevent the breakdown of an education placement in the same way as in place for children without an Education, Health and Care Plan (EHCP).</li> <li>• There are insufficient specialist placements for children whose needs cannot be met in mainstream school.</li> <li>• There is often a prolonged period of time where a new school is being sought, but where</li> </ul>			

schools put forward a case to refuse admission.

- In some cases of extended periods of tuition, parental preference is for tuition rather than in-school admission.

There has been an increase in the number of children with an EHCP who are awaiting a permanent school placement. The delay is due to the nature and complexity of the needs of these children. Many of these children are in Key Stage 1 and do not have a permanent placement due to a lack of provision for this cohort of children. In addition, there are a number of children and young people who have a Statement of SEN/EHCP and have been out of school for some time. A smaller cohort of Primary aged children who are permanently excluded, or those with long term medical absence from school, sometimes require external tuition packages when SEND Specialist Teaching capacity is full.

A new process has been established to ensure all allocations and packages are reviewed in a timely way and that there is oversight of moves back into full time school. The transfer of the Out of School Tuition budget to the SEND Services (from November 17) enables more opportunities to use resources differently and to have more cost effective in-house tuition. There have been discussions with the Transformation Team and following the outcomes and recommendations of several large scale provision and funding reviews, we aim to look at the extension of the existing team in order to prevent placement breakdown more effectively and provide high quality teaching to a smaller number of children who need tuition.

Immediate interim controls have been placed on access to this budget. Casework officers and Statutory Assessment Team Leaders must request new packages or increases to existing packages with the budget holder. This is vital in order to understand the nature of requests and bring in swift additional support from SEND District Teams. This is not a long term solution and the budget holder is working with the Transformation Team to investigate whether the pump-priming of the SEND District Teams with additional staff could either prevent the breakdown of placement (and therefore reduce the need for packages of education) or provide in-house tuition at a cheaper rate.

The current Tuition Provider Framework is up for recommissioning in March 2018. It has been agreed to extend the framework by 12 months in order to give time to look at more sustainable and in-house provision. These decisions and a business case will be formulated using the data and recommendations given through the Social, Emotional and Mental Health (SEMH) Review, High Needs Block Review and SEND Sufficiency Review, which will close in January 2018. The Tuition Provider Contract is zero-based and requires no minimum fulfilment.

### 3) High needs top-up

13,573

200

1.5%

Please note the £13,573k High needs top-up budget is net of £1,557k adjustments for academy and Post-16 college recoupment. The overall gross budget is £15,130k and is currently forecast to overspend by £200,000. The main reason for this is the continuing increase in the number of Post-16 pupils.

Numbers of young people with Education Health and Care Plans (EHCP) in Post-16 Further Education providers continue to increase and as a result a year-end pressure of £200k is currently forecast. Placements for the 2018/19 academic year are still being finalised and as such the overall cost for the remainder of the financial year could increase further as more young people remain in education.

### 4) Special Schools Quantum

14,645

350

2.4%

Please note the £14,645k Special School Quantum is net of £6,582k adjustments for academy recoupment. The overall gross budget is £21,227k, an increase of £735k (3.6%) from 2017/18 levels.

It is expected that the Special Schools budget will overspend by approximately £350,000. This is due to the increasing number of children in Special Schools, an increase of 40 pupils between

the October 2016 and May 2017 census points, and with the new school at Littleport which opened in September these numbers will only increase further.

Alongside the increase in numbers there is a continuing increase in the complexity of need reflected by the rising value of the average top-up per pupil despite top-up amounts and criteria remaining constant:

	17/18	16/17	15/16	14/15
Average Special School Top-Up per pupil	£10,248	£10,199	£9,955	£9,755

## **4.0 FUTURE POSITION**

- 4.1 The final year end position will be presented to Schools Forum at the next available meeting following the closure of the 2017/18 accounts.
- 4.2 As in previous years it is the intention to carry-forward the deficit and manage alongside other pressures in-year. The work being undertaken as part of the wider SEND review is essential to ensuring budgets are sustainable on an ongoing basis.
- 4.3 Based on the DSG conditions of grant there are 3 options when there is a DSG deficit:
- a) The local authority may decide to fund all the overspend from its general resources in the year in question.
  - b) The local authority may decide to fund part of the overspend from its general resources in the year in question and carry forward part to the schools budget in the next year or the year after that.
  - c) The local authority may decide not to fund any of the overspend from its general resources in the year in question and to carry forward all the overspend to the schools budget in the next year or the year after that.

A local authority needs to obtain the consent of the Schools Forum or, failing that, the Secretary of State for Education to fund this deficit from the schools budget.

## **5.0 RECOMMENDATION**

- 5.1 **Members of Schools Forum are asked to note the contents of the report and provide comment on key areas.**

**DE-DELEGATIONS 2018/19**

*To:* Cambridgeshire Schools Forum  
*Date:* 19<sup>th</sup> January 2018  
*From:* Martin Wade – Strategic Finance Business Partner

**1.0 INTRODUCTION**

**1.1** Alongside the £10 per maintained pupil for education functions previously funded from the Education Services Grant (ESG) agreed at the November 2017 meeting of Schools Forum, maintained Primary representatives are required to approve the de-delegations methodology and proposed approach for 2018-19 which apply to maintained primary schools only and cover:

1. Contingency
2. Cambridgeshire Race Equality Advisory Service (CREDS)
3. Free School Meals Eligibility
4. Insurance (Material Damage, Theft, Public Liability)
5. Maternity Cover
6. Trade Union Facilities Time

**2.0 DE-DELEGATION METHODOLOGY**

**2.1** The current basis, total de-delegation for 2017/18 and proposals for 2018/19 are set out below:

	<b>Agreed 2017/18 Basis</b>	<b>Approx. 2017/18 Amt. £000</b>	<b>Proposed 2018/19 Basis</b>	<b>Estimated 2018/19 Amt. £000</b>
<b>Contingency</b>	£2.10 per pupil	£74k	£2.10 per pupil	£73k
<b>CREDS</b>	£12 per pupil and £142.50 per EAL	£681k	£0	£0
<b>Free School Meals</b>	£4.65 per FSM child	£16k	£4.65 per FSM child	£17k
<b>Insurance</b>	£20.10 per pupil	£711k	Awaiting Data	TBC
<b>Maternity</b>	£5.00 per pupil	£177k	£5.00 per pupil	£173k
<b>Trade Union Facilities Time</b>	£1.10 per pupil	£39k	£1.10 per pupil	£38k
<b>TOTAL</b>		<b>£1,698k</b>		

**2.2** Final de-delegation amounts for 2018/19 have been updated to reflect revised data from the DfE. Please note: Although final amounts will change to reflect academy conversions the principles for de-delegation will remain as set out below.

**2.3 Contingency** – No proposed change to de-delegation rate for 2018/19.

**2.4 CREDS** – as stated at the December meeting, Cambridgeshire Primary Heads (CPH) will not be approving the continuation of the de-delegation for this service in 18/19.

- 2.5 **Free School Meals Eligibility** – No proposed change to de-delegation rate for 2018/19.
- 2.6 **Insurance** – Awaiting data – to be circulated/tabled on receipt.
- 2.7 **Maternity** – It is proposed to continue at the reduced rate of £5.00 per pupil for 2018/19. (Previously £5.90 per pupil in 2016/17).
- 2.8 **Trade Union Facilities Time** – This de-delegation provides approximately half of the funding used to provide payments for the 6 county secretaries either to schools where union secretaries are taking time off for duties, or payments directly to union secretaries where they are no longer working directly for schools (i.e. they are retired). The viability of this funding arrangement is dependent on the continued buy-in from a large proportion of academies. It is proposed to keep this de-delegation amount the same as in previous years.
- 2.9 **Maintained Primary representatives on Schools Forum are asked to approve the continuation of de-delegations in respect of:**
- **Contingency**
  - **Free School Meals Eligibility**
  - **Insurance**
  - **Maternity**
  - **Trade Union Facilities Time**
- 3.0 **NEXT STEPS**
- 3.1 De-delegations will be applied to final maintained primary school budgets in the 2018/19 Authority Proforma Tool (APT).

**SOCIAL EMOTIONAL AND MENTAL HEALTH REVIEW**

*To:* Cambridgeshire Schools Forum  
*Date:* 19<sup>th</sup> January 2018  
*From:* Helen Phelan – Head of SEND Specialist Services (0 – 25 )/ Principal Educational Psychologist

**1.0 INTRODUCTION**

- 1.1 This report provides an update on the Review of provision for children and young people with Social, Emotional and Mental Health needs (SEMH).
- 1.2 A scoping document provided a rationale for this piece of work which set out the following issues:
- Surplus places in SEMH special schools;
  - Location of schools according to need;
  - Some cross border placements;
  - A number of pupils with SEMH needs in independent SEMH schools;
  - A significant number of individual tuition packages for children and young people with SEMH needs;
  - Use of college courses 14 – 16 years.

**2.0 AIMS OF THE REVIEW**

- 2.1 To identify the level of sustainable provision required to meet SEMH needs locally, taking account of demographic growth;
- 2.2 To review out of county placements to establish what is needed locally;
- 2.3 To set out recommendations to ensure consistent high quality specialist SEMH provision;
- 2.4 Ensure co-production with key partners, including young people, parent carers and schools.

**3.0 KEY QUESTIONS**

- 3.1 Is current local provision adequate to meet needs now and in the future, and does it have a positive impact on pupil attainment/outcomes?
- 3.2 What models are there in the country that support young people to remain in their community and impact positively on outcomes?
- 3.3 What is a financially sustainable model that meets needs in the community and improves outcomes?
- 3.4 Should any proposed model include use of independent specialist provision?
- 3.5 What provision could be offered to children and young people with SEMH needs who are looked after and/or require 52 week provision?

- 3.6 What provision is required post 16?
- 3.7 How can we ensure effective transition into adult life?
- 3.8 How can we improve listening to the voice of the children and their parents/carers?

#### **4 SOURCES OF INFORMATION**

- 4.0 Discussions with key council officers.
- 4.1 Visits to SEMH schools and discussions with SEMH school leaders.
- 4.2 Consideration of SEMH schools and council websites.
- 4.3 Meeting with a group of representative primary head teachers.
- 4.4 Collation and analysis of a range of data and information, including financial information.
- 4.5 Investigation of other LA information/examples of effective practice elsewhere.
- 4.6 Outcomes of the SEMH pilots.

#### **5 INITIAL EMERGING THEMES**

- 5.1 Specialist SEMH provision is not geographically dispersed with two of the schools in close proximity and both catering for a similar cohort of pupils.
- 5.2 Some children are travelling long distances to access specialist education.
- 5.3 Appropriateness of accommodation is an issue on three of the four sites visited.
- 5.4 While exclusions are low, it is not clear whether the alternatives are leading to better outcomes for children and young people.
- 5.5 Identification of needs and the right provision to meet those needs has been late for some pupils, making it difficult for them to make as good progress as they might if they had the right provision at the right time.
- 5.6 Profile of needs of pupils in specialist provision would suggest that the right needs are not always being identified early enough and then the right interventions/support put in place. There needs to be better guidance and support in place to help schools. School want advice and support that is in addition to and different from what they already have in place.
- 5.7 Some of the behaviours of pupils are a consequence of unmet learning needs/disability needs, some as a consequence of their disability/medical conditions, some from challenging home circumstances and life experiences, and



some from environmental factors. Different approaches are needed to reflect the different needs and there needs to be clear links/coordination with provision/support for other types of needs.

5.8 In line with national picture, the pupils are predominantly boys. There is a need to reflect on why this might be the case and consider what strategies might best support boys.

5.9 Currently there is not a clear framework for coordinated and targeted school to school and cross agency support.

## **6 NEXT STEPS**

6.1 A working group of key partners.

6.2 Task and finish groups set up to progress key elements of work.

6.3 Ensure linked through an overarching approved SEND Strategy.

6.4 Link to SEND Sufficiency/Needs analysis work undertaken across Cambridgeshire and Peterborough.

6.5 An agreed plan of action for provision July 2018.

## **7 RECOMMENDATION**

7.1 Members of the Schools Forum are asked to note and comment on the report.



**HIGH NEEDS PRESSURES AND ACTIONS**

**To:** Cambridgeshire Schools Forum

**Date:** 19<sup>th</sup> January 2018

**From:** Helen Phelan – Head of Special Educational Needs and Disabilities (SEND)  
Specialist Services (0 – 25 )/ Principal Educational Psychologist  
Martin Wade, Strategic Finance Business Partner

**1.0 INTRODUCTION**

- 1.1** This report provides an update on the element of High Needs Block (HNB) Dedicated Schools Grant (DSG) funding managed by the SEND 0-25 Service and the new action plans implemented to help manage current and future demands. As agreed at Schools' Forum in December, this paper sets out the new action plans now in place and identified savings for HNB. Expenditure on the HNB is increasing and without doing different going forward, it is an unsustainable situation with the forecast of significant over spends on many areas of the HNB.

**2.0 HIGH NEEDS BLOCK 17/18**

- 2.1** In November 2017, a number of High Needs Block DSG budgets transferred from Commissioning to SEND Specialist Services (0-25). A breakdown is provided below, including the anticipated forecast outturn variance for 2017/18, as at the end of December 2017:

Budget	2017/18 Budget (£)	2017/18 Forecast Outturn Variance (at December 2017)	Description
Special Schools Quantum	21,227,274	350,000	Budget funds all places and top-up to Cambridgeshire special schools. Although the base budget is £21.2m, approximately £6.6m will be recouped for places at academies and all post-16 places. Place funding for post-16 pupils at maintained schools is then separately funded by the Education and Skills Funding Agency (ESFA). Schools funding team allocate the funding to schools based on commissioned places and monthly pupil top-up information from the service.

Special Schools - Outreach	271,000	0	Funding is allocated to all special schools for outreach support, with the exception of one special school who is not able to provide this.
High Needs Units (Enhanced Resources)	3,069,088	0	Funding for High Needs Units (for example Cabins) attached to schools. Although base budget is £3.1m, there is recoupment of approximately £0.9m for places in academies funded directly by the Education and Skills Funding Agency (ESFA). Schools Funding team allocate the funding based on commissioned places and top-up information from the service.
Early Years Quantum	500,000	0	Early years quantum to be combined with expenditure against Education Health and Care Plans (EHCPs) for 3 & 4 year olds to create the SEN inclusion fund
Out of School Provision (OOSP) - tuition	1,176,236	600,000	Tuition packages for Children and Young People who are in receipt of an EHCP and not in school
Basic Entitlement	-57,511	0	This amount is transferred into the Out of School (OOSP) budget for the pupil premium which would normally go to the school the pupil was on roll at.
Extended Provision (After School Clubs)	141,518	0	This budget funds the sessions for extended provision provided by the Special Schools (after school). Previously all the Special Schools had a Service Level Agreement and were funded based on the number of

			<p>sessions the school provided and the number of children attending. During the 2016/17 financial year this was changed and all the schools were to be given £20,007 (fixed) each for the 2017/18 financial year.</p>
Lovass-Educated at Home.	26,445	44,000	<p>This budget is for pupil educated at home by parents or tutors they employ. The parents pay the tutors and then send in monthly invoices for these costs which are reimbursed. For 2016-17 there was only one pupil, but another recently started following a tribunal decision resulting in the budget being under-funded in 17/18.</p>
Tribunals	75,044	0	<p>There is a Service Level Agreement for this with LGSS Law for £75,044. If there are compensation orders for payments to parents following either tribunal or Ombudsman ruling then these also get paid from this budget. This is a fixed price contract.</p>
Childcare Access Funding	199,297	0	<p>The requests are received from the Setting and sent to START's QA panel. If there are complex issues such as, if when the plan is issued giving 25 hours of support and it is thought that more hours are needed, then it will be escalated for the additional hours to be agreed. Some of this funding will be used for the new Additional Needs Funding (ANF) for</p>

			children under 3 years with additional needs.
Early Years Access Funding - the new SEN IF will take its place	584,013	0	The requests are received from the Setting and sent to SENIF Panel. Three tiered funding model has been created to meet the needs of 3 & 4 year olds who need additional support in a setting.
SEN Placements –out county placements	8,572,523	850,000	This budget is for the Independent Special Education Placements (ISEPs).
Recoupment	399,991	0	
Special Schools – Equipment	202,400	0	Budget transferred to SEND Service Dec 2017. Requests for equipment mostly made by Occupational Therapists.
Equipment (Mainstream)	230,000	0	Budget transferred to SEND Service Dec 2017. Requests for equipment mostly made by Occupational Therapists.
Therapies	80,366	44,000	Requests for therapy provision in EHCP, with requests from Case Work Officers
<b>Total</b>	<b>36,697,684</b>	<b>1,888,000</b>	<b>5.14%</b>

## 2.2 Existing DSG Budgets with SEND Service (0 – 25)

SEND Services (0 – 25 years)	5,361,000	54,000	Hearing Impaired Service, Visual Impaired Service, Specialist Teachers, Specialist Practitioners, Access & Inclusion, Extended Provision (after school clubs)
High Needs Top Up Funding	13,573,000	200,000	Funding for all Top-up in mainstream schools and academies and post-16 in Further Education.

<b>Total DSG Budget in SEND Service</b>	<b>55,631,684</b>	<b>2,142,000</b>	<b>3.85%</b>
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### 3.0 2016/17 PRESSURES MANAGED IN YEAR

- 3.1 Unlike core funded budgets, there is no uplift in budget allocation for dedicated schools grant (DSG) funded services for annual pay inflation. The additional cost of salary inflation and salary increments creates an incremental budget pressure for DSG funded teams across the SEND 0-25 service.
- 3.2 The cost to the Access and Inclusion team of providing one to one tuition for excluded primary school children and those at risk of exclusion increased. Within the School and Early Years Finance Regulations there is provision for the Local Authority to remove funding from schools for excluded pupils. In December 2016, Schools' Forum approved that where a primary aged child is permanently excluded from the school, the funding will pass to the SEND Service to provide tuition before the child is placed in another school. This, however does not cover the full cost of providing tuition.

### 4.0 2017/18 IN YEAR POSITION

- 4.1 Including those budgets recently transferred to SEND 0-25, as at the end of December, there is an in year pressure of £2,142k against the High Needs Block DSG funded services managed by the SEND Service. The main pressures/underspends can be summarised as:

Service	Current Budget for 2017/18	Actual	Forecast Variance Outturn	
	£'000	£'000	£'000	%
<b>SEN Placements</b>	<b>8,973</b>		<b>850</b>	<b>9%</b>
A small number of these young people are in very high cost placements due to the complexity of their need. Key activity data to the end of December for SEN Placements is shown below				

BUDGET				ACTUAL (Dec 17)				VARIANCE			
Ofsted Code	No. of Placements Budgeted	Total Cost to SEN Placements Budget	Average annual cost	No. of Placements Dec 17	Yearly Average	Total Cost to SEN Placements Budget	Average Annual Cost	No of Placements	Yearly Average	Total Cost to SEN Placements Budget	Average Annual Cost
Autistic Spectrum Disorder (ASD)	98	£6,165k	£63k	97	98.40	£6,746k	£69k	-1	0.40	£580k	£6k
Hearing Impairment (HI)	3	£100k	£33k	2	2.00	£74k	£37k	-1	-1.00	£26k	£4k
Moderate Learning Difficulty (MLD)	3	£109k	£36k	6	4.71	£108k	£23k	3	1.71	£1k	£13k
Multi-Sensory Impairment (MSI)	1	£75k	£75k	0	0.00	£0k	-	-1	-1.00	£75k	£k
Physical Disability (PD)	1	£19k	£19k	5	3.40	£66k	£19k	4	2.40	£47k	£k
Profound and Multiple Learning Difficulty (PMLD)	1	£41k	£41k	0	0.00	£k	-	-1	-1.00	£41k	£k
Social Emotional and Mental Health (SEMH)	35	£1,490k	£43k	38	40.17	£1,981k	£49k	3	5.17	£491k	£7k
Speech, Language and Communication Needs (SLCN)	3	£163k	£54k	2	2.00	£90k	£45k	-1	-1.00	£74k	£10k
Severe Learning Difficulty (SLD)	2	£180k	£90k	1	1.00	£90k	£90k	-1	-1.00	£90k	£k
Specific Learning Difficulty (SPLD)	8	£164k	£20k	5	4.88	£216k	£44k	-3	-3.12	£52k	£24k
Visual Impairment (VI)	2	£64k	£32k	2	2.00	£57k	£29k	0	0.00	£7k	£4k
Recoupment	-	-	-	-	-	£7k	-	-	-	£7k	-
<b>TOTAL</b>	<b>157</b>	<b>£8,573k</b>	<b>£55k</b>	<b>158</b>	<b>158.56</b>	<b>£9,423k</b>	<b>£59k</b>	<b>1</b>	<b>1.56</b>	<b>£850k</b>	<b>£5k</b>

Overall there are rising numbers of children and young people who are LAC, have an EHCP and have been placed in a 52 week placement. These are cases where the child cannot remain living at home. Where there are concerns about the local schools meeting their educational needs, the SEN Placement budget has to fund the educational element of the 52 week residential placement; often these are residential schools given the level of learning disability of the young children, which are generally more expensive.

#### Out of school tuition

**1,176**

**600**

There has been an increase in the number of children with an Education Health and Care Plan (EHCP) who are awaiting a permanent school placement. The delay is due to the nature and complexity of the needs of these children. Many of these children are in Key Stage 1 and do not have a permanent placement due to a lack of provision for this cohort of children. In addition, there are a number of children and young people who have a Statement of SEN/EHCP and have been out of school for some time. A smaller cohort of Primary aged children who are permanently excluded, or those with long term medical absence from school, sometimes require external tuition packages when SEND Service Teaching capacity is full.

#### High Needs Top Up Funding

**13,573**

**200**

**1%**

Numbers of young people with Education Health and Care Plans (EHCP) in Post-16 Further Education providers continue to increase and as a result a year-end pressure of £200k is currently forecast. Placements for the 2018/19 academic year are still being finalised and as such the overall cost for the remainder of the financial year could increase further as more young people remain in education.

#### SEND 0-25

**5,361**

**54**

**1%**

Integrated district delivery teams (Specialist Teachers, Specialist Practitioners, Access & Inclusion, Sensory Support Service, Educational Psychology Service, Additional Needs Team and Statutory Assessment Team (SAT)

The Apprenticeship Levy has been payable from April 17, however no uplift in budget was available for services funded by DSG to cover this additional cost

Access & Inclusion costs of providing one to one tuition for excluded primary school children and those at risk of exclusion, with use of agency teachers to provide this capacity.



<b>Special Schools Quantum</b>	<b>14,645</b>		<b>350</b>	<b>2.4%</b>										
<p>Please note the £14,645k Special School Quantum is net of £6,582k adjustments for academy recoupment. The overall gross budget is £21,227k, an increase of £735k (3.6%) from 2017/18 levels.</p> <p>It is expected that the Special Schools budget will overspend by approximately £350,000. This is due to the increasing number of children in Special Schools, an increase of 40 pupils between the October 2016 and May 2017 census points, and with the new school at Highfield Littleport which opened in September these numbers will only increase further.</p> <p>Alongside the increase in numbers there is a continuing increase in the complexity of need reflected by the rising value of the average top-up per pupil despite top-up amounts and criteria remaining constant:</p> <table> <tr> <td></td><td>17/18</td><td>16/17</td><td>15/16</td><td>14/15</td></tr> <tr> <td>Average Special School Top-Up per pupil</td><td>£10,248</td><td>£10,199</td><td>£9,955</td><td>£9,755</td></tr> </table> <p>Further information for the autumn term is currently under review and is likely to increase the pressure further as numbers continue to increase.</p>						17/18	16/17	15/16	14/15	Average Special School Top-Up per pupil	£10,248	£10,199	£9,955	£9,755
	17/18	16/17	15/16	14/15										
Average Special School Top-Up per pupil	£10,248	£10,199	£9,955	£9,755										

## 5.0 DEDICATED SCHOOLS GRANT (DSG) STRATEGIC VIEW

- 5.1 The High Needs Block DSG funding system supports provision for pupils and students with special educational needs and disabilities from their early years to 25 years. A High Needs Strategic Planning Fund has been provided to local authorities as a one off in order to support a strategic review of services commissioned through the High Needs Block element of DSG funding.
- 5.2 The current in-year DSG position shows there are significant pressures on the High Needs Block and the DfE's illustrative national funding formula data suggests that the proposed national formula for High Needs Funding would result in no additional funding for the High Needs Block for Cambridgeshire. Therefore this review is essential to managing provision within anticipated future levels of resource.
- 5.3 Cambridgeshire's allocation of the High Needs Strategic Planning Fund is £267k and it is being used to fund capacity required to complete a strategic review of existing provision and plan for future requirements of special provision. The review should ensure the sustainability of high needs provision and is therefore contextualised alongside the current overall overspend of £1,158k against the high needs block (net figure at December 2017, including other over/under spends reported across services not managed by SEND 0-25).
- 5.4 We are required by the DfE to publish the outcomes of the review in a strategic plan for Cambridgeshire in March 2018.

## **6.0 BUDGET ACTION PLANS – MITIGATING BUDGET PRESSURES IN THE HIGH NEEDS BLOCK**

6.1 A number of areas have been identified for review and further work to reduce current spend and manage future demand. An initial savings target has been assigned to some action plans; these targets will be reviewed as action plans are progressed. Through effective savings monitoring, we will track, monitor and report progress against savings targets over the coming months.

### **6.2 Commissioning Strategy – Charter vision and principles**

A draft vision and principles SEND Charter has been collaboratively produced with parents and young people from core documents already in existence, including the All Age Framework that was developed in 2016/17. This Charter will form the basis of the Commissioning Strategy and link with the SEND Sufficiency and Needs analysis work.

### **6.3 SEND Sufficiency and Needs Analysis:**

We have commissioned 1st planners to undertake a SEND Sufficiency and Needs Analysis across Cambridgeshire and Peterborough to ensure that we have the right provision in the right place. Cambridgeshire has two new special schools planned, and another recently opened to accommodate the rising demand of special school placements over the next 10 years. The two new special schools are due to open in 2020 and 2021. Alternatives such as additional facilities in the existing schools, looking at collaboration between the schools in supporting post 16, and working with further education providers to provide appropriate post 16 course is also being explored in the plan.

The initial analysis will be completed by the end of January 2018. This will inform future planning and developments, and all relevant stakeholders will be involved with future commissioning of provision and services.

There will be a series of workshops taking place in the Spring term 2018 involving schools, members, Health, parents and young people.

### **6.4 Social Emotional and Mental Health (SEMH) Review:**

The SEMH Review has been looking at the needs and provision for children and young people identified as having needs in relation to SEMH to inform a graduated approach to this area of need. This work will report on the specialist provision in January 2018, linking in with the SEND Sufficiency work. The SEMH review of primary and specialist provision across Cambridgeshire will report in early Spring and there will be further work undertaken to review SEMH provision for secondary aged students.

Recommendations from the SEMH Review will consider what provision and support services will be needed in Cambridgeshire to meet need.

## 6.5 Autism Spectrum Disorder (ASD) Review:

Autism continues to be the highest area of need for children and young people with an EHCP in Cambridgeshire. To align with the work of the SEND Sufficiency and SEMH Review, there is a need to undertake similar work in relation to ASD needs and provision. This work will be undertaken in summer 2018.

## 6.6 Top up funding (*proposed £700,000 savings target for 2018/19*):

The budget for funding top-up in mainstream schools and academies, and post-16 in Further Education Colleges is £13.573m. An over spend of £0.2m (1.5% of budget) is currently forecast for the 2017/18 financial year. The numbers of young people with Education Health and Care Plans (EHCPs) continue to increase, particularly those in post-16. Cambridgeshire continues to have a higher number of EHCPs compared with statistical neighbours (3.5%).

We are seeking to contain the over spend in year and through the current Strategic Review of High Needs Provision and have developed an action plan to ensure longer term financial sustainability of this budget whilst improving outcomes for young people. In summary, the initial focus will be on:

- *Data/Financial Analysis:*
  - Capture and consolidate current financial and service data, mapping expenditure for each of the past 5 years to EHCP data held (January 2018)
- *Analysis of current processes:*
  - A review of the current decision making matrix, to ensure it is sufficiently robust and that the right decisions are made at the most appropriate level in the management hierarchy, according to complexity and value. We will upskill staff, to ensure they are empowered in their decision making and will provide support through an enhanced moderation process (February 2018)
  - SEND Divisional Managers to observe all current 'panels' to observe current panels (January 2018)
  - Ensure robustness of decision matrix and that the right decisions are made at the most appropriate level in the management hierarchy, with changes implemented immediately as required (February 2018)
  - Complete a review of EHC Needs (EHCN) Assessment Threshold Guidance, to achieve fairness and equity of access to an EHCN assessment for children who need it and greater efficiency, effectiveness and transparency in decision making (by April 2018)
  - Undertake a needs analysis of the Statutory Assessment Team, to ensure sufficient resource is allocated to undertake monitoring and reviews (by February 2018) and following this identify and implement effective, smart, more efficient ways of working across - both Business Support Processes and Casework Officer tasks (by March 2018)

- Review processes and decision making in other Local Authorities, including out closest statistical neighbours (February 2018)
- *Monitoring and Analysis:*
  - Comparative analysis of current Top-up funding allocations including highest and lowest funded EHCPs and review of how often pupils are de-statemented (by end February 2018)
  - Ascertain the business need for additional monitoring (delivered by Statutory Assessment Team Case Work Officers, Lead Teacher, Divisional Managers/other) or standalone unit. Attribute likely saving from this work, by mapping of expected review process including a 'deep dive' to ensure Top Up funding spent in schools/settings being monitored in the most effective way. Focus on consistency of decision making and review process for making retrospective changes to existing approved EHCPs, through annual review/other robust process (by end of March 2018)
- *Additional Tasks:*
  - Tiered funding model for schools and Further Education colleges. Undertake a comprehensive review of SEN funding for schools and Further Education (FE) colleges. This will include proposals for a Tiered funding model for children and young people who have special educational needs, and have needs that require additional support over and above the notional funding in budgets. Proposals for the Tiered funding model for schools will be brought back to Schools Forum in Spring/Summer 2018. A review of the funding levels (hourly rates) for FE top up funding (Element 3) including a full benchmarking exercise with statistical neighbours will take place during Spring 2018. We will seek to develop a new funding model for post-16 and will explore the potential for a tiered funding model for Further Education Colleges. Any changes would be rolled out from September 2018, in full consultation with Schools' Forum.
  - Quantify the impact of current service provision to inform an improved Key Performance Indicator (KPI) dataset (by end of March 2018)
  - Link enhanced/traded offer to key areas of need in EHCPs – ensure schools have received the most appropriate training to appropriately manage CYP ahead of EHCP application (by April 2018)

#### **6.7 SEN placements** *(proposed £200,000 savings target for 2018/19):*

- Three new special schools to accommodate the rising demand over the next 10 years. One school opened in September 2017 with two more planned for 2020 and 2021.
- Deliver SEND Commissioning Strategy and action plan to maintain children with SEND in mainstream education, if that is where their needs can be met;

- Work on coordination of reviews for Individual Specialist Placements (ISEPs) to look at returning in to county, where appropriate and to use creative and evidence based, and cost effective packages of support to keep children and young people in county.
- Review of Health contributions to ensure appropriate levels are being recovered.
- There is a working group, with parent representatives looking at the Tribunal process and what can be done together earlier to prevent the need to escalate to Appeal to SENDIST.

## **6.8 Out of school tuition:**

- Managing in-year budget pressure: a new process has been established to ensure all allocations and packages are reviewed in a timely way and that there is oversight of moves back into full time school. This will include trend and needs analysis of the existing cohort, work with the SEND Divisional Managers and Statutory Assessment Team to undertake deep-dive in to cohort of young people who have been in the receipt of out of school tuition for more than 6 months and also placing immediate additional controls on the approval of packages
- The transfer of the Out of School Tuition budget to the SEND Services (from November 17) provides an opportunity to use resources differently and to have more cost effective in-house tuition. It is proposed there will be longer term mitigation through potential reinvesting of some of the existing budget in order to create both in-house preventative capacity to work with primary pupils ahead of imminent primary exclusion and also internal teaching/specialist practitioner capacity to delivery alternative education tuition packages for those with an EHCP (instead of agency tuition). This work will feed in to the current strategic review of SEMH provision; ensuring there is a coherent graduated response for children and young people experiencing difficulties resulting from their psychological and emotional wellbeing. This review will include support for pupils in school; those at risk of exclusion; and those needing to access short or longer term provision within the county.
- Developing an action plan to ensure financial sustainability and improved outcomes: A new process has been established to ensure all allocations and packages are reviewed in a timely way and that there is oversight of moves back into full time school. The transfer of the Out of School Tuition budget to the SEND Services (from November 17) enables more opportunities to use resources differently and to have more cost effective in-house tuition. There have been discussions with the Transformation Team and following the outcomes and recommendations of several large scale provision and funding reviews, we aim to look at the extension of the existing team in order to prevent placement breakdown more effectively and provide high quality teaching to a smaller number of children who need tuition.

- Immediate interim controls have been placed on access to this budget. Casework officers and Statutory Assessment Team Leaders must request new packages or increases to existing packages with the budget holder. This is vital in order to understand the nature of requests and bring in swift additional support from SEND District Teams. This is not a long term solution and the budget holder is working with the Transformation Team to investigate whether the pump-priming of the SEND District Teams with additional staff could either prevent the breakdown of placement (and therefore reduce the need for packages of education) or provide in-house tuition at a cheaper rate.
- The current Tuition Provider Framework is up for recommissioning in March 2018. We have agreed to extend the framework by 12 months in order to give time to look at more sustainable and in-house provision. These decisions and a business case will be formulated using the data and recommendations given through the SEMH Review, High Needs Block Review and SEND Sufficiency/Needs analysis work, which will report end of January 2018. The Tuition Provider Contract is zero-based and requires no minimum fulfilment.

**6.9 Equipment budget for mainstream settings** *(proposed £10,000 savings target for 2018/19):*

- Review of Physical Equipment criteria and application process (by March 2018)
- Review the ICT assessment/ICT equipment criteria and application process (by March 2018)
- Review the application/assessment process and funding arrangements for equipment for children with sensory needs (by March 2018)
- Full implementation and review of the 'Memorandum of understanding in relation to equipment needs of children in an education setting' developed and agreed by the Integrated Community Equipment Store Children's Equipment Group (by Summer term 2018)

**6.10 Extended Provision (Special School After School Clubs):**

- Collate data from SEN Inclusion Fund (SENIF) Panels and Early Support in relation to pre-school children with high needs who may require access to specialist education provision (after school club) (by April 2018)
- Quantify future demand for special school provision (by April 2018)
- Review current use of Special School extended provision against demand and ascertain individual school plans for growth and development of extended provision (by end of July 2018)

**6.11 High Needs Units** *(proposed £50,000 savings target for 2018/19):*

- Review Service Level Agreements and criteria for placements and moving on (by end of June 2018)

- Review High Needs Unit consultation and placement processes (current process for decision making/panel arrangements) (by end of March 2018)
- Seek advice from the Education and Skills Funding Agency regarding the commissioning of places in High Needs Units and other Local Authority children accessing places commissioned by Cambridgeshire (by end of March 2018)
- Ascertain individual high needs units plans for growth and development (Spring term 2018)

**6.12 Special Schools Equipment Budget** *(proposed £10,000 savings target for 2018/19):*

- Review current arrangements between the Local Authority and Special Schools for purchasing equipment for use in school (by March 2018)
- Full implementation and review of the 'Memorandum of understanding in relation to equipment needs of children in an education setting' developed and agreed by the Integrated Community Equipment Store Children's Equipment Group (by end of June 2018)

**6.13 Special Schools Outreach Budget** *(proposed £121,000 savings target for 2018/19):*

- Review existing Service Level Agreements and criteria for outreach support (by end of March 2018)
- Review findings from quality assurance of special school outreach work (by March 2018)
- Collate feedback from users of special school outreach and identify the impact and outcomes from this additional support (by end of June 2018)
- Implementation of a new system for Special School Outreach. A task/finish group will be established to support the development of a new outreach scheme (Summer term 2018)

**6.14 Special Schools Quantum** *(proposed £100,000 savings target for 2018/19):*

- Quantify expected population growth/demand (by end of March 2018)
- Quantify expected growth in special school provision (by end of March 2018)
- Collate data from SENIF Panels and Early Support in relation to Pre-school children with high needs who may require access to specialist education provision (after school club) (March and April 2018)
- Review special school consultation and placement process (current decision making/panel arrangements) (February and March 2018)
- Seek advice from the Education and Skills Funding Agency regarding the commissioning of special school places and other Local Authority children accessing places commissioned by Cambridgeshire (by end of March 2018)
- Review Special School Specifications/criteria for placement in area special schools and SEMH special schools (Spring and Summer terms 2018)

#### **6.15 Therapies Budget:**

- Quantify expected population growth/demand (by end of March 2018)
- Review use of independent therapists and NHS therapists – consideration to be given to the establishment of a framework contract to manage this area of work, additional commissioning arrangements with the CCG (by end of June 2018)
- Review outcomes from Tribunal appeals to identify key themes that arise from individual tribunal appeals and possible actions that can be taken (Spring term 2018)
- Review outcomes from Tribunal appeals to identify key themes that arise from individual tribunal appeals and possible actions that can be taken (Spring term 2018)
- Establish criteria for accessing additional therapy provision and agreed outcomes that will demonstrate impact and as a result of this therapy reducing/ceasing (Summer term 2018)

#### **7.0 Recommendations:**

##### **7.1 It is recommended that officers:**

- a) bring key findings and initial recommendations from the SEND Sufficiency/Needs analysis to School's Forum in March 2018;**
- b) bring back detailed recommendations from SEMH Review in March 2018;**
- c) bring proposals for a Tiered funding model for schools and post 16 providers to School's Forum in summer term 2018.**



**CAMBRIDGESHIRE SCHOOLS FORUM – FORWARD AGENDA PLAN**

<b>Friday 9 March 2018, 10.00am Kreis Viersen Room, Shire Hall, Cambridge</b>	Apologies for absence and declarations of interest	<i>verbal</i>	<b>Reports due to Democratic Services Tuesday 27 February 2018</b>
	Minutes of the Meeting on 19 January 2018 and Action Log	<b>Richenda Greenhill</b>	
	Dedicated Schools Grant Expenditure: Mid-Year Update	<b>Martin Wade</b>	
<b>New item</b>	Special Educational Needs and Disability (SEND) Sufficiency and Needs Analysis	<b>Helen Phelan</b>	
<b>New item</b>	Proposals for a tiered funding model for schools and post-16 providers	<b>Helen Phelan</b>	
<b>New item</b>	Early Years National Funding Formula Review 2018/2019 Update	<b>Sam Surtees</b>	
	Agenda Plan	<b>Richenda Greenhill</b>	
	Date of Next Meeting	<i>Verbal</i>	
<b>Friday 6 July 2017, 10.00am Kreis Viersen Room, Shire Hall, Cambridge</b>	Election of the Chairman/woman and Vice Chairman/woman		<b>Reports due to Democratic Services Tuesday 26 June 2018</b>

	Apologies for absence and declarations of interest	<i>verbal</i>	
	Minutes of the Meeting on 9 March 2018 and Action Log	<b>Richenda Greenhill</b>	
	Dedicated Schools Grant Expenditure: Mid-Year Update	<b>Martin Wade</b>	
	Agenda Plan	<b>Richenda Greenhill</b>	
	Date of Next Meeting	<i>Verbal</i>	

Dates for the 2018/19 academic year to be arranged.

Updated 21.12.17