

Date: Friday, 12 July 2019

Democratic and Members' Services

Fiona McMillan
Monitoring Officer

10:00 hr

Shire Hall
Castle Hill
Cambridge
CB3 0AP

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

AGENDA

1. **Appointment of Chairman / woman and Vice Chairman / woman**
- 2, **Apologies for Absence**
3. **Schools Forum Minutes - 17th May 2019** **3 - 10**
4. **Minutes Action Log** **11 - 14**
5. **Growth Fund Update - July 2019** **15 - 22**
6. **Review of Maintained Nursery Schools** **23 - 26**
7. **Maintained Schools and Dedicated Schools Grant Financial Health
(School Balances)** **27 - 32**
8. **Review of Membership and Proportionality** **33 - 44**

9. **Agenda Plan 3rd July 2019**

45 - 48

10. **Date of Next Meeting 10 a.m. 16th October KV Room Shire Hall**

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CAMBRIDGESHIRE SCHOOLS FORUM: MINUTES

Date: Friday 17th May 2019

Time: 10:05am – 11:30am

Venue: Kreis Viersen Room, Shire Hall, Cambridge

Present: P Hodgson (Chairman & Academy Board Member – Anglian Learning) and
Dr A Rodger (Vice-Chairman & Academy Board Member – Morris Trust)

Maintained Primary – T Davies, S Howard and G Underwood

Maintained Special – L Calow

Maintained Nursery – R Waldau

Maintained Pupil Referral Unit – A Morris-Drake

Maintained Governor – P Stratford

Academy Primary – A Reeder

Academy Secondary – J Digby and A Goulding

Academy Special – Dr K Taylor OBE

Other Academy Appointments - J Culpin (CEO of Anglian Learning) and
R Spencer (Principal of Ely College)

Observers – Councillor S Bywater (Cambridgeshire County Council),
Councillor P Downes (Cambridgeshire County Council), Councillor J Whitehead
(Cambridgeshire County Council), A Read (Diocese of Ely) and J Duveen (Teachers
Unions)

Officers – J Lee, J Lewis, N Mills and M Wade

Apologies: Maintained Primary – A Matthews

Other Academy Appointments – J Horn and P Peres

Post 16 FE – J Lloyd

Absent: Academy Primary – S Connell

Academy Alternative Provision – S Roscoe

107. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies were received from Janet Horn, Jeremy Lloyd, Andy Matthews and Patsy Peres. The Forum was informed that Andy Matthews had left his position on the Forum.

108. MINUTES OF THE MEETING HELD ON 29TH MARCH 2019

The minutes of the meeting held on 29th March 2019 were approved as a correct record and signed by the Chairman.

109. ACTION LOG

It was queried why a report on nursery schools funding had not been submitted to the Forum at this meeting, as had been suggested in the minute for item 102. Members were informed that a note had been written which contained background information and early options and this had been shared with Nursery School Headteachers. Discussions were to continue and a progress report would be brought back to the Forum at the meeting on 12th July 2019.

Members expressed concern that previous minutes contained a number of questions put to officers for which they were still awaiting responses, including on issues such as staff costs, national insurance and pension arrangements relating to nursery schools. It was further noted that the Forum had been informed that a paper on these issues would be presented to the Children and Young People Committee (CYP) on the 9th July and that the Forum would therefore not have an opportunity to consider the report beforehand. The Service Director of Education acknowledged the concerns and noted that the paper presented to CYP in July would not include a decision and that it was not possible to do so until the national funding arrangements had been confirmed. The purpose for the paper being presented to CYP was to raise concerns on the issues and to consider available options and opportunities.

110. REPORT ON 1ST APRIL 2019 WORKSHOP

The Forum received a report on a workshop held on 1st April 2019, which had been attended by Schools Forum members and Social Emotional Mental Health (SEMH) working parties. The paper provided an overview of the issues that were raised and discussed at the workshop, as well as detailing some of the subsequent actions and future steps to be taken.

In presenting the report, the Service Director of Education noted that the workshop represented an attempt to pull together all the different stakeholders in order to make decisions and move forwards in a way that would break the cycle of the past few years, with the report aiming to support that. He acknowledged the challenges, including increasing levels of exclusions and insufficient resources, but assured the Forum that these were being addressed, drawing attention to the objectives laid out in section 3.1 of the report. Emphasis was placed on the importance of early, flexible, child-focussed intervention, to try and reduce the level of work and cost, allowing for support to then deescalate. However, it was also noted that work needed to be done to ensure that children were not moved through the system too quickly and that the financing of the proposals needed to be addressed.

Members' attention was further drawn to the secondary issues that were raised at the workshop and were detailed in section 3.2 of the report, notably on challenges around the Behaviour & Attendance Improvement Partnership (BAIP) model. It was suggested that Forum should consider the unresolved issues listed in section 3.3 of the report and consider proposals for how to address them. The Service Director of Education acknowledged that the local authority did not currently have the workforce resources to provide a quick implementation of the objectives and appealed to Forum members to consider ways in which they could contribute.

In discussing the report, members:

- Clarified that it was yet to be decided whether the centres of expertise and primary age assessment/resource centres mentioned in section 3.1 of the report would be financed or staffed by the local authority. The financing of such a project was problematic and the source of potential funds had yet to be established.
- Supported the production of a guidance as set out in section 3.1 of the report, noting that having a clear document for everyone and clarity on pathways for schools to follow would allow for a return to mainstream provision and for children to receive the support that they needed. There was specific encouragement for the process to be carried out in a timely manner.
- Established that case studies and national best practice had been taken into account when developing the ideas and proposals, but it was acknowledged that every region experienced different challenges and demands.
- Suggested that resource centres could also be situated in secondary schools, as having them as close as possible to where they were needed would reduce costs.
- Suggested that forming proposals would serve no purpose if the necessary funding and resources were unavailable. Members asked the Chairman of the Children and Young People Committee (CYP) whether it would be possible to seek further funding from the local authority. Acknowledging the pressures faced by schools on an annual basis, the Chairman of CYP confirmed that the Committee would make recommendations to the General Purposes Committee if sound proposals were submitted. It was also noted that extra funding would be difficult to attain when it was evident that some schools held substantial financial reserves, although members considered it important to note that financial reserves should not be considered as widespread and that they were not indicative of high balances. Such reserves were not available for spending, especially with regard to the smaller institutions. It was acknowledged that the Council was faced by its own financial challenges and the Chairman of CYP, while expressing his disappointment, informed the Forum that given that the Council was struggling to finance its statutory duties, there were no available resources to provide extra funding.
- Considered who would be able to pursue the objectives laid out in section 3.1 of the report, given that there was not a large pool of people specialised in the sufficient knowledge of schools and local government that would be able to effectively carry out the roles proposed in the report. While discussing this specific issue, members:

- Noted that while many local authority officers were well trained and knowledgeable on their individual areas, they would struggle to fulfil the overall role required, and it was requested for Forum members to consider proposals for people from outside the local authority that would be able to provide support.
 - Acknowledged that even once suitable people had been identified, their financing, management and scrutinising would create further challenges.
 - Suggested that working with other local authorities could help alleviate costs, although this idea was dismissed due to the large divergences in how neighbouring authorities worked.
 - Proposed that schools could put people forward to work under the supervision of the local authority and it was agreed that members would take the idea away and consider whether they could assist in such a way.
 - Noted that the abilities and knowledge of the person required were more important than the sector that they came from and that the responsibility implied by the role would be better suited to an established employment, as opposed to a voluntary role.
 - Considered whether the request for assistance should be made by the Forum, the local authority or some other alternative, with support tending towards the local authority, given that any subsequent changes would largely occur on that end.
 - Sought to establish the details of the position they were looking to fill in order to provide clarity for any potential candidates. It was suggested that the requirements needed a full time commitment for six months and that the person would need to understand how schools and the local authority operated, both individually and together. It was agreed that the Service Director of Education would produce the exact job requirements and details.
- Action required: Service Director of Education**
- Acknowledged the difficulties involved in finding a suitable person and arranging their employment but it was agreed that a solution must be obtained in order to reduce the increasing deficit.
 - The Service Director for Education would work with members of the Forum to identify suitable candidates.

It was resolved to:

- a) Consider the questions arising from the workshop; and
- b) Agree in principle to invest the additional funding received from the Department for Education into start-up costs for primary resource bases and a training bursary for schools and services.

111. SCHOOLS FORUM APPOINTMENTS

Members received a report outlining recent appointments for members and substitutes to the Forum.

It was resolved to:

- a) Note that Sasha Howard and Guy Underwood have been nominated by the Primary Heads Group to serve on the Forum and that Liz Bassett will be a

named substitute for any of the four maintained Primary Heads unable to attend a Forum meeting;

- b) Note that Jon Duveen was in March confirmed as the permanent Teachers Unions advisor representative; and
- c) Note that the advisor place reserved for the Roman Catholic Diocese of East Anglia remains vacant.

112. MAINTAINED SCHOOLS & DEDICATED SCHOOLS GRANT FINANCIAL HEALTH

The Committee received a report that analysed the 2018-19 final closing balance position of maintained schools and the overall Dedicated Schools Grant (DSG) as at 31st March 2019. In presenting the report, the Head of Integrated Finance Services informed the Forum that Maintained School Balances had increased by £1.6m over the past year, noting that there was no data on academies due to the way that they reported financial information. Members attention was drawn to the additional information that had been included in section 2.4 of the report by splitting community focussed balances and capital balances.

It was noted that some balances appeared to not be reducing or not be utilised and it was confirmed that the local authority would discuss that with the schools in question to discover the intents and purposes. The Forum was also reminded that some of the single revenue balance was paid in February and March, which meant that some of the figures would be adjusted slightly in the future. Members were asked to consider the recommendations made in section 3 of the report, notably over the issue of the balance control mechanism's effectiveness and whether it should be reviewed.

The Forum was informed that recent figures from the Society of County Treasurers showed that other local authorities were experiencing similar financial difficulties and some of them were indeed much worse off. Some of them were only recently entering deficit, while others had been for a number of years and had built up cumulative deficits in excess of £20m. Attention was drawn to section 2.4, which highlighted the main areas where pressures had occurred in Cambridgeshire.

While discussing the report, members:

- Observed that it was not appropriate to pick on any one school's figures as an example, given that there were a large number of variables in each school.
- Acknowledged the overview that balances were increasing on a national basis and that this visible increase made it more difficult to campaign for extra funding. It was suggested that funds needed to be employed in different ways, so as to lower balances and subsequently attract greater investment.
- Noted that there were a number of schools spending their carry-forward and it was suggested that it would be useful to see predicted levels of funding for the next year in order to make informed decisions on spending. The Head of Integrated Finance Services agreed that such information would be presented at the Forum meeting on 12th July, noting that the budget deadline had recently passed. **Action required:**
Head of Integrated Finance Services

- Suggested that it would be helpful to have three to five year outlooks, as schools were currently unable to say how much money they would need for specific areas. When it was observed that such information was not available for academies, it was suggested that if the local authority requested specific data from academies, they would most likely be happy to assist in providing it, which would allow for comprehensive data for the whole of Cambridgeshire.
- Expressed concern over the alleged practice of receiving additional funding from parents on a direct debit basis, either through coercion or otherwise, noting that such a practice was wrong and illegal. It was suggested that as the responsible body for the business model, the Forum should consider formulating a policy to advise on the issue.
- Expressed concern over the misleading public presentation by the government that school funding was at its highest ever level, noting that this was not the case when looking at per pupil funding or indeed many other levels of funding.
- Considered that Forum should be informed about why some schools had what appeared to be excessive balances, although members recognised that there were legitimate reasons for reserving funds. It was noted that other local authorities required schools in excess of 8% to provide an explanation, emphasising that there was not a requirement to pay back such funds but merely to explain them. The Head of Integrated Finance Services agreed to bring the information to the Forum meeting on 12th July. **Action required: Head of Integrated Finance Services**
- Agreed that in order to obtain extra funding, it was necessary for all schools, including academies, to be forthcoming about reserves. Representatives from Academy Trusts outlined their agreement to share their balances and it was agreed that a request would be made to collate these **Action required: Head of Integrated Finance Services**

It was resolved to:

- a) Note the contents of the report; and
- b) Consider the appropriateness of the balance control mechanism.

113. AGENDA PLAN

The Forum noted its Agenda Plan.

114. DATE OF NEXT MEETING

The Cambridgeshire Schools Forum will meet next on Friday 12th July 2019 at 10:00am in the Kreis Viersen Room, Shire Hall, Cambridge.

Chairman
12th July 2019

SCHOOLS FORUM MINUTES ACTION LOG

The Action Log updated as at 3rd July 2019 captures the actions from meetings of the Cambridgeshire Schools Forum requiring a response / or the response undertaken and completed since the last Action Log update.

MINUTES 14TH DECEMBER 2018

85.	CAMBRIDGESHIRE 2019/20 SCHOOL FUNDING FORMULA	Head of Integrated Finance Services Jon Lee	Suggested that it would be useful to have data on the carryforwards for schools in neighbouring authorities, as well as information on why the money had been put aside. Approaching other schools to share such information would also serve to open dialogue on the issue. Action: Head of Integrated Finance Services.	Information is included in the Schools Balances Report on the agenda. (see item7)	ACTION COMPLETED
87.	HIGH NEEDS BLOCK FUNDING – THE CHALLENGES FOR CAMBRIDGESHIRE	Service Director of Education Jon Lewis	Work on looking at what efficiencies could be found and demand for high need services reduced would be undertaken by the Schools Forum Working Group. It was suggested that it would be helpful to see the alternatives devised by other authorities.	This was ongoing work and would be the subject of reports back to Forum. There will be a discussion briefing following the close of the formal Forum meeting.	ACTION ONGOING.

JANUARY FORUM MEETING					
95.	2019-20 SCHOOLS FUNDING FORMULA Growth Fund Query	Martin Wade	Clarification was sought over the difference in funding and how much was spent, noting that the Growth Fund requirement from the authority was £5m, with Government giving only £3.3m Forum.	A report is included on the current agenda.	ACTION ONGOING
97.	AGENDA PLAN	Sam Surtees	The lead officer indicated that she would seek to obtain and provide information on the number of cases that went to tribunals in discussion with colleagues in Special Education Needs (SEN) services.	This information was provided in an e-mail to the Forum dated 21 st June 2019 stating that of 1150 new EHCP's issued, 12 cases were taken to tribunal, which equates to 1.04%.	ACTION COMPLETED
MINUTES 17 th MAY 2019					
110.	Report on 1 st April Workshop	Service Director of Education Jon Lewis	Forum in discussion considered who would be able to pursue the objectives laid out in section 3.1 of the report, given that there was not a large pool of people specialised in the sufficient knowledge of schools and local government that would be able to effectively carry out the roles proposed. It was suggested that the requirements needed a full time commitment for six months It was agreed that the Service Director of Education would produce the exact job requirements and details.	An oral update to be provided.	

112.	MAINTAINED SCHOOLS & DEDICATED SCHOOLS GRANT FINANCIAL HEALTH				
	a) Carry forward Information	The Head of Integrated Finance Services Jon Lee	Forum noted that there were a number of schools spending their carry-forward and it was suggested that it would be useful to see predicted levels of funding for the next year in order to make informed decisions on spending. The Head of Integrated Finance Services agreed that such information would be presented at the Forum meeting on 12th July.	A report is included on the agenda. (see item 7)	
	b) Reasons for Excessive Balances	The Head of Integrated Finance Services Jon Lee	Forum requested information about why some schools appeared to have excessive balances. The Head of Integrated Finance Services agreed to bring the information to the July Forum meeting.	A report is included on the agenda. (see Item 7)	
	c) Academies Reserves	The Head of Integrated Finance Services Jon Lee	Agreed that in order to obtain extra funding, it was necessary for all schools, including academies, to be forthcoming about reserves. Representatives from Academy Trusts agreed to share their balances and a request made to collate the information.	As the information would not be available until late August, it would be reported to the October Forum meeting	ACTION ONGOING

GROWTH FUND UPDATE – JULY 2019

To: **Cambridgeshire Schools Forum**

Date: **12 July 2019**

From: **Hazel Belchamber/Clare Buckingham
Martin Wade – Strategic Finance Business Partner**

Purpose: **To provide Schools Forum with a summary of the history of the Growth Fund and an update of the allocations for 2019/20.**

Recommendation:

- a) To note and comment on the contents of the report.**
- b) Support the proposal to write to the Department for Education (DfE) in respect of recognition of funding for new schools within the national funding formula.**

1.0 INTRODUCTION

- 1.1 The following report aims to provide a summary of the history of the implementation of the current Growth Fund and an update on the current position for the 2019/20 financial year.
- 1.2 As part of the national funding reforms from April 2013, the Department for Education (DfE) introduced the Growth Fund mechanism which allowed local authorities to retain Dedicated Schools Grant (DSG) funding to support schools facing significant pupil number growth. The growth fund was to be ring-fenced so that it was only used for the purposes of supporting growth in pupil numbers to meet basic need for the benefit of both maintained schools and academies.
- 1.3 The growth fund can **only** be used only to:
- support growth in pre-16 pupil numbers to meet basic need
 - support additional classes needed to meet the infant class size regulation
 - meet the costs of new schools

The growth fund **may not** be used to support:

- schools in financial difficulty; any such support for maintained schools should be provided from a de-delegated contingency
 - general growth due to popularity; which is managed through lagged funding
- 1.4 Local authorities are required to produce criteria on which any growth funding is to be allocated, which must be agreed by Schools Forum and will be checked for compliance by the Education and Skills Funding Agency (ESFA). Schools Forum must also be consulted on the total size of the Growth Fund.

2.0 HISTORY OF THE GROWTH FUND

2.1 2013/14

For the 2013/14 Financial Year the total retained amount based on forecast data was **£1m** and the criteria approved by Cambridgeshire Schools Forum for determining funding allocations was as follows:

- Where the predicted numbers for a Primary School (excluding nursery classes) for the following September showed an increase of more than 25 pupils or 10% of their total roll they might be able to access additional funding.
- Where the predicted numbers for a Secondary School for the following September showed an increase of more than 50 pupils or 10% of their total roll (excluding Post-16) they might be able to access additional funding.

Funding rates per additional pupil were based on the basic entitlement for each age range.

Primary	£2,447
Secondary Key Stage (KS) 3*	£3,434
Secondary KS4*	£4,464

*Please note: There was no secondary growth in 13/14

Pre-opening and diseconomies funding for new schools was also funded from the growth fund, whilst funding for pupils in new schools continued to be funded via the main funding formula and was subsidised by all other schools in the county due to the way in which the main DSG was received.

Actual Growth Fund spend in 2013/14 was **£1.6m**.

2.2 **2014/15**

The basic methodology for 2014/15 remained the same, but reduced per pupil amounts were approved by Schools Forum:

Primary	£2,000
Secondary KS3	£3,000
Secondary KS4	£4,000

The overall Growth Fund was increased to **£1.5m** and actual Growth Fund spend in 2014/15 was **£1.7m**.

2.3 **2015/16**

The approach for growth funding in 2015/16 remained the same as applied in 2014/15.

However the funding policy for New Schools was developed further as a result of revised ESFA guidance. This was approved by Schools Forum in December 2014.

The overall Growth Fund was increased to **£1.75m** and actual Growth Fund spend in 2015/16 was **£1.8m**.

2.4 **2016/17**

The main Growth Fund methodology was changed to move away from a per pupil allocation to fund classes or half classes dependent on the level of forecast growth. This change in approach was as a result of concerns raised by members of Schools Forum that the previous thresholds did not necessarily reflect the need of the school to restructure to growth due to basic need. The revised approach considered the existing class structure of the school and the impact of the forecast growth in pupil numbers for the following academic year.

Phase	Academic Year	Financial Year (7/12ths)
Primary (0.5 Forms of Entry (FE))	£27,000 + £2,000	£15,750 + £2,000
Primary (1FE)	£54,000 + £4,000	£31,500 + £4,000
Secondary (0.5FE)	£42,500 + £2,000	£24,792 + £2,000
Secondary (1FE)	£85,000 + £4,000	£49,583 + £4,000

- **Please note:** The allocations include a £4,000 (pro-rata) allowance towards the cost of resourcing a new classroom. Once agreed these amounts are guaranteed irrespective of actual pupil numbers to allow schools to staff appropriately.

These amounts were approved by Schools Forum in October 2015 and it was agreed to increase the Growth Fund to **£2m** based on forecasts of additional growth and new schools. Actual spend in 2016/17 was **£2.1m**.

2.5 **2017/18**

Continuation of the methodology and funding rates applied in 2016/17 for both growth and new schools. The Growth Fund was increased to **£2.5m** based on forecasts of additional growth and new schools, and was approved by Schools Forum in October 2016.

Actual Growth Fund spend in 2017/18 was **£2.3m+**.

2.6 **2018/19**

As part of the national funding reforms growth funding was included in the Schools Block based on historic spend on implicit and explicit growth.

Implicit growth is essentially the growth funding that is factored into an individual school's formula allocations through mechanisms such as weighted pupil numbers to reflect growth. Where a new school is due to open, the regulations require that Local Authorities (LAs) should estimate the pupil numbers expected to join the school in September and fund accordingly, explaining the rationale underpinning the estimates. Variations to pupil numbers are also applied to schools where they have opened in the previous seven years, and are still adding year groups, or where they are still filling to overall capacity. As a result the implicit growth received by Cambridgeshire equated to a figure of **£2.531m** for the 2018/19 financial year.

Explicit growth refers to the Growth Fund which is being funded at historical levels using 2017/18 as the baseline - for Cambridgeshire this equated to a figure of **£2.5m** at which the Growth Fund was maintained.

Effectively this resulted in a total DSG allocation for Growth of **£5.031m** in 2018/19.

As a result of the national changes and lack of robust forecast data the Growth Fund methodology moved away from using prescribed increases in numbers (25 in Primary and 40 in Secondary) or % (10% or 8%) and instead moved the focus to where schools would require additional classes or restructures to meet basic need. The revised process was agreed by Schools Forum in December 2017. Schools were written to in February 2018 with information on the revised process and the application form which they were required to complete in order for Growth Funding submissions to be considered.

Actual Growth Spend in 2018/19 was **£2.6m**.

3.0 CURRENT YEAR – 2019/20

- 3.1 Further national changes resulted in growth funding being allocated to local authorities using a new formulaic method based on lagged growth data. (Details at **Appendix A**)

This revised formula resulted in a reduced allocation of **£3.3m** compared to the **£5.031m** received in 2018/19 and was originally shared with Schools Forum at the October 2018 meeting. Previous forecasts suggested that the retained Growth Fund (for explicit growth) would need to increase to £3m, but following the announced reduction in funding it was proposed by officers and agreed by Schools Forum in December 2018 to keep it at £2.5m. Alongside this it was agreed that an officer led panel would be established to provide increased scrutiny to the decision making and allocation process.

As a result of the reduction in growth funding received by the LA the implicit growth funded via variation to pupil numbers in the Authority Proforma Tool (APT) was subsidised by the all other schools to the region of **£1.7m**.

- 3.2 Based on Growth Fund applications received and considered by the officer led panel to date current commitments are in just in excess of **£2.1m**. A list of those schools where growth funding allocations have been approved can be seen at **Appendix B**. Subject to review of several outstanding applications and assuming no further applications are received there would be a remaining Growth Fund surplus of approximately **£350k-£400k**.
- 3.3 ESFA guidance states that an unspent Growth Funding may be carried forward to the following funding period, as with any other centrally retained budget, and local authorities can choose to use it specifically for growth. Any overspent growth funding will form part of the overall DSG surplus or deficit balance.

4.0 SPECIFIC ISSUES

- 4.1 There have been a number of issues with the Growth Fund over the last 3-4 years:
- Lack of robust forecast data (resulting from lengthy re-negotiations of data sharing agreements required following National Health Service (NHS) reforms) has made accurate planning of numbers extremely difficult in some areas. As a result there have been several instances where schools have been expanded and additional classes have been agreed, but numbers have not materialised. This has resulted in unsustainable staffing structures in future years (including the 5/12th period April to August for maintained schools).
 - Equally the lack of forecast data has inhibited the ability to calculate the overall Growth Fund requirement. As a result previous trends and local intelligence have been applied to estimate budget requirements.
 - The statutory guidance is clear that the Growth Fund can only be used to support basic need. In some instances there has been a lack of clarity around funding where there is a combination of basic need and parental preference.
 - The expectation from some schools is that an increase in their Published Admission Number (PAN) results in an increase in funding. Additional funding will only be allocated should actual numbers increase to meet basic need.
 - Schools have attempted to use the Growth Fund to access additional funding when in financial difficulty. The guidance is clear that it should not be used for this purpose.
 - The number of new schools has increased significantly over the last 5 years. The cumulative impact of diseconomies funding and variations to pupil numbers increases year-on-year and are subsidised by all other schools.

The table below shows the total pre-opening and diseconomies funding allocations for the previous 6 years and the forecasts for 2019/20 and 2020/21:

2013/14	£152,271
2014/15	£148,271
2015/16	£359,625
2016/17	£415,083
2017/18	£861,708
2018/19	£546,938
2019/20	£794,500
2020/21	£471,292

- The revised national funding formula for growth does not adequately recognise new schools whilst they are filling to capacity and, as such, the required subsidy by existing schools continues to increase.

4.2 It is evident from a review of other local authority approaches, there are numerous different methodologies in operation:

- Many still use a purely formulaic approach, but this is reliant on robust forecast data and is often retrospective where actual increases exceed forecasts.
- Some still fund missing pupils to meet the cost of Infant Class Size legislation. This was deemed to be far too expensive a model (£5m+) by Cambridgeshire when the national funding reforms were introduced.
- Likewise some LAs operate a Falling Rolls fund element of the Growth Fund to support schools where local planning data show that the surplus places will be needed in the near future. However, as there is a mandatory requirement that "Support is available only for schools judged Good or Outstanding at their last Ofsted inspection", Forum have previously taken the view that it was not appropriate to apply such a factor.

5.0 NEXT STEPS

5.1 Members of Schools Forum are asked to comment on the issues highlighted above with the aim of refining the Growth Fund criteria to:

- a) Ensure funding is directed appropriately to those schools where it is required to meet growth due to basic need.
- b) Reduce the overall costs of the centrally retained Growth Fund without further disadvantaging those schools which are growing to meet basic need.
- c) Provide certainty to schools earlier in the budget planning cycle where Growth Funding is to be allocated.

Further to this it is proposed that Schools Forum write to the ESFA to request that additional consideration is given to new schools in the national growth funding methodology to ensure they are adequately funded to reduce the required subsidy from the existing school estate.

Appendix A – ESFA Growth Funding Formula 2019-20

The ESFA will allocate funding to local authorities based on the actual growth in pupil numbers they experienced the previous year. This will ensure that over time local authorities are funded on the basis of the actual growth they experience (albeit on a lagged basis), rather than historic spending decisions.

Growth will be measured within local authorities at middle layer super output area (MSOA) level. We are using MSOAs as these are small enough geographical areas to detect ‘pockets’ of growth within local authorities. The increase in pupil numbers in each MSOA in the local authority will be calculated between the two most recent October censuses. Only positive increases in pupil numbers will be included, so a local authority with positive growth in one area, and negative growth in another, will not be denied growth funding.

Allocating funding for growth

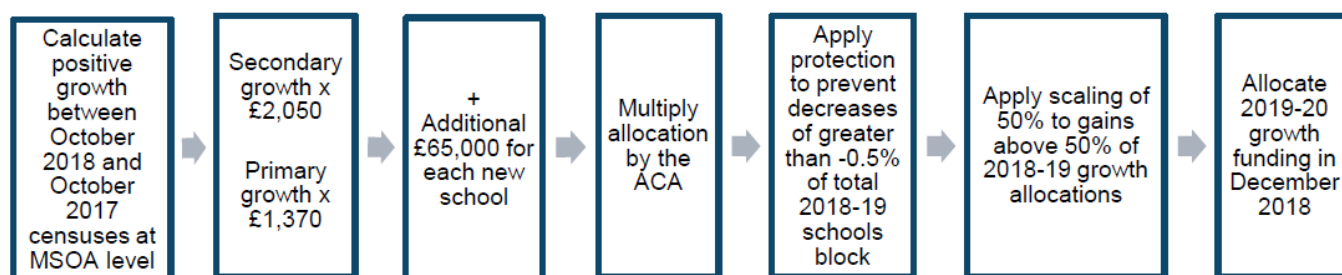
For each local authority, the growth factor will allocate:

- £1,370 for each primary ‘growth’ pupil,
- £2,050 for each secondary ‘growth’ pupil, and
- £65,000 for each brand new school that opened in the previous year (that is, any school not appearing on the October 2017 census but appearing on the October 2018 census)

These values were set by looking at the amount spent on growth across all local authorities in 2017-18.

The ESFA do not expect local authorities to use these rates in their local arrangements for funding growth. Local authorities will generally allocate growth funding for a smaller number of pupils (where additional pupils have required an additional class), and will use higher factor values. The growth factor in the national funding formula is a proxy for overall growth costs at local authority level, and not at the level of individual schools.

Equally, they are not illustrating allocations of growth at school level and do not expect local authorities to necessarily use this methodology to decide how much growth funding to allocate to individual schools. Local authorities should continue to make decisions about growth funding locally as they do now. Finally, they not do anticipate that local authorities’ spending on growth will necessarily match precisely the sum allocated to them for growth, and they will continue to have the ability to ‘top slice’ their overall schools block funding to fund pupil number growth. *(Note: ACA referenced below is the Area Cost Adjustment)*



Appendix B – 2019/20 Growth Fund Allocations to date – as at 1st July 2019

Part A: Schools in receipt of Growth Funding

Primary*

Hardwick Primary	Maintained
Westwood Primary	Academy
Fourfields Primary	Maintained
Pathfinder Primary	Maintained
Brampton Primary	Maintained
Fordham Primary	Maintained
Histon & Impington Infant School	Academy
Histon & Impington Junior School	Academy
Hatton Park	Academy
Bellbird	Maintained
Ramsey Spinning Infants	Academy
Manea Primary School	Maintained
Ermine Street	Academy

***Please Note:** a further four primary school applications for growth funding were not approved and several more are still under review.

Secondary*

Bottisham Village College	Academy
Ely College	Academy
Cambourne village College	Academy
Coleridge Community College	Academy
Melbourne Village College	Academy
North Cambridge Academy	Academy
St Peter's	Academy
Swavesey Village College	Academy

***Please Note:** one additional secondary school application for growth funding was not approved.

Part B: Schools in receipt of Diseconomies Funding

The Shade
Chesterton Primary
Isle of Ely Primary
Trumpington CC
Godmanchester Bridge Primary
Ermine Street
Pathfinder Primary
Trumpington Park
Littleport and East Cambridgeshire Academy
Wintringham Park
Northstowe Secondary

REVIEW OF MAINTAINED NURSERY SCHOOLS

To: **Cambridgeshire Schools Forum**

Date: **12 July 2019**

From: **Hazel Belchamber**

Purpose: **To advise Schools Forum of the identified need to undertake a review of the Authority's maintained nursery school provision in response to funding challenges**

Recommendation:

To note and comment on the contents of the report.

1.	INTRODUCTION
1.1	The Childcare Act 2006 formalised the important strategic role that all Local Authorities play in the planning and commissioning of early years provision.
1.2	<p>Early Years provision is a universal entitlement for all children from the term following their third birthday until they enter Reception year at school (in the year of their fifth birthday). To fulfil its statutory responsibility, the Council funds part-time education places for 2, 3 and 4 year olds in settings under the management of:</p> <ul style="list-style-type: none"> • Voluntary management committees • Private businesses, including private schools • Maintained schools • Academies and free schools • Home-based childcare providers (accredited networked childminders). <p>The majority of provision in Cambridgeshire is run and managed by providers in the private, voluntary and independent sectors (PVI). There are 7 maintained nursery schools in the County together with a number of schools with nursery classes.</p>
1.3	<p>There are 7 maintained nursery schools in Cambridgeshire, five of which are in the City:</p> <ul style="list-style-type: none"> • Brunswick • Colleges • Homerton • King's Hedges • The Fields <p>The other two nurseries are:</p>

	<ul style="list-style-type: none"> • Histon • Huntingdon <p>Brunswick and Colleges are federated. They are led and managed by a single governing body and Headteacher.</p> <p>King's Hedges is federated with King's Hedges Primary School.</p>
1.4	Whilst nursery schools are not statutory provision they are, nevertheless, required to operate to the same standards as schools with regard to employing a Headteacher and qualified teachers. They are also legally required to have an accredited Special Educational Needs Co-ordinator (SENCo). In addition, they are subject to a different inspection framework than PVI providers.
1.5	All 7 maintained nursery schools offer high quality early years education, they have been judged by the Office for Standards in Education (OfSTED) to be either good or outstanding. They all play an important role in ensuring that the Council is able to meet its statutory responsibilities. They are valued for the provision they offer and their knowledge and expertise developed over many years.
1.6	All Local Authorities were required by the Department for Education (DfE) to develop a funding formula for early years provision by April 2011. Following consultation on proposed changes in autumn 2016, the Government implemented a new national funding formula in April 2017. The Government's key objective in doing so was to ensure that all provider types would be paid the same universal base rate by 2019/20 at the latest.
2.	MAIN ISSUES
2.1	Through its childcare sufficiency processes, the Council keeps all early years provision under review, following principles of sustainability and securing a range of provision offering a quality educational and care experience to children and families within a local area to enable parents to work or train.
2.2	It expects all early years provision to be of high quality. It funds provision on the basis of compliance with conditions on quality, national conditions set out in the relevant Code of Practice, and on actual take-up of places, measured annually
2.3	Other than the change of status of King's Hedges (this was formerly a nursery class), and the more recent federation between Brunswick and Colleges, the pattern of maintained nursery school provision in the county has remained unchanged for over 30 years.
2.4	When the DfE introduced the new national funding formula for early years provision in April 2017, it initially provided all nursery schools with additional transitional funding for the 2017/18 and 2018/19 financial years with the clear expectation that over this period they would explore ways to become more sustainable.
2.3	In the intervening period, in recognition of the contribution which maintained nursery

	schools make to the provision of early years and childcare provision, the Government has extended the interim additional funding period for these schools until the end of the summer 2020. To date, despite statements made by Nadhim Zahawi (Parliamentary Under Secretary of State for Children and Families) in support of nursery schools and that he was optimistic about longer-term funding for them, there is no guarantee of future funding beyond this date.
2.4	<p>Between them the 7 maintained nursery schools will receive a total of £1,110,768 as a result of the additional funding awarded by government for the 2019/20 financial year. The three components of the funding are:</p> <ul style="list-style-type: none"> • An extra 0.75p per child per hour that they are registered to attend the nursery school above the base rate of £4.05 for all other early years providers who are registered with the Council to offer the free and extended early years entitlement • A lump sum ranging between £105,487 and £123,087 • Rates.
2.5	<p>Whilst Nadhim Zahawi “urged Local Authorities not to make over hasty decisions about the future of maintained nursery schools in advance of the spending review” in an interview in July 2018, in the absence of any commitment or guarantee of funding from the Government, the Council has no option other than to consider alternative options now in order to provide sufficient lead-in time for implementation of any changes by September 2020.</p>
2.6	<p>Regrettably, without the additional funding currently provided by the Government, the Council’s financial position means that it is unable to ‘underwrite’ the costs of maintaining the current level of provision even in the short-term.</p>
2.7	<p>Whilst finance is a key driver for change, consideration also needs to be given to the historical imbalance of provision across the County. As will be evident from the list of schools set out in section 1.3, there is a concentration of provision in the City. There are no maintained nursery schools in East Cambridgeshire or Fenland. It is the right time, therefore, to consider changes to the Council’s maintained nursery provision.</p>
2.8	<p>In response to these challenges and the need for change, outline options have been identified and shared with the Head teachers and governors of the 7 schools and financial modelling work commissioned to inform next steps. Any proposals for change need to be tested against the DfE’s Statutory Guidance for Decision-Makers on the Opening and Closing of Maintained Schools November 2018 states:</p> <p><i>Under Section 15 of the Education Inspections Act 2006, a Local Authority can propose the closure of all categories of maintained school.</i></p> <p><i>Decision-makers should adopt a presumption against the closure of nursery schools. This does not mean that a nursery school will never close, but the case for closure should be strong and the proposal should demonstrate that:</i></p> <ul style="list-style-type: none"> • <i>plans to develop alternative early years provision clearly demonstrate that it</i>

	<p><i>will be at least equal in quantity to the provision provided by the nursery school with no loss of expertise and specialism; and</i></p> <ul style="list-style-type: none"> • <i>replacement provision is more accessible and more convenient for local parents</i>
2.9	The Children and Young People's (CDYP) Committee will receive a report on the review at their meeting on 10 September. Further meetings with Headteachers and governor representatives are in the process of being scheduled to take place in the autumn term.

MAINTAINED SCHOOLS AND DEDICATED SCHOOLS GRANT (DSG) FINANCIAL HEALTH

To: Cambridgeshire Schools Forum
Date: 12th July 2019
From: Jon Lee – Head of Integrated Finance Services - LGSS

1.0 INTRODUCTION

1.1 Schools Forum received a report in May 2019 which included the latest position in respect of maintained school balances. At this meeting Schools Forum requested additional information in respect of the school balances as follows:

- a) Information on balances compared to others;
- b) School's planned use of carry forwards to support their 2019/20 budget positions; and
- c) Further consideration of excess balances and balance control.

A request was also made to co-ordinate information on balances for academies in Cambridgeshire. The financial year end for academies is 31 August 2019, information on balances will be requested at this date when academies will be producing their annual accounts. The information gathered will be presented to the September Schools Forum meeting.

- 1.2 It should be noted that the school balance figures used in this report are based on the year-end returns from maintained schools. However, following further validation of the Consistent Financial Reporting (CFR) returns the final information on Schools balances published by the Department for Education (DfE) may differ slightly.
- 1.3 In respect of this subject, the Leader of the Council and the Chief Executive have jointly written to the Chair of the Schools Forum about the increased level of school balances in Cambridgeshire's maintained schools.

2.0 MAINTAINED SCHOOL BALANCES - COMPARISON

- 2.1 As presented to the Schools Forum in May 2019 the table overleaf shows rounded revenue balances for each sector. The prior year is adjusted for academy conversions during 2018/19 to enable a like-for-like comparison to the year-end position.

	31st March 2018 £m (original published balances)	31st March 2018 £m (amended for in-year academy conversions)	31st March 2019 £m	Change £m
Nursery Schools	0.6	0.6	0.9	+0.3
Primary Schools	9.9	9.7	11.1	+1.4
Secondary Schools	0.0	0.0	0.0	0.0
Special Schools	0.6	0.6	0.5	-0.1
Pupil Referral Units (PRUs)	0.1	0.1	0.1	0.0
Sub Total	11.2	11.0	12.6	+1.6
Other Revenue Balances (e.g. Community Focussed)	1.1	1.1	1.1	0.0
TOTAL	12.3	12.1	13.7	1.6

2.2 By way of comparison information was presented to the Northamptonshire Schools Forum meeting on 2nd July 2019. A summary of this information is provided in the table below.

	Northamptonshire			Cambridgeshire	
All figures in £m	31st March 2018 Total	31st March 2019 Total	Increase /(Decrease) from prior year	31st March 2019 Total	Increase /(Decrease) from prior year
Capital	1.9	2.9	1.0	2.0	1.5
Revenue					
Committed	6.5	6.2	(0.3)	-	-
Uncommitted	7.0	7.3	0.3	-	-
Revenue Total	13.5	13.5	0.0	12.6	1.6
Community	0.6	0.5	(0.1)	1.1	0.0

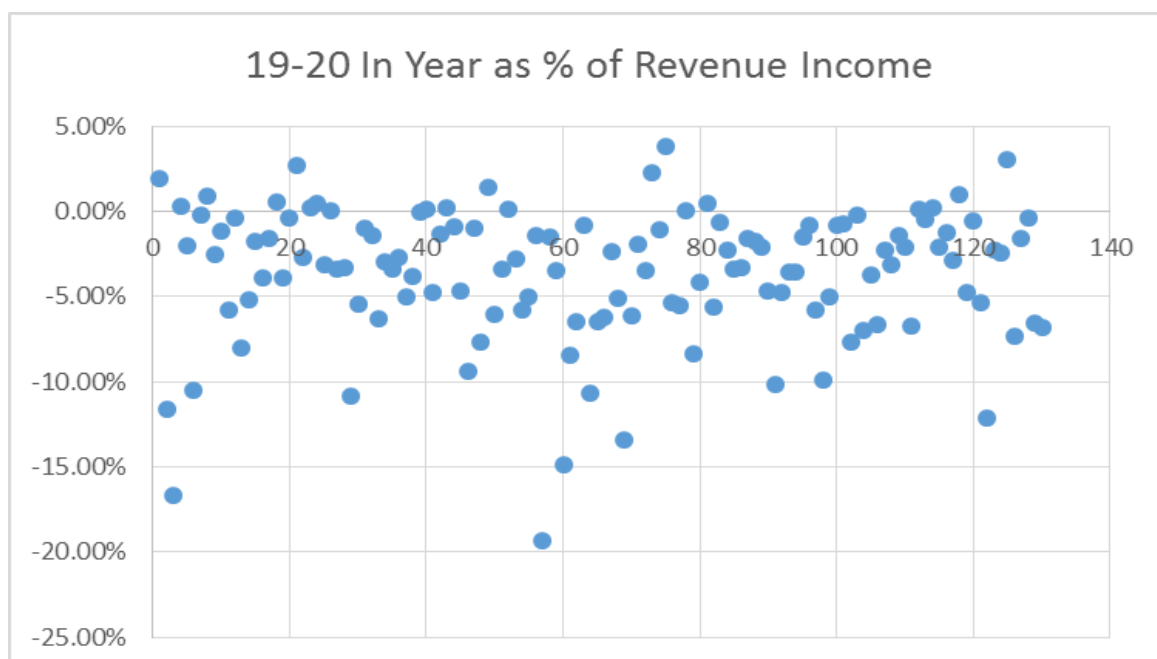
2.3 From the comparison with Northamptonshire schools the overall level of school balances is broadly similar. Based on the number of maintained schools in each authority (136 for Cambridgeshire and 123 for Northamptonshire) simple averages compare as follows:

- Average revenue balance: Cambridgeshire £92.6k compared to Northamptonshire £109.8k; and
- Average capital balance: Cambridgeshire £14.7k compared to Northamptonshire £23.5k.

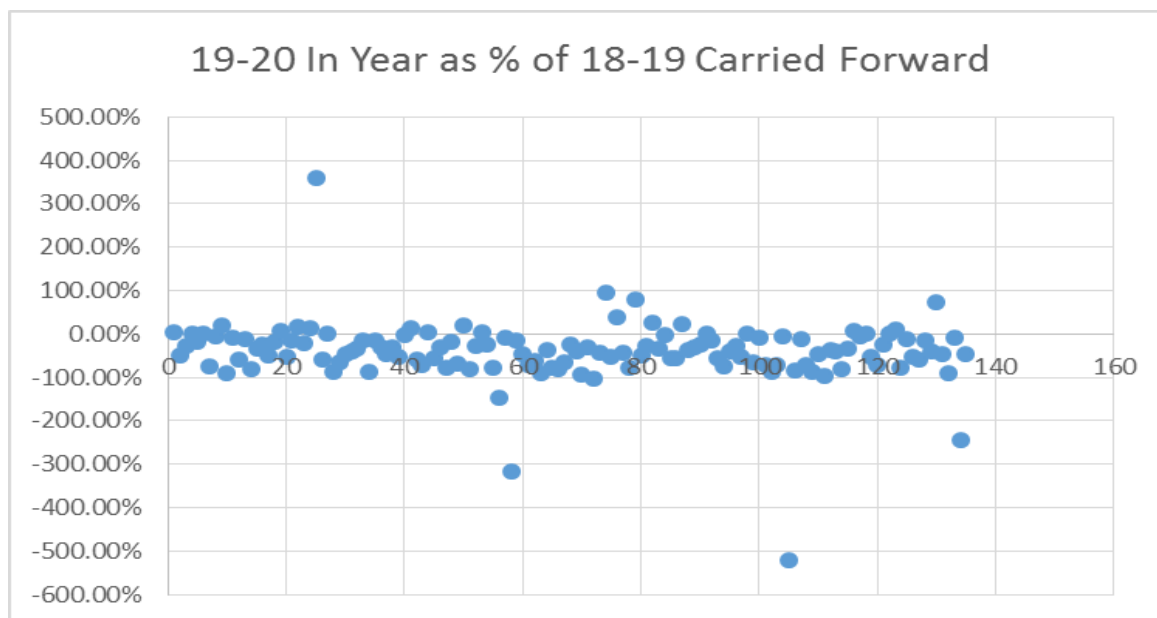
In both instances the average figures are lower in Cambridgeshire schools. An average balance for the Community focused balances has not been calculated as these are more specific balances and only held by a relatively small proportion of the schools in each authority.

3.0 2019/20 PLANNED USE OF BALANCES

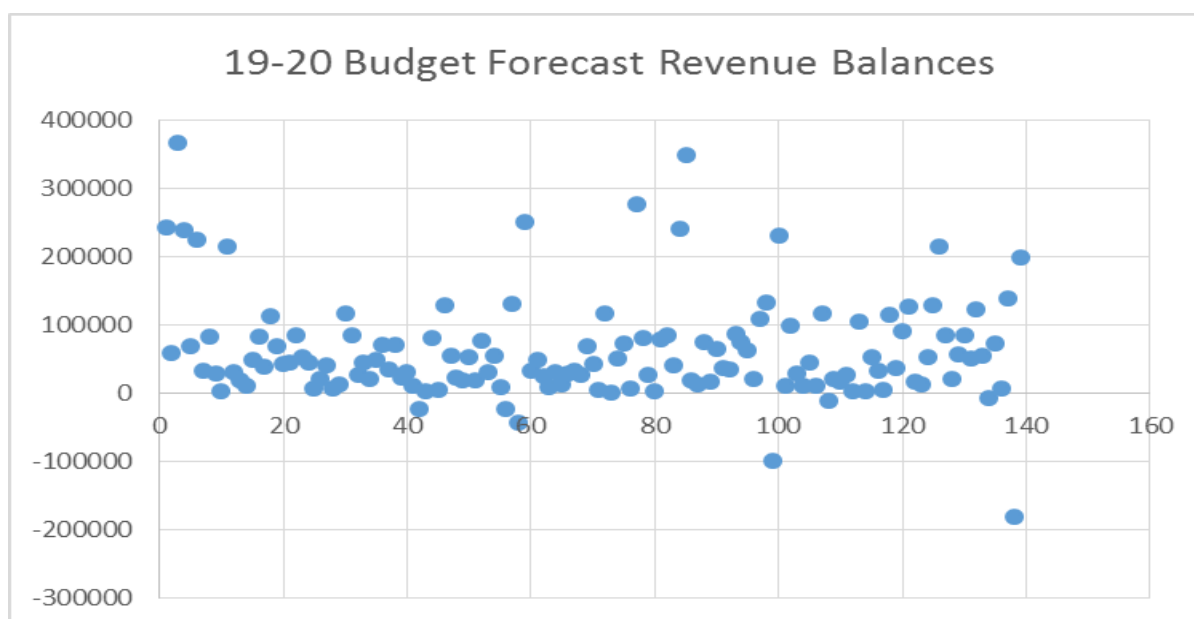
- 3.1 Schools are facing significant inflation costs within their budgets including 2% pay inflation for teachers from September 2019 and between 2% and 7.3% for support staff depending on the pay scale. In addition employer contributions for teacher's pensions have increased in 2019/20, up 44% from 16.48% to 23.68%. These are significant cost increases on school budgets, with a typical school's staffing structure being in the region of 75% or more. Some of these costs are being met by additional Government funding in 2019/20. Further information is awaited to confirm this Government funding in the Dedicated Schools Grant (DSG) allocations for 2020/21 and future years through the Spending Review.
- 3.2 Support for pupils with High Needs is a national issue and has been discussed at length by the Forum. Due to the overall funding pressures in the High Needs Block and the increasing number of pupils requiring support for high needs, many schools are having to spend an increasing proportion of their budget to support high needs pupils. This is a trend that is currently expected to continue in Cambridgeshire as the cumulative DSG deficit at the end of 2018/19 was £7.2m.
- 3.3 Added to these issues is the need for schools to maintain their premises so pupils and staff are warm, safe and dry, maintain Information Technology and sports equipment, as well as provide for general curriculum costs. A combination that is making the finances in Cambridgeshire schools an ever increasing challenge in the pursuit of outcomes for pupils.
- 3.4 Against this backdrop analysis has been undertaken in respect of the balances that maintained schools brought forward into the 2019/20 financial year and the budgets schools have set for the same year.
- 3.5 The following graph shows the range of in year surpluses and deficits in the budgets that have been set by schools compared to their total revenue funding. The graph outlines that 115 (85%) maintained schools are expecting to incur an in year deficit during 2019/20 with the remaining 21 schools forecasting a surplus in year. Of the 21 schools with surpluses these are surpluses of c£10k or less with the exception of 4 schools with larger forecast surpluses. The in year deficits are varied with the largest being £175k.



- 3.6 In order to meet the in-year balances, schools are planning to use their carry forward balances in 2019/20 in the majority of cases. The following chart shows the percentage that the in year surplus or deficit is of the school's carry forward. This demonstrates that based on the latest budget information, schools are forecasting a substantial reduction in their balances during the year with 19 schools (14%) utilising 80% or more of their brought forward balances. There are some outliers which indicate in-year deficits in excess of the school's balances brought forward. The authority is in dialogue with these schools to offer support and challenge with their financial position.



- 3.7 Finally after taking account of the brought forward balances and the in year surplus or deficit in the budgets set by schools, the following chart outlines the spread of schools and the value of their forecast balances at the end of the 2019/20 financial year. It shows that despite the level of in-year deficits being forecast, the majority of schools will have some balances left. However, based on the latest information, these are forecast to decrease from £13.6m at the end of March 2019 to £8.4m at 31st March 2020. There is a greater risk of schools going into deficit overall, with 8 schools forecast to be in deficit at the end of the year.



- 3.7 The analysis presented sets out the changing position that is forecast in respect of school balances with more schools having to utilise their balances to meet their costs for 2019/20. The Authority will continue to review the deficits and use of carry forwards to support schools and where necessary challenge the use or build up of balances as appropriate.

4.0 BALANCE CONTROL

- 4.1 Schools Forum previously agreed to a relaxation of the balance control mechanism for maintained schools. This was in response to the removal of the requirement to have a balance control mechanism by the DfE as no similar arrangement was put in place for academies. For Cambridgeshire an excessive balance is classed as:

- over 16% of Individual Schools Budget or £80,000 for nursery, primary and special schools
- over 10% of Individual Schools Budget for secondary schools

Or, where a school is below the national educational floor targets:

- over 8% of Individual Schools Budget or £40,000 for nursery, primary and special schools
- over 5% of Individual Schools Budget for secondary schools

- 4.2 The change in individual schools balances will be specific to each school's circumstances with some of the main reasons being:

- Some schools will have delayed or cancelled spending decisions due to the uncertainty around future years' funding amounts.
- Some schools have chosen to apply balances to maintain current staffing levels and class structures.
- Pressures on capital funding have led some schools to reconsider and reprioritise revenue resources to allow for the possibility of capitalisation in future years.
- A number of Education Skills and Funding Agency (ESFA) additional funding allocations were made to schools in the final quarter of 2018/19 (including Devolved Formula Capital & Free School Meals).

- 4.3 The relaxation of the balance control mechanism has in turn meant that the level of detail supporting school balances is not immediately available. Given the greater interest and scrutiny of school balances, Schools Forum is asked to consider a revised balance control mechanism for maintained schools. Any balance control mechanism should not be too onerous for schools to complete at year end adding significantly to workload. However, it should provide a more detailed breakdown of the revenue funding carry forwards in order for the Authority and Schools Forum to understand more fully the reasons for the balances that schools are holding.

- 4.4 The proposed criteria for a revised balance control mechanism is set out overleaf. Forum is asked to comment on the proposal. It should be noted this is still in draft and subject to internal review before finalising.

	Category	Criteria / Notes
1	Capital – Devolved Formula Capital	Where the balance relates to formula capital where a school is allowed to retain the balance for a 3 year period to enable the affordability of a capital project to be achieved (includes capital expenditure on IT).
2	Capital – Other capital balances	Other capital grants and contributions.
3	Committed Revenue – Pupil Premium Grant Funding	To include all categories of Pupil Premium funding including PE and Sports grant, Year 7 Catch Up grant and the Summer School Grant.
4	Committed Revenue – Other External Funding	Used to capture other external funding for specific purposes of which has conditions attached e.g. Universal Infant Free School Meal (UIFSM) funding.
5	Committed Revenue – set aside for capital purposes	For revenue contributions to capital expenditure.
6	Committed Revenue – set aside for repairs and maintenance	Must be for specific items or projects subject to evidence that the use of the balance is included in the School Asset Management Plan.
7	Uncommitted Revenue	Excess balances considered to be: <ul style="list-style-type: none"> Over 8% of an Individual Schools Budget (ISB) (with a minimum £40,000) for nursery, primary and special schools; and Over 5% of ISB for secondary schools
8	Community Focussed	Typically Extended Schools / Children’s Centre balances held predominantly in Nursery settings.

5.0 RECOMMENDATION

5.1 Members of Schools Forum are asked to note the contents of the report and to consider the proposed revision to the balance control mechanism set out in the table in paragraph 4.4 above.

REVIEW OF MEMBERSHIP AND PROPORTIONALITY

To: Cambridgeshire Schools Forum

Date: 12 July 2019

From: Rob Sanderson
Democratic Services Officer
Rob.sanderson@cambridgeshire.gov.uk
01223 699181

Purpose: At the July 2018 Forum meeting it was agreed that there should be an annual report of Forum membership and composition in the light of the guidance contained in the *Schools Forum Operational and Good Practice Guide – September 2017* and taking account of the most current pupil data in order to assess whether any further changes were required regarding the proportion of the Forum membership allocated between the maintained and academies sector.

Recommendation:

The Schools Forum is recommended to note the current report which is not making any recommendations to change the Schools Forum membership.

1. BACKGROUND

- 1.1 National regulations govern the composition, constitution and procedures for schools forums and are set out in [The Schools Forum Regulations \(2012\) \(as amended\)](#). The Department for Education (DfE) also publishes and periodically updates the [Schools Forum Operational and Good Practice Guide](#)
- 1.2 together with guidance on Schools Forums' structure, powers and responsibilities.
- 1.3 At the July 2018 meeting it was agreed to revise Academies representation to 12 members with effect from 1 September 2018. Details of the current membership is attached at Appendix 1.

2. MAIN ISSUES

2.1 Schools Forums are made up of schools members (maintained schools), academies members and non-school members (for example, Post 16 providers and Independent or Voluntary Sector Early Years providers). Schools and academies members must together comprise at least two thirds of the membership of the Forum.

2.2 The Regulations state that ‘...*primary schools, secondary schools (that is, maintained schools) and Academies must be broadly proportionately represented on the forum, having regard to the total number of pupils registered at them.*’ However, the Operational and Good Practice Guide also states that ‘*The Schools Forum Regulations provide a framework for the appointment of members, but allow a considerable degree of discretion in order to accommodate local priorities and practice.*’

2.3 At January 2018 pupil numbers in Cambridgeshire were:

Primary maintained:	33,134	41.7%
Primary Academy	<u>17,382</u>	<u>21.9%</u>
	50,516	63.6%

Secondary Academy	28,808	36.4%
Secondary maintained	<u>0</u>	
	28,808	

Total pupils 79,324

Total pupils across primary and secondary (maintained): 33,134 41.7%
Total pupils across primary and secondary (academies): 46,190 58.3%

Academies		
Primary	17,382	37.6%
Secondary	<u>28,808</u>	62.4%
	46,190	

2.4 MAINTAINED SCHOOLS REPRESENTATION

2.4.1 In 2018, the Maintained Schools representation on the Schools Forum was as follows:

Schools Members (Maintained):

Nursery	1
Primary	6
Secondary	1
Special	1
Alternative provision	<u>1</u>
	10

Based on the January 2018 pupil census data, the recommended composition for the Cambridgeshire Schools Forum was agreed at the July 2018 meeting as follows to come into effect from September 2018:

Schools Members (Maintained):

Nursery	1
Primary	4
Secondary	0
Special	1
Alternative provision	1
*Governor	$\frac{1}{8}$

*at least one member must be a representative of the governing bodies of maintained schools and one member must be a representative of the headteachers of such schools.

2.4.2 As a result of the considerable changes in pupil numbers represented by the Academy sector from the previous review undertaken in 2015, the recommendation proposed and agreed at the July 2018 Forum meeting was to increase Academies representation on the Forum from 7 to 12.

2.4.3 The latest January 2019 Pupil Census Figures recently made available to Democratic Services are as follows:

Pupil Figures at January 2019:

		Percentage of Total Pupils (2018 in brackets)	
Primary maintained:	31,831	39.7%	(41.7%)
Primary Academy	<u>18,843</u>	23.4%	(<u>21.9%</u>)
	50,674		
Secondary Academy	29,588	36.9%	(36.4%)
Secondary maintained	<u>0</u>		
	29,588		

Total pupils **80,262** **10 members**

Total pupils across primary and secondary (maintained): 31,831 39.7% (41.7%)
Total pupils across primary and secondary (academies): 48,431 60.3% (58.3%)

Academies

Primary	18,843	38.9%	(37.6%)
Secondary	<u>29,588</u>	61.1%	(62.4%)
	48,431		

2.4.4. As the figures represent minimal changes to the percentage breakdown for pupil proportionality within the Academies and Maintained school sectors compared to the January 2018 pupil census data, it is not proposed that any further changes are made to the structure of Forum at the present time. An annual review will however continue to be undertaken and a report brought back to Forum to recommend any further changes required to meet the Schools Forum good practice guidance. The latter guidance suggests a review is undertaken at every meeting but this is not practicable. However any changes are always reported.

3. ACADEMIES REPRESENTATION

3.1 The Schools Forum Regulations require that at least one academy member must be

a representative of mainstream academies and that there must be one member for both special schools and alternative provision academies where they exist within the local authority area. This condition is currently met and no changes are proposed other than to seek a replacement for the latter, as the appointee recently resigned. (See paragraph 6.1)

4.0 NON-SCHOOL MEMBERS

- 4.1 The Schools Forum Operational and Good Practice Guide 2017 states that the purpose of Non-Schools Members is to bring greater breadth of discussion to Schools Forum meetings and to ensure that stakeholders and partners other than schools are represented. Non-School Members must total no more than one third of a Schools Forum's total membership, excluding Observers, and must include a representative elected from providers of 16-19 education and a representative of Early Years providers from the private, voluntary and independent (PVI) sector where these exist in the local authority area.
- 4.2 At present the Non-School membership consists of one representative of the Early Years Reference Group and one 16-19 education provider. The current membership reflects this and no changes are required.

5.0 GOVERNOR REPRESENTATION

- 5.1 Any governors who are appointed will be either Schools representatives (a minimum of one Schools governor is required) or Academies representatives. As the Local Authority attaches considerable value to the insights and independent perspective which governors brought to the Schools Forum academy proprietors were asked to consider including two Academies governors within the Academies elected representatives to the Forum. Within the 12 Academy places approved by Academy proprietors two appointments (Philip Hodgson and Dr Alan Roger) were previously school governor appointments.

6.0 TERM OF OFFICE

- 6.1 It was confirmed in July 2018 that the custom and practice followed for some time whereby all terms of office were ended on 31 August in the final year of their appointment span in order to align them to the academic year should be formally included in the Schools Forum Constitution.
- 6.2 The term of office for members of the Cambridgeshire Schools Forum is unlimited providing they are re-elected every four years by the group they represent. (*As set out above all terms will conclude on 31 August of their final year*).

7. UPDATES ON MEMBERSHIP DUE TO NEW APPOINTMENTS / RESIGNATIONS

- 7.1 Forum's attention is drawn to the following changes since the last meeting:
- In respect of the long standing observer vacancy to represent the Roman Catholic Diocese, Joe Mc Crossan the Head of St Albans School Cambridge has recently been appointed as their observer. Long serving Members of Forum will know Joe, who previously was one of the Primary School Headteacher appointments.
 - Sarah Roscoe the Academy Alternate Provision appointee recently informed Democratic Services that she was resigning from the Forum as

she was leaving to take up a job in the Lake District in late June. A replacement appointee to represent Academy Alternate Provision will be sought.

Source Documents	Location
<p>The Schools Forums (England) Regulations 2012 (as amended)</p> <p>Department for Education publications:</p> <ul style="list-style-type: none"> i. Schools Forums operational and good practice guide ii. Schools Forums structure iii. Schools Forums powers and responsibilities iv. Schools Forum self-assessment toolkit 	<p>http://www.legislation.gov.uk/uksi/2012/2261/regulation/1</p> <p>https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015</p>

Cambridgeshire Schools Forum Membership – update 1st July 2019 – **recent resignations in red bold where replacement required**

Forum Voting Members now 21 quorum currently nine

Schools Members:

School Type	Representatives	Term of office (End 31 August of the relevant year)
Maintained Primary	4 Maintained Primary Headteachers	
	1. Tony Davies, Headteacher, St Matthews Primary & Chair of Cambs Primary Heads Group Query sent 29/5 on whether Tony Davies had been re-elected	2016-2020
	2. Sasha Howard Headteacher Meldreth Primary Replaced Jackie North April 2019	2019-2023
	3. Liz Bassett Headteacher Ely St Johns Primary Replaced Andy Matthews May 2019	2019-2023
	4. Guy Underwood Headteacher Great Abington Primary Replaced Su Blyth March 2019	2019-2023
	Substitute	2019-2023
Maintained Special	1 Maintained Special School representative	
	Lucie Calow, Head of Granta Special School	2016 – 2020

Maintained Nursery	1 Maintained Nursery School representative	
	Rikke Waldau, Head of Centre, The Fields Children's Centre E-mail out for replacement post July	2015-2019
Maintained Pupil Referral Unit	1 PRU representative	
	Amanda Morris-Drake from Pilgrim PRU (the only maintained PRU)	Appointed October 2018 2018-2022
Maintained Governor	1 Maintained School Governor	
	Paul Stratford – Chair of Governors Alderman Payne Primary School	Appointed December 2018 following advertising campaign from School Governance Team (Tina Hubbard) appointment to 2022

Academies Members:

School Type	Representatives	Term of office
Academies	12 Academies Representatives: Composition to be determined by Academy proprietors. Current composition shown below.	
	<i>Academy Primary representatives</i>	
	1. Susannah Connell, Headteacher, Middlefield Academy and CEO Diamond Learning Partnership Trust (Also Chair of Cambridgeshire Primary Academy Forum) E-mail out for replacement post July	2015-19

	2. Anna Reeder, Headteacher, Milton CE Primary E-mail out for replacement post July	2015 - 2019
	Academy Secondary representatives	
	3. Andrew Goulding, Hinchbrook School	2017 - 2021
	4. Jonathan Digby, Head of Sir Harry Smith, (Chair of the Cambridgeshire Secondary Heads Group, CEO/Executive Principal Aspire Learning Trust)	2016 - 2020
	Academy Special School representative	
	5. Dr Kim Taylor OBE, Headteacher, Spring Common School	2016-2020
	Academy Alternative Provision	
	6. Sarah Roscoe (<i>replaced Jane Lancaster Adlam for October 2018 meeting</i>) RESIGNED 14TH June 2019 – replacement needed Jon Lewis informed on 1st July and asked to seek replacement	2018 – 2022 (appointed April 2018)
	Previously Academy Governors	
	7. Philip Hodgson – Board Member – Anglian Learning	December 2018 –2022
	8. Dr Alan Rodger Board Member – Morris Trust	December 2018- 2022
	Other academy appointments made at Forum December 2018	
	9 Jane Horn – Principal at Cromwell Community College – representing the Active Learning Trust	2018-2022
	10. Jon Culpin – CEO of Anglian Learning	2018-2022

	11. Richard Spencer – Principal of Ely College	2018-2022
	12. Patsy Peres – Principal at Ramsey Spinning Infant and Ramsey Junior	2018-2022

Non School Members:

Group represented	Representative	Term of office
Early Years Reference Group	1 representative of the Early Years Reference Group	
	1. Deborah Parfitt	2016 – 2020 (re-appointed Sept 2016)
Post 16 FE	1 representative of Post 16 FE	
	Jeremy Lloyd from Cambridge Regional College (notification received from Marian Cullen 10 th December 2018 and is the replacement for Nathan Jones who left Dec 2017) Paul O'Shea from West Anglia College to be his substitute.	December 2018-2022

Note: All terms of office cease on 31 August in the year shown

Quorum = 40% of non-vacant membership:

- For 21 or 22 members the quorum is 9
- For 18, 19 or 20 members the quorum is 8
- For 16 or 17 members the quorum is 7
- For 15 members the quorum is 6

Substitutes

Nominating groups may appoint two named substitute members for each sector type or nominate another named representative in advance of the meeting if both substitutes are unable to attend. They will have full voting rights

Observers:

May participate in debate and send a named substitute, but have no voting rights.

- 1 Representative Diocese of Ely Board of Education – Andrew Read
 - substitutes Amy Weaver Director of Inclusion and Safeguarding Alex Rutterford-Duffety Director of Finance , Diocese of Ely Multi-Academy Trust (DEMAT) and Jacqueline McCamphill
- 1 Representative Roman Catholic Diocese of East Anglia – Joe Mc Crossan - Head of St Albans School Cambridge
- Teacher Union membership representative, Jon Duveen
- Non Teacher Union membership representative, non-teaching JCNG – Rob Turner sub Julie Cornwall or Julia Drummond
- Cambridgeshire County Council – Children and Young People Committee:
 - Councillor Simon Bywater
 - Councillor Peter Downes
 - Councillor Joan Whitehead

CAMBRIDGESHIRE SCHOOLS FORUM – FORWARD AGENDA PLAN

All meetings will be held at 10.00am in the Kreis Viersen Room, Shire Hall, Cambridge CB3 0AP unless otherwise specified.

Date of meeting	Agenda Item	Report author	Reports due to reach Democratic Services by:
10 a.m. Friday 12 July 2019 (KV Room Shire Hall)	Election of the Chairman/woman and Vice Chairman/woman	<i>verbal</i>	Tuesday 2 July 2019
	Apologies for absence and declarations of interest	<i>verbal</i>	
	Minutes of the Meeting on 17 th May 2018	Rob Sanderson	
	Action Log	Rob Sanderson	
	Agenda Plan	Rob Sanderson	
	Proportionality Review and notification of new appointments to Forum	Rob Sanderson	
	Impact of the National Funding Formula for Growth	M Wade	
	Nursery Schools Funding	H Belchamber	
	<p>Paper on any proposals for revised criteria on Schools Balances and information update from requests made at Forum in May</p> <p>Report to include</p> <ul style="list-style-type: none"> • predicted levels of funding for the next year • information on why some schools had what appeared to be excessive balances, <p>The request for collated information on Academies' balances would be produced in a separate report to the October meeting.</p>	J Lee	
	Date of Next Meeting	<i>Verbal</i>	

FUTURE AGREED FORUM DATES			
			Reports due to reach Democratic Services by:
10 a.m. Wednesday 16th October (KV Room Shire Hall)	Central Schools Services Block Retained Funding and De-delegations	M Wade	Thursday 3rd October
	Academies Schools Balances	J Lee	
	Dedicated Schools Grant Financial Position 2019-20	J Lewis / M Wade	
	Cambridgeshire 2020-21 Funding Formula	J Lee	
			Reports due to reach Democratic Services by:
10 a.m. Wednesday 18th December (KV Room Shire Hall)	Schools Funding Formula 2020-21 Growth Fund and New Schools Criteria	J Lee	Thursday 5th December
			Reports due to reach Democratic Services by:
10 a.m. Friday 17th January 2020 (Council Chamber Shire Hall)	Schools Funding Formula 2020-21	J Lee	Monday 6th January 2020
			Reports due to reach Democratic Services by:
10 a.m. Friday 27th March 2020 (KV Room Shire Hall)	Proportionality Review and notification of changes to appointments to Forum	T Oviatt-Ham	Monday 16th March 2020
			Reports due to reach Democratic Services by:
10 a.m. Friday 15th May 2020 (KV Room Shire Hall)	Maintained Schools and Dedicated Schools Grant (DSG) Financial Health (Schools Balances)	Jon Lee / M Wade	Tuesday 5th May 2020

			Reports due to reach Democratic Services by:
10 a.m. Friday 17th July 2020 (KV Room Shire Hall)			Monday 6th July 2020

9th May 2019

