
SCHOOLS' FORUM

Tuesday 15 October 2024 – 10am

**Conference Suite
Centre for Excellence in Teaching and Learning,
Brierton Lane**

A G E N D A

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|----|---|------------------|
| 1. | Apologies | Chair |
| 2. | Minutes from Schools' Forum meeting on 24 September 2024 and Matters Arising | Chair |
| 3. | Permanently Excluded Pupils (PEXs) (Standing Item) | Emma Rutherford |
| 4. | Statutory Services Provided by the Local Authority – Report for Action (previous report attached) | Amanda Whitehead |
| 5. | Central School Services Block Transfer 2025/26 – Verbal for decision | Amanda Whitehead |
| 6. | Growth Funding Update - Verbal for information | Amanda Whitehead |

Date and Time of Next Forum Meeting –
Wednesday 20 November 2024 CETL Conference Suite

Schools' Forum Meeting

24 September 2024

Attendees:

Members

Carole Bradley (Chair) (Academy Primary)
 Sara Crawshaw (Academy Secondary)
 Gillian Hood (Academy Primary)
 Joanne Wilson (Academy Primary)
 Nick Lindsay (Diocese – RC)
 Phil Pritchard (Academy – Primary)
 Caroline Reed (Academy Primary)
 Linda Richardson (Early Years)
 Emma Rutherford (Horizon School)
 Sue Sharpe (Governors)
 Chris Simmons (CS) (Academy Trustee)
 Mark Tilling (Maintained Secondary)
 David Turner (Maintained Primary)
 Lee Walker (Academy Primary)
 Leanne Yates (Academy Primary)

Local Authority Officers

Amanda Whitehead (DW)
 (Assistant Director, Education)
 Sandra Shears (SSh)
 (Children's Finance)
 Fiona Stobbs (FS) (Inclusive
 Learning and SEND)
 Jane Watt (JW) (Children's
 Finance)
 Jo Stubbs (JS) (Democratic
 Services Team)

Agenda Item	Action
<p>1 Apologies -</p> <p>John Hardy (Academy Primary) – Joanne Wilson substituting Colette Hogarth (Diocese – RC) – Nick Lindsay substituting Toni Ray (Early Years) Vicki Wilson (Diocese – C of E)</p> <p>Following the departure of Tracey Gibson the position of Vice-Chair was vacant. Volunteers were sought.</p> <p>Decision</p> <p>Mark Tilling confirmed as Vice-Chair</p>	
<p>2 Minutes of the Last Meeting – 7 March 2024 – Matters arising</p> <p>Minutes approved</p> <p>Updates to scheme for financing schools – the scheme documentation was due to be published.</p>	

	<p>In-year school admissions support – the total cost for this had been amended to £104,208.</p> <p>Outstanding actions log – provide case studies for pupils placed in independent schools – following the departure of Danielle Swainston ER would take this case study over</p> <p>Outstanding Actions Log – adverts for the new school admissions posts had gone live – Schools Forum would be updated in 9 months.</p>	
<p>3</p>	<p>Permanently Excluded Pupils (PEXs)</p> <p>This is a standing item on the agenda for Schools Forum</p> <p>There are currently 79 students on roll at Horizon/Haven. Two of these students are in the process of re-integrating back into mainstream education. Estimates suggest that at the current rate there will be 207 pupils on roll in 2026-27. Over the last 4 years an average of 4 pupils per year had returned to mainstream schooling through Fair Access.</p> <p>In 2023/234 there had been an overspend of £193K. Schools Forum had agreed additional funding of £250K as a short term model. The current cost model arrangement is based on 28 pupils compared to actual places for 67 pupils. The mid-case projection at the end of Quarter 1 is a £360K overspend for 2024/25 (in addition to the additional £250K previously agreed). £160K of this overspend relates to school fees for alternative provision, the remainder for staffing costs. The increase in PEXs and associated pressure on the High Needs Block had the potential to wipe out savings made through the current High Needs Block review to reduce the HNB deficit. The LA were looking at a number of ways to reduce exclusions including the creation of a 3 Tier Alternative Provision model.</p> <p>MT highlighted an issue whereby any mainstream school taking a previously PEX student would have to wait for funding until the following April.</p> <p>The Chair queried whether this should be a standard agenda item at Director’s meetings and that other services be brought together as had previously happened. AW suggested that Trust CEOs also be involved. She also acknowledged that the reason for exclusion was not solely a school responsibility and other organisations needed to be involved as children in this situation generally had extensive issues outside of their educational setting.</p> <p>SS felt a form of roadmap needed to be formulated to bring PEX children back into mainstream education. FS agreed that this was necessary particularly in the case of PEX pupils who were accessing alternative provision or event being educated at home</p>	

	<p>ER suggested that they investigate how other areas deal with these issues noting that areas with similar levels of deprivation did not PEX pupils to similar levels. CR highlighted that schools would sometimes agree between themselves to transfer pupils in order to avoid a PEX. This was in the spirit of finding solutions for the child and their individual needs.</p> <p>Decision</p> <p>That the report be noted.</p>	
<p>4</p>	<p>Confirm new membership of Schools Forum</p> <p>The Chair advised re the following updates that were not detailed on the constitution provided with the papers:</p> <p>West Park was represented by Lee Walker Adam Palmer to replace Andrew Jordan Sara Crawshaw to replace Tracey Gibson Maintained Governors to be amended to Governors</p> <p>There was a school vacancy. It was suggested that the current special school position could be allocated as special secondary and the vacancy given to special primary but ZW felt this was unmanageable due to the limited number of special school heads and the demand on them all in terms of meetings. The Chair to contact colleagues in NET secondary schools regards this vacancy again and if there was no response the vacancy would be left open. It was confirmed that the vacancy did not have to be filled.</p> <p>Decision</p> <p>That the verbal update be noted.</p> <p>That the Chair make a final attempt to fill the vacancy and if unsuccessful that the vacancy be left open.</p>	
<p>9</p>	<p>Requirements for Authorities with a DSG (Dedicated School Grant) deficit</p> <p>The DSG encompasses 4 blocks – High Needs, Early Years, Schools and Central School Services. As of March 2023/24 the DSG had an overall deficit of £1.589m. The Education and Skills Funding Agency (ESFA) has therefore requested the LA provide a management plan detailing the current financial position, yearly projections and mitigations to address the deficit. Officers were due to meet ESFA representatives the following week to discuss the proposed plan which would eventually require full sign off from the Forum and Children’s Services Committee. It was believed that the deficit solely related to the HNB and should action not be taken the deficit would eventually reach £39m in 2030/31. Details of the pressure and</p>	

	<p>proposed mitigations were included in the report. Savings resulting from these mitigations would not activate until 2025/26.</p> <p>Members noted the pressures on the High Needs Block and concern around commissioned ARP places resulting in a reduction in funding when they should be part of the solution FS advised that as a lot of pupils attend specialist provisions it may not be possible to reduce this.</p> <p>JW queried why increased numbers of pupils in post 16 education was a pressure. JWa advised that the LA were obliged to fund SEND pupils in education up to the age of 25.</p> <p>Decision</p> <p>That the report be noted</p>	
6	<p>Indicative Schools and Central School Services Block Budgets 2025/26</p> <p>Usual practice at this time of year was for the ESFA to publish indicative National Funding Formula allocations for the following year. However this information had been delayed and no expected date for publication had been provided. Despite this delay officers wished to consult on a number of items in order that decisions in principle were available and could be implemented in short time should the information be provided unexpectedly.</p> <p>In previous years a transfer-in to the Schools Block from the Central School Services Block (CSSB) had become usual practice. The report asked Forum to approve the transfer of any surplus CSSB funding to the Schools Block to support Individual Schools Budgets. However it was also suggested that the surplus funding might be transferred to the High Needs Block given the current deficit issues. Regulations also allow for a minimum funding guarantee and cap to be set so that excessive year-on-year charges can be protected against. Officers expected that an MFG for 0-0.5% would be allowed for 2025/26 and suggested that as previously the maximum MFG be set and a cap of 2.5% applied.</p> <p>DT felt it was difficult to set the MFG and cap without final figures. Members also noted that they had sought opinion from those they represent based on transfer to the Schools Block rather than the High Needs Block and they felt they should run the alternative past their members.</p> <p>Members were also asked to approve the budget requirements for the 2025/26 Central School Services Block. This Budget is funded within the Dedicated Schools Grant allocation comprising a fixed amount for historic costs with a rate per pupil for ongoing costs. For the sixth year a funding cut of 20% would be applied to historic commitments with the Central School Services Block. These historic commitments were licences and termination of employment costs relating to the former Brierton School. With this cut the funding requirements would be met however this position</p>	

	<p>was likely to change by April 2026. Information on ways to seek extra funding were available through the ESFA. Details were given of the Budget's ongoing responsibilities of Retained Education Services, Admissions, Copyright Licences and Servicing Schools' Forum. Members were asked to vote on the budget requirements for historic commitments and ongoing responsibilities.</p> <p>CR requested information on the historic commitment to the EYES system as this also appeared in the report on the Early Years Block Centrally Retained Budget. JW advised that this commitment related to the licence cost to the software provider. The Early Years Block payment was to provide officer support and system development.</p> <p>Decision</p> <ol style="list-style-type: none"> 1. That the transfer of any residual CSSB funding be deferred to allow members to clarify if they wished the transfer to go to the Schools Block or High Needs Block. 2. That in principle the maximum MFG be applied along with a necessary cap to ensure affordability of ISBs in 2025/26 (unanimous) – this decision to be brought back to Forum for final approval when the ESFA have provided financial information. 3. That the historic commitment contribution of £67K toward the Council-wide EYES system be approved (unanimous) 4. That the historic commitment contribution of £31K to cover the ongoing termination costs for ex-Brierton staff be approved (unanimous) 5. That an ongoing commitment contribution of £83K to cover copyright licences be approved (majority) 6. That an ongoing commitment contribution of £159K to cover the Admissions Service be approved (majority) 7. That an ongoing commitment contribution of £46K to cover the servicing of Schools' Forum be approved (majority) 8. That an ongoing commitment contribution of £215K to cover Statutory Services and retained duties be approved (majority) 	
7.	<p>Growth Fund Modelling and High Needs Block Budget Proposals 2025/26</p> <p>Usual practice at this time of year was for the ESFA to publish indicative National Funding Formula allocations for the following year. However this information had been delayed and no expected date for publication had been provided. Despite this delay officers wished to consult on a number of</p>	

items in order that decisions in principle were available and could be implemented in short time should the information be provided unexpectedly.

In 2024/25 members had approved a block transfer of £349K from the Schools Block (growth funding) to the High Needs Block. Given the lack of financial information provided by the ESFA members were asked to consider in principle a block transfer of 0.5% of Schools Block funding, the maximum allowed within the regulations. Modelling work had been conducted in 2023 based on schools with pupil increases in excess of 15% (Model 1) and schools in excess of 10% (Model 2). There were currently 3 schools that would fall under Model 1 and only 1 under Model 2. The cost for model 1 would be £40K which would be paid via the School's 2025/26 budget. Details were given of historic growth amounts and the amount that would remain should 0.5% transfer be approved. Should members not approve the transfer the Local Authority would apply for disapplication from the Secretary of State.

Members acknowledged officers' intent to apply for disapplication should members not be in agreement but they queried whether this might be an opportunity to highlight the pressure being felt in education to the Government. The Vice-Chair noted that as Chair he and the Chair of Children's Services Committee had previously written jointly to central government expressing concern. Ssh acknowledged these concerns and advised that they would be relayed back to the ESAFA representatives the following week. However given the HNB deficit she did not feel that they could propose mitigations to fix that and then justify not approving this transfer. Members asked that the Chair write to the Department for Education regards the requested 0.5% transfer and its impact. It was noted that as HBC were requesting the transfer they could not be party to such a letter.

CR queried why only 2 models had been formulated based on census points and suggested that schools be considered individually in terms of what they could manage, potentially by submitting an application. SSh felt this was unrealistic in terms of the amount of officer time and administration it would require. She also noted that if members agreed 0.5% the SEFA would not ask for more but if members did not do this the ESFA could require it or even suggest more.

Decision

1. That Model 1 be adopted as a new Growth Fund policy and associated disbursement in 2025/26 using the Growth Fund Allocation (majority)
2. That the transfer of 0.5% from Schools Block to High Needs Block be approved (majority)

8.	<p>High Needs Block (HNB) Projected Outturn</p> <p>Members were given details of the High Needs Block projected outturn for 2024/25. In 2023/24 the final position had been a year end overspend of £2.348m. The allocation for 2024/25 was confirmed at £19.52m. £3,473m of this is recouped by the ESFA to pay place funding direct to academies. Based on quarter 1 spending the outturn was projected at being on Best Case Scenario an overspend of £2.855m and Worse Case Scenario an overspend of £3.939m. This potential overspend was primarily owing to out of authority top-ups, exclusions including Horizon School and top-up funding & support. There was also a funding lag for the newly opened free school due a key funding census point being missed. MT commented that this was due to the opening being delayed which was the responsibility of the Department for Education. JW acknowledged this and assured members this would be highlighted at their ESFA meeting the following week.</p> <p>ZW requested a breakdown by year group of independent school fees in order to understand the impact the free school might have. She also highlighted that the top up for children attending independent schools is £16K per child while the top up at her school is £4K per child.</p> <p>Decision</p> <p>That the report be noted</p>	
5.	<p>Statutory Services Provided by the Local Authority</p> <p>SSh set out the funding streams for statutory services provided for maintained schools and academies, details of which were appended to the report. Schools were being asked to fund central services at a consistent £60 per pupil, a rate which had not changed since 2017/18. If pay inflation had been imposed the rate would have been set at £85 per pupil for 2025/26. In 2024/25 the £60 rate had not been agreed by the Forum resulting in a disapplication request to the Secretary of State. If members were unable to approve the proposed £60 per pupil cost similar steps would need to be taken again. Members were therefore asked to consult with those maintained schools they represent in order to allow for a vote on 15th October.</p> <p>Decision</p> <p>That Forum consult with members they represent in order to take a decision at the next Schools Forum in October 2024</p>	
10	<p>Dedicated Schools Grant – Early Years Block Centrally Retained Budget 2025/26</p> <p>Members were asked to approve the central spend element of the Early Years funding for 2024/25 as part of the Dedicated Schools Grant. There</p>	

	<p>had been a delay in the publication of 2025/26 funding information by the ESFA and no information as to when this might be provided. However officers asked that Forum consider their recommendation for the percentage of Early Year's centrally retained budget based on the current numbers of funded children.</p> <p>It was proposed that this proportion be set at 4% of the EYNFF. This amount would be confirmed once the provisional allocations were published and would be centrally retained. There had been indications that the ESFA would in future mandate 3% maximum retention and officers felt 4% demonstrated transition toward this. Previously Forum had approved the maximum 5% as allowed by the regulations.</p> <p>CR noted the financial difference between 3% and 4% (£100K), much of which was based on staffing costs. Schools were having to cut staff and provide wraparound care without additional funding and she felt more than 3% was unjustified. JW acknowledged this but felt the staffing costs were appropriate given the increase in Early Years staffing due to the new entitlements for parents. The team might need to think about a creative way of working as all sectors were under pressure and currently having to distribute roles to maintain the quality of service with decreasing funding. Long term planning would be needed as funding decreases.</p> <p>Decision</p> <ol style="list-style-type: none"> 1. That the report be noted 2. That centrally retained funding of 2025/26 block funding be approved at 4% (once confirmed by ESFA) to administer and early years provision in line with legislative requirements (majority) 	
11	<p>School's Capital Sub Group Membership and Terms of Reference Review</p> <p>AW presented a report given details of the current membership of the Schools' Capital Sub Group and its terms reference. Both had been reviewed recently. It was noted that this was a sub group of the Schools Forum therefore only members of the Forum could be appointed. However they could appoint substitutes to attend individual meetings should they so wish.</p> <p>Decision</p> <ol style="list-style-type: none"> 1. That Chris Connor and Dave Turner be re-appointed as Primary School Representatives. 2. That Mark Tilling be re-appointed as Secondary School Representative 3. That Zoe Westley be appointed as Special School Representative 	

	<p>4. That Carole Bradley and Caroline Reed be appointed as Academy representatives</p> <p>5. That Vicki Wilson be appointed as C of E Diocese representative</p> <p>6. That RC Diocese be approached to nominate in that vacancy position</p> <p>7. That the terms of reference be approved</p>	
12	<p>Meeting concluded 5:20pm</p> <p>Date and Time of Next Forum Meeting – 15 October 2024 at 10.00am at CETL</p>	

OUTSTANDING ACTIONS LOG

Meeting	Description	Owner
18/10/23	Provide case studies for pupils placed in Independent Schools (SEMH information previously provided)	Emma Rutherford

Financial Year 2023/24: Children’s Services Committee – Log of Schools’ Forum
Recommendations and Committee Decisions

Last Updated: 5 December 2023

Committee Date	Report	Recommendation and Decision Details
14/11/23	Dedicated Schools Grant (Former Education Services Grant rate per pupil) – Disapplication Request	<p>The Committee:</p> <ul style="list-style-type: none"> a) Agreed the 2024/25 funding rate at £60 per pupil/place. b) Agreed to submit the disapplication request to the Secretary of State to set the Education Services General Duties rate at £60 per pupil/place for 2024/25. c) Noted this will be the eighth consecutive year the local authority has applied for disapplication and that the previous seven applications have been successful. d)
23/01/24	Dedicated Schools Grant SCHOOL BUDGET SHARES 2024/25 AND CENTRAL SCHOOL SERVICES BLOCK 2024/25	<p>The Committee:</p> <ul style="list-style-type: none"> a) Noted the agreement by Schools’ Forum to centrally retain funding of £0.595m, with the residual £0.097m being transferred to the Schools Block as outlined in paragraph 5.5; b) Noted the agreement by Schools’ Forum to transfer the 2024/25 growth funding of £0.334m to the High Needs Block as outlined in paragraph 4.2; c) Noted the recommendation by Schools’ Forum to allocate the sparsity factor at 100% in line with the NFF as outlined in section 6 of the report; d) Agreed the MFG to be used for 2024/25 as outlined in paragraph 6.1 of the report and noting the recommendation from Schools’

		<p>Forum of applying an MFG of 0.5%, alongside an appropriate cap which has been calculated at 2.5%;</p> <p>e) Approved the ISB for 2024/25 as summarised in the table at paragraph 6.2 of the report.</p>
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Report to Schools' Forum 15 October 2024
From Amanda Whitehead Assistant Director: Education

Agenda Item 4: Statutory Services provided by the Local Authority

1. Introduction

- 1.1 The local authority provides statutory duties for both maintained schools and academies. This report explains the funding streams for these responsibilities.

2. Background

- 2.1 Forum members will recall as part of the introduction of the National Funding Formula, the Education and Skills Funding Agency (ESFA) introduced a Central Schools Services Block (CSSB).
- 2.2 The CSSB funds local authorities for the statutory duties they hold for both maintained schools and academies which was previously allocated through the *retained duties* element of the Education Services Grant (ESG).
- 2.3 In addition, the local authority carries out statutory duties on behalf of maintained schools only. These duties were previously funded from ESG *general rate*. In 2017/18, regulations were amended which allowed local authorities to retain some of their Schools Block funding to cover these statutory duties.

3. Central Services for Schools: Retained and General Duties

- 3.1 Details on the type of *retained duties* provided to both maintained schools and academies are listed in **Appendix 1** (Column 1) and *general duties* provided to maintained schools only in **Appendix 1** (Column 2).
- 3.2 Schools Forum is required to agree the funding for retained duties (all School Forum Members) and the general duties (maintained school members only).
- 3.3 For retained duties, an indicative budget requirement of £0.215m has been included in the CSSB to cover these activities. Schools' Forum will be asked to approve this funding from the CSSB in a separate report at this meeting.
- 3.4 For general rate duties, the local authority is proposing a rate of £60 per pupil from all maintained schools to fund the cost of providing these services. The £60 per pupil rate is unchanged since 2017/18.
- 3.5 The local authority is asking schools to fund central services at a consistent rate of £60 per pupil. The nil increase since 2017/18 demonstrates the commitment of

the local authority to minimise the financial burden on schools, whilst retaining appropriate funding to discharge statutory duties.

- 3.6 Had the rate kept pace with pay inflation, the rate would have been set at £85 per pupil for 2025/26.

4. Funding of General Duties – Historic Context

- 4.1 This £60 rate for 2024/25 was not agreed by Schools' Forum and the local authority made a disapplication request to the Secretary of State on the basis that the local authority could not carry out its full statutory duties and responsibilities without this funding. The local authority scrutinised all duties funded from the proposed rates in its responses to the questions posed by the Secretary of State regarding the disapplication request. In carrying out this review, the local authority had due regard to its duties and responsibilities under the Public Sector Equality Duty (PSED) in Section 149 of the Equality Act 2010. The local authority believes that the proposed rates would have no adverse impact on the PSED under the Equality Act 2010.

- 4.2 The Secretary of State responded to the disapplication request as follows:

“After careful consideration of your application, and supporting evidence, the minister has approved this request for the 2024 to 2025 financial year.”

- 4.3 Forum members will recall that the local authority has already absorbed a 31.9% cut in ESG funding which supports the services detailed at appendix A. The services funded from ESG cut across all departments of the Council and by their nature are not provided by a single person but by a cross-cutting team of staff, with no person contributing 100% of their time to services. These arrangements are designed to provide resilience and continuity of services to our schools. Should this funding not be agreed for 2025/26 then the local authority would not be able to maintain services at the level required by statute.

- 4.4 If the local authority and Schools' Forum are unable to reach a consensus on the amount to be retained, the matter would then need to be referred to the Secretary of State once again. This would be the ninth consecutive request for disapplication.

5. Next Steps

- 5.1 Schools' Forum is asked to consult with the members they represent to ensure that sufficient information is available in order for a decision to be taken at the next Schools' Forum in October 2024.

5.2 Should further information be required Schools' Forum members will need to notify the local authority at the meeting on 24 September 2024, to ensure sufficient time is available to provide any additional information.

6. Recommendations

6.1 It is recommended that Schools' Forum:

a) Note the contents of the report;

b) Consult those maintained schools that individual members of the Forum represent to ensure that sufficient information is available in order to vote on a general rate of £60 per pupil at Schools' Forum in October 2024.

Retained & General School Duties

Black text denotes the Responsibility,
Blue text provides additional information of how the LA meets the responsibility and any additional non-statutory services provided under an SLA

School Improvement

Responsibilities held for all schools <u>and</u> academies [RETAINED DUTIES]	Responsibilities held for maintained schools <u>only</u> [GENERAL DUTIES]
	<ul style="list-style-type: none"> expenditure related to core school improvement activities of local authorities with respect to maintained schools (Sch 2, 54)

Statutory and regulatory duties

Responsibilities held for all schools <u>and</u> academies [RETAINED DUTIES]	Responsibilities held for maintained schools <u>only</u> [GENERAL DUTIES]	SLA Duties
<ul style="list-style-type: none"> Director of children’s services and personal staff for director (Sch 2, 15a) Planning for the education service as a whole (Sch 2, 15b) Revenue budget preparation, preparation of information on income and expenditure relating to education, and external audit relating to education (Sch 2, 22) Authorisation and monitoring of expenditure not met from schools’ budget shares (Sch 2, 15c) Formulation and review of local authority schools funding formula (Sch 2, 15d) 	<ul style="list-style-type: none"> Functions of LA related to best value and provision of advice to governing bodies in procuring goods and services (Sch 2, 57) Budgeting and accounting functions relating to maintained schools (Sch 2, 74) Authorisation and monitoring of expenditure in respect of schools which do not have delegated budgets, and related financial administration (Sch 2, 58) Monitoring of compliance with requirements in relation to the scheme for financing schools and the provision of community 	<p>Provision of individual Schools Budget Pack.</p> <p>Budget Setting Visit.</p> <p>Provision of multi year forecasts.</p> <p>Budget monitoring visits and provision of reports for Governors.</p> <p>Provision of benchmarking data.</p> <p>Advice and guidance regarding capital allocations and accounting treatment.</p> <p>SIMS Finance module support.</p> <p>Provision of a bank account and procurement card for purchases.</p>

Responsibilities held for all schools <u>and</u> academies [RETAINED DUTIES]	Responsibilities held for maintained schools <u>only</u> [GENERAL DUTIES]	SLA Duties
<ul style="list-style-type: none"> • Internal audit and other tasks related to the authority's chief finance officer's responsibilities under Section 151 of LGA 1972 except duties specifically related to maintained schools (Sch 2, 15e) • Consultation costs relating to non-staffing issues (Sch 2, 19) • Plans involving collaboration with other LA services or public or voluntary bodies (Sch 2, 15f) • Standing Advisory Committees for Religious Education (SACREs) (Sch 2, 17) • Provision of information to or at the request of the Crown other than relating specifically to maintained schools (Sch 2, 21) 	<p>facilities by governing bodies (Sch 2, 59)</p> <ul style="list-style-type: none"> • Internal audit and other tasks related to the authority's chief finance officer's responsibilities under Section 151 of LGA 1972 for maintained schools (Sch 2, 60) <p>The Local Authority has a statutory responsibility to provide all schools with budget determination allocations each year. For maintained schools the finance team is responsible for Production, consultation and implementation of the Scheme for Financing Schools.</p> <p>Monitoring the schools compliance within the Scheme.</p> <p>In order to ensure that financial information provided by Schools is of the necessary standard for inclusion in the Councils statutory accounts the Local Authority produces and distributes a detailed financial operating handbook to all maintained schools. This manual provides advice and guidance on the requirements of the Scheme for Financing Schools. For example: leasing, contract and procurement rules, VAT regulations and processes, Financial management systems procedures and maintenance and Small Charity accounting requirements</p> <p>Ensuring schools set a balanced budget, this involves reviewing the submission from the Governing Body, checking the correct funding</p>	<p>Management of sales invoicing.</p> <p>Processing of income sheets.</p> <p>Preparation of information for statutory Consistent Financial Reporting returns.</p> <p>Year End procedures.</p> <p>VAT advice, Lease advice.</p>

Responsibilities held for all schools <u>and</u> academies [RETAINED DUTIES]	Responsibilities held for maintained schools <u>only</u> [GENERAL DUTIES]	SLA Duties
	<p>determination has been used, and if not referring this back to the school. This also includes COMFACs.</p> <p>Taking action in accordance with the Scheme for Financing Schools should the School not agree to amend the budget in line with the issued budget determination This includes reporting to the Director of Finance, IT and Digital Services and Assistant Director of Education.</p> <p>Check and load Schools budget on to the Councils FMS system, for incorporation in to the Councils accounts and monitoring reports.</p> <p>Facilitate the deficit recovery process where a School is unable to set a balanced budget.</p> <p>Ensuring the appropriate VAT returns are submitted to HMRC – to reclaim / pay the correct amount of VAT.</p> <p>Closure of accounts and incorporation of schools accounts in to the LA accounts statutory accounts. Liaison with external auditors and any costs in relation to the external audit of the statutory accounts.</p> <p>Production and submission and publication of the S251 Outturn (excludes academies)</p> <p>Ensure all maintained schools complete and Governing Bodies approve the SFVS. The Local Authority then collates the SFVS, review and submit to EFA.</p> <p>Completion and submission of grant certifications. Eg Pupil Premium</p>	

Responsibilities held for all schools <u>and</u> academies [RETAINED DUTIES]	Responsibilities held for maintained schools <u>only</u> [GENERAL DUTIES]	SLA Duties
	<p>Payments to the HMRC. eg for NI & Taxation deduction, CIS payments and apprentice levy</p> <p>Implementation of new government initiatives, for example the apprentice levy.</p> <p>The Audit Team carry out maintained school audits to test the compliance with the required legal and legislative framework.</p> <ul style="list-style-type: none"> • Functions made under Section 44 of the 2002 Act (Consistent Financial Reporting) (Sch 2, 61) <p>The finance team co-ordinate the annual distribution and collation of the CFR return, ensuring it is checked, reconciled and submitted in accordance with the guidance.</p> <ul style="list-style-type: none"> • Investigations of employees or potential employees, with or without remuneration to work at or for schools under the direct management of the headteacher or governing body (Sch 2, 62) <p>The HR Team: Investigations of employees, potential employees, paid and non-paid workers, in relation to issues arising from safeguarding checks required by DoE Keeping Children Safe in Education including DBS trace certificates, rejected pre-employment medical assessments, concerns arising from responses from referees, refusal to provide information in relation to gaps in employment history, false records in relation to qualification or professional registration.</p>	<ul style="list-style-type: none"> • An allocated named senior HR Business Partner • Support for all casework including independent investigations, conciliation and management support in negotiations with staff representatives • Participation in any formal hearings under disciplinary, grievance, capability, sickness absence and redundancy procedures.

Responsibilities held for all schools <u>and</u> academies [RETAINED DUTIES]	Responsibilities held for maintained schools <u>only</u> [GENERAL DUTIES]	SLA Duties
	<ul style="list-style-type: none"> • Functions related to local government pensions and administration of teachers' pensions in relation to staff working at maintained schools under the direct management of the headteacher or governing body (Sch 2, 73) <p>Day to day administration of the Teachers Pension Fund and Local Government Pension scheme. This includes the monthly deduction, accounting and payment of employee and employers contributions.</p> <p>Compliance with the annual return responsibilities for both the Teachers Pension Fund and Local Government Pension schemes on behalf of maintained schools. This includes the completion, reconciliation and submission of the annual returns. These returns are also required to be independently audited involving significant officer time and external audit costs.</p> <p>Introduction and compliance with Teachers Pension Monthly Data Collection arrangements and obligations.</p> <p>Provision of Local Government Scheme Discretionary Policy / review</p> <p>Approval of decisions made under the above policy</p> <p>Access to Local Authority Internal Dispute Resolution Procedure Adjudicating Officer for Stage 1</p>	<ul style="list-style-type: none"> • Complex issues dealt with at no additional charge

Responsibilities held for all schools <u>and</u> academies [RETAINED DUTIES]	Responsibilities held for maintained schools <u>only</u> [GENERAL DUTIES]	SLA Duties
	<p>appeals against decisions (not relevant to academies)</p> <ul style="list-style-type: none"> Retrospective membership of pension schemes where it would not be appropriate to expect a school to meet the cost (Sch 2, 76) <p>Should this instance occur the Local Authority would be mindful of its obligations and ensure inappropriate costs were not charged to the School.</p> <ul style="list-style-type: none"> HR duties, including: advice to schools on the management of staff, pay alterations, conditions of service and composition or organisation of staff (Sch 2, 64); determination of conditions of service for non-teaching staff (Sch 2, 65); appointment or dismissal of employee functions (Sch 2, 66) Consultation costs relating to staffing (Sch 2, 67) <p>Advice to schools on the management of staff through the provision of key HR policies and procedures (excluding those where the governing body has responsibility) and signposting to the relevant policy for individual employee cases</p> <p>Advice to schools on pay alterations through the maintenance of pay scales for various staff groups</p>	

Responsibilities held for all schools <u>and</u> academies [RETAINED DUTIES]	Responsibilities held for maintained schools <u>only</u> [GENERAL DUTIES]	SLA Duties
	<p>Advice on conditions of service through the signposting to relevant national / local terms and conditions (sections and paragraphs that apply)</p> <p>Advice on the composition / organisation of staff including the provision of recruitment policy/procedures and managing staffing levels policy/procedures, and signposting to relevant sections and paragraphs</p> <p>Determination of conditions of service for non-teaching staff through negotiation with trade unions and maintenance of the Single Status Agreement</p> <p>Appointment or dismissal of employee functions through the provision of appointment letter templates and drafting/sending dismissal letters</p> <ul style="list-style-type: none"> • Compliance with duties under Health and Safety at Work Act (Sch 2, 68) <p>Under health and safety legislation, the Managing Director and Executive Director of Children's and joint Commissioning Services are personally responsible for health and safety standards and performance in all schools where the Local Authority is the employer.</p> <p>The Health, Safety & Well Being Team (HSWT) provides the schools with an effective range of professional health and safety services which includes access to competent advice, assistance, guidance, support, training and</p>	<p>The service also provides a wide range of cost effective</p>

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	<p>auditing in terms of health and safety management.</p> <p>To meet this requirement the Managing Director must appoint competent persons under the Management of Health and Safety at Work Regulations 1999. This person will assist in developing, implementing, auditing and reviewing the health and safety management systems in schools so they may manage the health and safety risks created by activities and comply with the legal requirements.</p> <p>Policies and Procedures This includes development, production, and monitoring of Council wide and school specific health and safety policies and procedures. These documents assist the Managing Director, Head teacher and Governing Body to meet their statutory responsibilities. The documents establish standards to be achieved and provide relevant forms and templates which can be used to demonstrate compliance.</p> <p>The HSWT provide a monitoring service of the policy on behalf of the Managing Director to ensure it reflects the standards of health and safety management required by legislation.</p> <p>Advice and Information (including liaison with enforcement agencies)</p> <p>The HSWT provide advice, on health, safety & fire issues as requested. The advisory service includes guidance on: the cost effective implementation of health, safety & fire law and the</p>	<p>well being services including:</p> <ul style="list-style-type: none"> • Access to a full range of occupational health services • Physiotherapy services • Counselling services • Workplace health assessment following Occupational health referral • On site training • Pregnant worker assessments • DSE assessment • Additional health and safety inspections

Responsibilities held for all schools <u>and</u> academies [RETAINED DUTIES]	Responsibilities held for maintained schools <u>only</u> [GENERAL DUTIES]	SLA Duties
	<p>development of safe systems of work and management systems;</p> <p>the development of practical health, safety & fire standards based on results of risk assessments and legal requirements;</p> <p>the development of procedures and strategies for the conduct and review of statutory risk assessments under the Management of Health and Safety at Work Regulations, the Manual Handling Operations Regulations, the Personal Protective Equipment at Work Regulations, COSHH Regulations and The Fire Safety Order</p> <p>Prioritisation, on health and safety grounds, of repairs to buildings, plant and equipment.</p> <p>Initial fire risk assessment and competent person review as dictated by the initial assessment (3-5 yearly).</p> <p>The HSWT will lead on all interaction with the Health and Safety Executive, Health Protection Agency and Fire Authority.</p> <p>Annual Health & Safety Review</p> <p>The HSWT audits school health and safety performance on an annual basis. The audit involves Opening meeting with the Headteacher or health and safety co-ordinator</p> <p>A desk top review of health and safety records, (Including policy, risk assessments, fire risk assessments, COSHH assessments, training records, relevant minutes of meetings</p>	

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	<p>where health and safety is discussed, maintenance records)</p> <p>Safety tour/ inspection of the building and grounds.</p> <p>Closing meeting with the Headteacher and/or health and safety co-ordinator to provide initial feedback and clarify points</p> <p>Written report and action plan</p> <p>The objectives of the audit is to monitor the school health and safety policy, arrangements and standards of compliance, on behalf of the Managing Director & Governing Body, to provide re-assurance that legislative compliance is being achieved and as such a safe and healthy environment is provided.</p> <p>Incident Investigation and reporting to Enforcement Agencies</p> <p>Review of incidents reported via the Metastorm Incident Reporting Portal (schools with access to the HBC network) or via a local safety incident report form (for those with no access to HBC network). Investigation of incidents & reporting to the Health and Safety Executive as required by RIDDOR</p> <p>Annual HSW Schools Training Programme</p> <p>Schools are provided with unlimited access to the Schools HSW Annual Training Programme. This includes H&S training for Headteachers and/or Business Managers; risk assessment training; H&S for maintenance personnel; Asbestos Awareness for Site Asbestos Checking Officers;</p>	

Responsibilities held for all schools <u>and</u> academies [RETAINED DUTIES]	Responsibilities held for maintained schools <u>only</u> [GENERAL DUTIES]	SLA Duties
	<p>Fire Warden Training; Managing Maintenance Contractors</p> <p>Generic school risk assessment templates</p> <p>These templates cover typical school based risks which are tailored by school.</p> <p>Termly H&S Newsletter</p> <p>Access to CLEAPSS</p> <p>Access to the information and guidance material published by the Consortium of Local Education Authorities for the Provision of Science Services, including template science risk assessments.</p> <p>CLEAPSS is an advisory service providing support in science and technology for a consortium of local authorities and their schools including establishments for pupils with special needs.</p> <p>CLEAPSS covers:</p> <ul style="list-style-type: none"> model risk assessments for science and technology, chemicals, living organisms, equipment, sources of resources, laboratory design, facilities and fittings, technicians and their jobs, D&T facilities and fittings. <p>School Radiation Protection Officer (secondary schools)</p> <p>To comply with the Ionising Radiation Regulations, schools with radiation sources must have access to a radiation protection adviser, a radiation protection</p>	

Responsibilities held for all schools <u>and</u> academies [RETAINED DUTIES]	Responsibilities held for maintained schools <u>only</u> [GENERAL DUTIES]	SLA Duties
	<p>officer and a radiation protection supervisor.</p> <p>The HSWT provide school's with access to Radiation Protection Adviser (current provider is CLEAPSS), Radiation Protection Officer (Council Officer)</p> <p>Radiation Protection Guidance containing local rules, emergency contact details, risk assessments, various pro-forma for source accountancy etc.</p> <p>The radiation protection officer's role is to undertake a period inspection and leakage test of radiation sources in the school and</p> <p>Liaise with the HPA and the school based radiation protection supervisor to resolve any local issues</p> <p>Schools with radiation sources must appoint a Radiation Protection Supervisor on site to manage the schools radiation sources and liaise with the Radiation Protection Officer (Council Officer). Schools wishing to arrange disposal or movement of radiation sources must contact the Radiation Protection Officer (Council Officer) and seek advice and guidance.</p> <ul style="list-style-type: none"> • Provision of information to or at the request of the Crown relating to schools (Sch 2, 69) <p>Providing information as required</p> <ul style="list-style-type: none"> • School companies (Sch 2, 70) 	

Responsibilities held for all schools <u>and</u> academies [RETAINED DUTIES]	Responsibilities held for maintained schools <u>only</u> [GENERAL DUTIES]	SLA Duties
	<p>The Local authority will ensure that if required then we would meet our statutory requirements</p> <ul style="list-style-type: none"> • Functions under the Equality Act 2010 (Sch 2, 71) <p>The provision of relevant policies and procedures to avoid discrimination in the workplace. This obligation would be met by the provision of advice or recommendations as a result of any discrimination complaint triggered via the employee grievance process or Employment Tribunal claims.</p> <p>The LA provides advice in respect to characteristics contained in the act, such as sex or disability or with regard to issues regarding provision of community facilities for members of the public. Advice is also provided to schools relating to reasonable adjustments needed to comply with the act.</p> <p>The LA will be required to report on the new requirement in respect of the gender pay gap which will include community schools</p> <ul style="list-style-type: none"> • Establish and maintaining computer systems, including data storage (Sch 2, 72) <p>In relation to the links between maintained schools and the LA we utilise the following:</p> <p>Anycomms provides a means of securely exchanging files between the LA and schools, provision of a security device to maintain access to corporate network post NGfL , a system for automatic transfer of</p>	

Responsibilities held for all schools <u>and</u> academies [RETAINED DUTIES]	Responsibilities held for maintained schools <u>only</u> [GENERAL DUTIES]	SLA Duties
	<p data-bbox="630 338 1052 457">data between schools/academies and the LA and a system for storing and sharing performance data between schools and the LA</p> <p data-bbox="630 489 1052 609">The LA chairs and administers the Schools Information Governance Support and the School ICT Strategy Group.</p> <ul data-bbox="646 682 1052 781" style="list-style-type: none"> • Appointment of governors and payment of governor expenses (Sch 2, 73) <p data-bbox="630 825 1052 945">The local authority checks to ensure that schools have the appropriate instrument of government in place.</p>	

Education welfare

Responsibilities held for all schools	Responsibilities held for maintained schools only
<ul style="list-style-type: none"> • Functions in relation to the exclusion of pupils from schools, excluding any provision of education to excluded pupils (Sch 2, 20) • School attendance (Sch 2, 16) • Responsibilities regarding the employment of children (Sch 2, 18) 	<ul style="list-style-type: none"> • Inspection of attendance registers (Sch 2, 79)

Asset management

Responsibilities held for all schools	Responsibilities held for maintained schools only	Duties provided under the SLA
<ul style="list-style-type: none"> • Management of the LA's capital programme including preparation and review of an asset management plan, and negotiation and management of private finance transactions (Sch 2, 14a) • General landlord duties for all buildings owned by the local authority, including those leased to academies (Sch 2, 14b) 	<ul style="list-style-type: none"> • General landlord duties for all maintained schools (Sch 2, 77a & b (section 542(2)) Education Act 1996; School Premises Regulations 2012) to ensure that school buildings have: • appropriate facilities for pupils and staff (including medical and accommodation) <p>Annual condition surveys are carried out by the Building Design & Construction Team. These surveys record a detailed breakdown of the facilities in each School, identifying the use of each different room. In addition, the survey will identify condition items that require attention on a priority basis together with associated costs. This feeds into the Education Asset Management Plan and assists in the production of an agreed rolling programme of work subject to funding.</p> <p>When Schools wish to carry out work to the School building they complete a Building Improvement Form (BIF). The scheme is vetted</p>	<ul style="list-style-type: none"> • Provision of a full design and build service to clients. • Annual review of Asbestos Survey findings to comply with the legislation, including advice and guidance on any findings. • Provision of CCTV systems, ranging from small access and intruder alarm systems through to complex single site, multi site and town centre CCTV systems, with off site monitoring, utilising up to date wireless and IP technology. • Advice and guidance on the Equality Act and its impact on the way in which all public services are run and on improving the lives of disabled people.

Responsibilities held for all schools	Responsibilities held for maintained schools only	Duties provided under the SLA
	<p>and feedback is provided to the School.</p> <p>Provision of professional advice on building related matters at the Schools request. This will include advice on suitability of schemes and use of school buildings</p> <ul style="list-style-type: none"> • the ability to sustain appropriate loads <p>All proposed building schemes will include a structural engineer's input as part of the design process. In addition, advice is provided on an ad-hoc basis for any other structural issues identified by the School. As part of the annual condition survey any unusual loads would be identified and listed on the survey for review by the School/ Education department.</p> <ul style="list-style-type: none"> • reasonable weather resistance <p>Annual condition surveys carried out by Building Design & Construction Team will identify condition items that require attention on a priority basis together with associated costs. This will assist in the production of an agreed rolling programme of work subject to funding.</p> <ul style="list-style-type: none"> • safe escape routes <p>This will be picked up by Health & Safety when undertaking the Fire Risk Assessment (FRA). This will identify any necessary alterations to the building structure or management procedures which will be discussed with the School. See section 1.6.4 item 3</p> <ul style="list-style-type: none"> • appropriate acoustic levels 	

Responsibilities held for all schools	Responsibilities held for maintained schools only	Duties provided under the SLA
	<p>A Suitability Survey carried out between Building Design & Construction Team and the Education Asset Management Team records the appropriateness of the classroom / room use. Room users are asked to contribute to the survey. Ad hoc guidance is given to Schools when there is a change of use in the room.</p> <p>In addition, all building schemes are designed in accordance with Part E of Bldg Regs. However, any issues identified by the client would be investigated and appropriate design solutions identified.</p> <ul style="list-style-type: none"> • lighting, heating and ventilation which meets the required standards • adequate water supplies and drainage • playing fields of the appropriate standards • General health and safety duty as an employer for employees and others who may be affected (Health and Safety at Work etc. Act 1974) • Management of the risk from asbestos in community school buildings (Control of Asbestos Regulations 2012) <p>Annual Condition Surveys and the Suitability Surveys assess the items above to ensure that the necessary standards are met. In addition, in relation to Asbestos Management the Local Authority maintains a register of location and type of asbestos which is updated as required.</p>	

Responsibilities held for all schools	Responsibilities held for maintained schools only	Duties provided under the SLA
	<p>Duties and responsibilities in relation to general Health & Safety are covered in Section 1.6.4</p>	

Central support services

Responsibilities held for all schools	Responsibilities held for maintained schools only
<ul style="list-style-type: none"> No functions 	<ul style="list-style-type: none"> Clothing grants (Sch 2, 53) Provision of tuition in music, or on other music-related activities (Sch 2, 54) Visual, creative and performing arts (Sch 2, 55) Outdoor education centres (but not centres mainly for the provision of organised games, swimming or athletics) (Sch 2, 56)

Premature retirement and redundancy

Responsibilities held for all schools	Responsibilities held for maintained schools only
<ul style="list-style-type: none"> No functions 	<ul style="list-style-type: none"> Dismissal or premature retirement when costs cannot be charged to maintained schools (Sch 2, 78)

Monitoring national curriculum assessment

Responsibilities held for all schools	Responsibilities held for maintained schools only
<ul style="list-style-type: none"> No functions 	<ul style="list-style-type: none"> Monitoring of National Curriculum assessments (Sch 2, 75) Statutory assessment and moderation Early Years moderation and assessment activities – in line with 2017 EYFS Assessment and Reporting Arrangements statutory guidance; Section 3 and Section 7.4 LA EYFS moderation plan 2017; Attendance at Learn Explore Debates – includes updates on EYFSP, provided by Action for children (appointed by DfE) to disseminate information, share good practice and facilitate discussion and consultation with key LA staff and other key stakeholders STA assessment training (EYFSP)- Attendance at central training events provided by STA for LA personnel for the implementation and delivery of statutory assessments Tees Valley EYFS moderation - meet with colleagues from across the Tees Valley to plan procedures, evaluate moderation process and carry out cross LA moderation and standardisation to ensure consistency of judgements Moderator training/update – training for moderators to ensure all are clear about current developments and understand the moderation process. Includes moderation and standardization EYFSP moderation meetings - provided for school staff for evidence trialling and cross school moderation and standardization Meet the moderator meeting – to ensure selected schools are sufficiently prepared for the moderation visit. EYFSP moderation visits –actual visits to schools to moderate school judgements EYFSP school moderation and QA of data at schools' request, visits to schools not selected

Responsibilities held for all schools	Responsibilities held for maintained schools only
	<p>by LA but who have requested external LA validation</p> <ul style="list-style-type: none"> • Quality Assurance of data at data collection, (includes, review of data, telephone calls to schools and visits if needed) • Moderation admin. • Strategic planning • KS1 and KS2 assessment and moderation activities – in line with STA statutory guidance for schools and local authorities regarding KS1 and KS2 Assessment and Reporting Arrangements 2017; 2017 teacher assessment external moderation key stage 1; 2017 teacher assessment external moderation: key stage 2 writing • STA assessment training (KS1 and KS2: Attendance at central training events provided by STA for LA personnel for the implementation and delivery of statutory assessments • KS1 and KS2 STA Lead moderators training attendance at STA training for LA nominated Lead Moderators • KS2 Lead moderator testing – statutory STA standardisation exercise for LA Lead moderators • KS1 Lead moderator test – Facilitation and adjudication of statutory standardisation exercise for KS1 moderator • Delivery of KS2 moderator training –training for KS2 moderators to ensure all are clear about current developments and understand the moderation process. Includes invigilation of online statutory STA standardisation exercise • School based moderators' attendance at KS2 moderator training • Delivery of KS1 moderator training (LA staff) training for KS1 moderators to ensure all are clear about current developments and

Responsibilities held for all schools	Responsibilities held for maintained schools only
	<p>understand the moderation process. Includes invigilation of written statutory STA standardisation exercise</p> <ul style="list-style-type: none"> • School based moderators' attendance at KS1 moderator training (above) • Assessment of KS1 written statutory STA standardisation exercise • Delivery of KS1 and KS2 SATs training for schools – dissemination of key messages around statutory testing and teacher assessment requirements to teaching staff in Y2 and Y6 • Preparation for all moderator training and sats training – essential preparation time for delivery of all training listed • Prep and delivery of English and mathematics Subject leaders meeting for SATS etc To ensure subject leads are clear about statutory assessment and reporting arrangements for their area of responsibility, and of training programme available to support school staff with the process • KS1 & KS2 moderation activities - (10 schools) • Formulation of Moderation plans • Training for moderation visits • Data checks for moderated schools • Strategic planning (self explanatory – ref KS1 and KS2 LA moderation plans) • Phonics checks - 10% of schools • Test monitoring & Test storage monitoring • KS2 SATS monitoring – 10 % of schools (including storage and package checks)

Therapies

Responsibilities held for all schools	Responsibilities held for maintained schools only
<ul style="list-style-type: none"><li data-bbox="245 338 440 363">• No functions	<ul style="list-style-type: none"><li data-bbox="870 338 1377 443">• This is now covered in the high needs section of the regulations and does not require schools forum approval