



# HILLINGDON

LONDON

## Education & Children's Services

### Consultation Paper – December 2009

#### Schools, Early Years & 14-16 Funding Arrangements 2010-11

Target audience:

- Headteachers
- Governing Bodies
- Senior Managers
- Finance Officers
- Teachers Professional Associations
- Early years providers
- 14-19 Representatives
- Schools Forum

Deadlines for response: 12pm noon on **Monday 18<sup>th</sup> January 2010** (to allow consideration of responses at Schools Forum on 26<sup>th</sup> January 2010)

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By: Noon Monday 18<sup>th</sup> January 2010



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## **1. Introduction and Background**

1.1 This consultation paper sets out the proposed changes to Hillingdon's schools, early years and 14-16 funding arrangements for 2010/11. The proposed changes reflect:

- The changes already consulted on and agreed in the lead up to 2008-11;
- Updates arising from new national policy;
- Limited changes permitted within DCSF regulations;
- Further improvements to support the *Every Child Matters* agenda.

1.2 The Local Authority (LA) is required to consult with the Schools Forum annually on a set of prescribed matters, which are covered in this consultation paper.

1.3 This paper is being circulated more widely to encourage better engagement with schools to assist Schools Forum in how it advises the LA on the shape of future funding and the direction of travel. Final decisions about school budgets are ones for Cabinet / Cabinet members to make, but regulations give the Schools Forum powers to agree or not some specific proposals from the LA.

1.4 The aim of the paper is to set out the main proposals for distributing and administering the available resources and to provide an overall perspective of Hillingdon's financial position and the indicative budgets for all schools for 2010/11.

1.5 The funding arrangements will once again be largely dependent on the January census data. The January census will determine the overall Dedicated Schools Grant (DSG) funding received by the LA. At schools level, the bulk of funding will still be determined by census data however the introduction of the Early Years Single Funding Formula will require nursery funding to be determined by participation (actual hours taken up on the free entitlement).

1.6 This paper is predominantly concerned with the resources affecting schools, early years, 14-16 and 16-19 funding but also recognises the authority's wider responsibilities encompassing education and children's services.

1.7 This paper sets out the distributional approach and will guide the funding principles to be adopted. Final budgets will not be finalised until late March. Confirmed budgets should therefore be viewed as a consequence of the proposals agreed in this consultation.

1.8 As far as possible, the proposals consulted upon prior to the start of the multi-year period should remain throughout 2008-11, unless otherwise specified. However Schools Forum is able to agree amendments to the third year of the multi-year period, provided it is consulted on in advance of the commencement of the third year.

1.9 The multi-year funding period referred to in this paper covers the financial years 2008-11. This paper considers issues affecting 2010/11. The LA is not required to give indicative budgets beyond the final year of the multi-year funding period.

1.10 2010/11 is the final year of the present multi-year funding period before the introduction of a new funding system from 2011/12. The DCSF embarked on a Schools Funding Review in early 2008 with a view to concluding this review in the autumn of 2010. The review is still ongoing and much will be dependent on the outcome of the Government's next spending review. Therefore any decisions made around the 2010/11 settlement must be appropriately considered and balanced against issues of affordability and sustainability in the medium to longer term.

1.11 The overarching framework for 2008-11 was set out in detail in the 2008 Consultation paper published in December 2007. That paper provided the background to some of the issues in this paper and as such this paper should be viewed alongside it.

1.12 Stakeholders are welcome to comment on any aspect of the proposals, or may wish to contribute to a sector specific response co-ordinated by Primary Forum, Hillingdon Association of Secondary Heads and the Special Headteachers group or other representation group.

1.13 The release of the consultation paper in mid-December allows a five-week period ending on 18th January 2010, to focus attention on the overall arrangements. There are opportunities for all stakeholders to attend a consultation information session, which is scheduled for:

- **Thursday 14th January 2009**, 10:00am – 11:30am (All schools)  
(arrival from 9:45am) Committee Room 6, Civic Centre,  
Uxbridge, Middlesex UB8 1UW

1.14 The timetable in **Section 18** sets out how the consultation process will be managed.

## **2. Executive Summary (summary of consultation Issues)**

2.1 The LA is consulting Schools Forum and Individual schools on a set of prescribed matters relating to schools, Early Years and 14-16 funding arrangements for 2010/11, which is the third and final year of the multi-year funding period 2008-11.

2.2 The Government's wider reforms to education and children's services over 2008-11 centres on the following key areas:

- Increasing targeted deprivation funding to schools
- Raising attainment in schools
- Meeting *Every Child Matters* outcomes
- Reforming Early Years funding
- Increasing post-16 participation and skills

2.3 To facilitate the delivery of these key areas, Hillingdon is required to consult on proposals for distributing and administering the available resources, much of which will come from the Dedicated Schools Grant (DSG).

2.4 The decisions taken will shape the allocation of funding for schools and the Local authority's centrally retained expenditure for 2010/11.

### **Summary of Consultation Proposals**

2.5 Stakeholders are invited to comment on the LA's proposals to further strengthen key areas of the Hillingdon Children and Families' Plan. All new proposals are contained within the LA's permitted maximum Central Expenditure Limit. The LA does not expect to breach the CEL in 2010/11 due to these items.

2.6 The LA is proposing to hold a contingent sum of money to support expanding schools where it is expected 6 new forms of entry will be required in Primary schools. The total sum of £0.273m is required to be held centrally until planning and consultation with the named schools have been finalised. This will mean the LA will be temporarily in breach of the CEL by an estimated £0.139m as a result of this contingency. The LA is requesting a 'technical breach' of the CEL in respect of this item.

### **Framework for multi-year funding**

2.7 The LA is proposing the addition of a new Early Years Single Funding Formula (SFF) sub-block within the Individual Schools Budgets of the DSG. The creation of a new sub-block is to facilitate the introduction of the Single Funding Formula from April 2010. The SFF will be the new funding formula that distributes funding for the free entitlement to both the maintained and PVI sector. **Ministers announced on the 10<sup>th</sup> December 2009, that compulsory implementation of the SFF is being postponed until April 2011. The LA may still have the option of going ahead as planned for April 2010 but it will do so as a pathfinder authority.**

### **Formula Factors**

2.8 Primary: The LA is proposing to remove nursery elements (pupil led and non pupil led) from the Primary schools funding formula to facilitate the introduction of the

SFF should implementation go ahead as planned for April 2010. The removal of nursery elements also ensures schools are not double funded under both formulae.

2.9 Primary: The LA is proposing to adjust the KS1 Infant Class Size Factor to reflect the authorities change to a single intake of Reception aged pupils that commenced in September 2009.

2.10 Primary: The LA is proposing to modify the Minimum Funding Guarantee (MFG) in the Primary schools funding formula in light of the introduction of the SFF should implementation go ahead as planned for April 2010. The LA will require the approval of Schools Forum on this item.

2.11 Early Years SFF: The LA is proposing that nursery counting for the purposes of participation led funding under a SFF be based on historical termly counts to inform estimates of predicted future take-up for setting indicative budgets prior to the start of the financial year. The indicative budgets will be adjusted during the year to reflect the difference between actual and estimated take-up. Stakeholders are welcome to comment on this arrangement. This arrangement is contingent upon the LA going ahead with implementation in April 2010.

#### **The arrangements for Special Educational Needs**

2.12 Stakeholders are asked to recommend the proposed approach in respect of the second tranche of £700,000 in respect of SEN/Special Schools. **(6)**

#### **The arrangements for Early Years**

2.13 Stakeholders are invited to comment on the proposed arrangements for Early Years for 2010/11. These arrangements are contingent upon the LA going ahead with implementation in April 2010. **(7)**

#### **The arrangements for Pupils out of School**

2.14 Stakeholders are invited to comment on the proposed arrangements for Pupils out of School for 2010/11. **(8)**

#### **The arrangement for 14-19 education**

2.15 Stakeholders are invited to comment on the proposed arrangements for 14-19 education for 2010/11. **(9)**

#### **The arrangements for School Meals**

2.16 Stakeholders are invited to comment on the proposed arrangements and use of funding for School Meals for 2010/11. **(10)**

#### **The arrangements for Insurance**

2.17 There are no proposed changes for this in 2010/11, other than updating the prices for schools buying the LA organised insurances. Schools are invited to comment on the arrangements for insurance. **(11)**

#### **The arrangements for Capital**

2.18 Stakeholders are invited to comment on the following key issues: **(12)**

### **Specific Grants**

2.19 The Standards Funds programme will continue throughout 2010-11. Stakeholders are invited to comment on the arrangements for Standards Funds. **(13)**

2.20 The LA is proposing further retention of the Harnessing Technology Grant in 2010-11. Stakeholders are invited to comment on the proposals.

### **Changes to the Scheme for Financing Schools**

2.21 Schools are invited to comment on the proposed changes to the Scheme for Financing Schools. **(14)**

### **Financial Management Standards in Schools**

2.22 Schools are invited to comment on the proposed arrangements for FMSiS for 2010-11. **(15)**

### **Service Level Agreement**

2.23 Proposed draft SLAs for 2010-11 are attached in **Appendix 13**. Stakeholders' views are sought on these proposals. **(16)**

### 3. Overall financial position

#### Overview

3.1 In 2007, Ministers announced changes to the way schools will be funded from 2008/09. Local Authorities were given the first three year funding settlement for 2008-09 to 2010-11. Multi-year budgets were designed to enable schools to plan ahead.

3.2 2010/11 is the third and final year of the three year multi-year funding period announced by Ministers in the summer of 2007.

3.3 A summary of the important changes to affect 2008-11 were consulted on and discussed in the Consultation paper for 2008/09. Most of the proposals consulted on prior to the start of the multi-year period will remain throughout the period, unless otherwise specified.

#### Summary of the important changes for 2008-11

- Multi-year budgets for 3 financial years
- Continuation of the spend-plus methodology for DSG distribution
- Continuation of the Minimum Funding Guarantee (MFG) dependent on cost pressures, but with an assumed 1% efficiency gain taken into account.
- From 2009/10, consistent pupil counting between maintained nurseries and PVI sector
- From 2010/11, implementation of a local Early Years Single Funding Formula for funding nursery provision and the extension to 15 hours free entitlement. **(Note: As at 10<sup>th</sup> December 2009, Ministers announced a postponement to the formal implementation of the SFF until April 2011. The LA may still have the option of going ahead as planned in April 2010 as a pathfinder authority. The planned extension to 15 hours remains unchanged).**
- The removal of the “Proportionality” test in agreeing to funding from centrally held DSG in pooled budgets which support Every Child Matters (ECM) outcomes. LA must still however meet the “Educational” test.
- Simplified method for setting the Central Expenditure Limit (CEL)
- Further measures to broaden the membership of Schools Forum, particularly from Early Years and 14-19 stakeholders.
- Further targeting of deprivation funding
- A fundamental review of DSG distribution post 2010/11.
- Machinery of Government changes in respect to 14-19 education.

3.4 The Department for Children Schools & Families (DCSF) is currently reviewing the School Funding arrangements for 2011/12 onwards. Consultation with local authorities is expected to commence early in the new year. Decisions about the new funding arrangements will not be announced



until the autumn of 2010. This will take place after HM Treasury announces its future spending review.

### **Financial Implications**

3.5 The per pupil increase for 2010/11 will continue to be delivered through the spend plus methodology.

3.6 The spend plus methodology for 2008-11 is based around:

<b>= MFG + Headroom secured through CSR 07 + Priority Allocations</b>
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3.7 The Ministerial Priority Allocations continues to remain a key feature of the spend plus distribution methodology. These resources are included in the DSG to target Government priorities.

3.8 There is an expectation for Local Authorities to allocate these targeted resources towards the Government's priorities, which include:

- Ensuring children make good progress
- Early intervention to prevent children from falling behind, especially those with SEN
- Support for specific groups at particular risk of poor outcomes, including:
  - Children in Care
  - Ethnic Minorities
  - White working class children

3.9 The key settlement figures and Ministerial Priority Allocations for 2008-11 are provided in **Appendix 1**.

### **Overall Indicative DSG Funding**

3.10 The current method of funding Local Authorities' DSG allocations remains unchanged. All Local Authorities will continue to be funded at their guaranteed unit of funding multiplied by the number of DSG pupils on roll in the January count. DSG pupils will be those recorded on the following:

- Annual Schools Census
- SLASC
- Form 8B / Alternative Provision
- Early Years Census

3.11 The guaranteed units of funding announced for Hillingdon in 2010/11, together with the LA's estimate of Hillingdon pupils and indicative total DSG allocations is shown below in Table 4.

**Table 1: Hillingdon - Guaranteed unit of funding / Pupil number estimate / Revised Total Indicative DSG 2008-11**

<b>Financial Year</b>	<b>Guaranteed per pupil unit of funding</b>	<b>LA estimate of pupil numbers</b>	<b>Indicative Total DSG £(m)</b>
2008-09	£4,361.40	37,907	165.328
2009-10	£4,519.38	38,372	173.418
<b>2010-11</b>	<b>£4,708.57</b>	<b>38,414</b>	<b>180.873</b>

3.12 The overall Dedicated Schools Grant is guaranteed in terms of an amount per pupil. If the January 2010 pupil numbers are higher or lower than the assumptions made, the total DSG at Local Authority level will go up or down.

3.13 The tasks in managing the school funding settlement for 2010/11 are:

- Assess and monitor the overall pupil numbers estimated over the coming months leading up to the January census;
- Assess how much funding should be allocated to each sector;
- Assess the impact of the Minimum Funding Guarantee, natural inflation on retained items, changes in commitments resulting from new business case developments and the expected headroom for each year;
- Assess the impact arising from the introduction of the Early Years Single Funding Formula (should implementation go ahead for April 2010)
- Distribute school funding to individual schools and PVI nurseries.

### **Finalising the DSG Allocation**

3.14 The 2010/11 indicative DSG allocation shown in Table 4 above has been calculated on an estimated pupil projection of **38,414**. The final cash allocation of DSG funding will be based on actual pupil numbers from the January 2010 count.

3.15 Several assumptions have been made in estimating this total. These include:

- Primary KS1 and KS2 pupil numbers from the September 2009 count will remain the same in January 2010;
- Reception class figures remain static as a result of the move to a single intake;
- Secondary KS3 and KS4 pupil numbers from the September 2009 count will remain the same in January 2010;

- Pupil participation from the Early Years Census (EYC) to remain broadly similar to the January 2009 count. The level of participation should remain fairly static from year to year if there are no new providers coming in or existing ones dropping out;
- Special Primary and Secondary pupils numbers have been predicted to remain static from 2009/10 levels;
- Pupils out of schools should remain the same or slightly lower than 2009/10 levels and are not forecasted to reduce much in the next year.

3.16 The current forecast of pupil numbers would suggest Hillingdon's indicative DSG allocation will be in the region of **£180.873m** for 2010/11.

### Commitments for 2010/11

3.17 Table 2 summarises what the LA believes to be the expected commitments on the DSG and LSC post-16 funding for 2010/11.

**Table 2: Consideration of Commitments 2010/11**

<b>Schools Budgets</b>	<b>Final 2009/10 Sec 52 £(m)</b>	<b>Est. 2010/11 Sec 52 £(m)</b>	<b>Year-on-year Variance £(m)</b>
Individual Schools Budgets (ISB)	176.005	182.299	6.294
Adjustment for LSC 6th form funding	-16.927	-16.927	0.000
Early Years (PVI)	2.242	2.670	0.428
Early Years	1.578	1.616	0.038
SEN	8.849	9.061	0.212
Adjustment for LSC SEN funding	-1.739	-1.739	0.000
Pupils out of school	1.329	1.358	0.029
PRU - VCG element	0.746	0.763	0.017
14-16 Practical Learning (Retained)	0.398	0.410	0.012
Other Retained items	0.701	0.719	0.018
Other - Contingency (unallocated ISB)	0.235	0.188	-0.047
TYST Senior Practitioner Post		0.040	0.040
Schools Procurement Officer		0.055	0.055
Local Leaders in Education		0.087	0.087
Expanding Schools Factor Contingency (unallocated ISB)		0.273	0.273
<b>TOTAL DSG BUDGET</b>	<b>173.417</b>	<b>180.873</b>	<b>7.456</b>

Note: \* Proposed new centrally retained commitments on the DSG

3.18 For 2010/11, this includes the following assumptions:

- The MFG operating at 2.1% for all, primary, secondary and special schools;
- Post-16 funding remaining static.
- Teachers pay awards expected to increase by 2.3% for (Sept 10) (As announced by Ministers in 2008)
- Pay awards for Local government employees (non-teaching) assumed to be 0% for 10/11.
- Non staffing budgets to rise by 2.4% - 3.0% in line with identified demand on services

3.19 Additional commitments in the retained budget to support:

- Targeted Youth Support Team Practitioner post
- Schools Procurement Officer
- Local Leaders in Education Project
- Expanding Schools Factor Contingency (unallocated ISB)
- An assumption that pupil numbers for 3 – 15 year olds in January 2010 will be 38,414 (including the assumptions in calculating the MFG);

### **Central Expenditure Limit**

3.20 The 'Schools Budget' is defined in the *Schools Finance (England) Regulations*.

3.21 Centrally retained funding cannot increase by MORE than the same percentage as the Schools Budget as a whole.

3.22 Local Authorities are still required to seek approval from Schools Forum where it believes it cannot comply with the limit and therefore agree the delegated Individual Schools Budgets (ISB) total should increase by a lower percentage than the Schools Budget as a whole.

3.23 The wording of the CEL calculation in the *Regulations* are in the process of being amended by the DCSF, given that the funding for early year will now all be part of the ISB. The change does not affect the calculation of the CEL because the current *Regulations* add the centrally retained PVI funding to the ISB as part of the calculation, but the revision to where the funding is placed (in the ISB) means this adjustment will no longer be needed.

3.24 The *Regulations* still permit the Local Authority to ask the Secretary of State for a decision where the Forum does not agree the LA's proposition for a lower increase.

### **Impact on the Central Expenditure Limit**

3.25 In the absence of accurate pupil forecasts for January 2010, it is not possible to estimate at present the precise level of the central expenditure limit.

3.26 An indicative calculation of the CEL, (based on 38,414 pupils) is provided in Table 3.

**Table 3: Estimated central expenditure limit calculation**

<b>INDICATIVE CENTRAL EXPENDITURE LIMIT 2010/11</b>	<b>£</b>
Current 2009/10 DSG	173.417
Estimated 2010/11 DSG	180.873
Predicted % Growth in DSG	4.30%
Central Expenditure 2009/10	13.836
Allowable % growth in Central Expenditure 2010/11	4.30%
Allowable £ growth in Central Expenditure 2010/11 (a)	14.431
Total Requested Central Exp. 2010/11 (incl. new items) (b)	14.570
Requested breach of central expenditure limit 2010/11 (a)-(b)	0.139

3.27 The estimated breach of £0.139m represents a technical breach of the CEL. Table 2 above identified that £0.273m of new Central expenditure items was targeted for expanding schools to recognise the additional forms of entry to accommodate rising pupil numbers. If this item is discounted from the CEL calculation, the LA would be £0.112m under its maximum permitted CEL.

3.28 The six additional forms of entry will be required within the primary sector from September 2010, as the specific schools affected are yet to be identified it will be necessary to retain a contingency to fund the additional costs to be incurred by this additional intake of pupils.

3.29 The Expanding Schools Factor is calculated as 7/12 of the Key Stage 1 Age Weighted Pupil Unit for each additional pupil, for these six forms of entry this will be **£273,074**.

3.30 In the event where the authority is below its CEL limit, the LA may choose to retain the maximum permitted level of CEL without seeking agreement from Schools Forum. It is recommended Forum members approve the technical breach.

3.31 In the event actual January pupil numbers fall substantially below 38,414 pupils, there is a risk the LA will trigger a breach of the CEL. Should this occur the LA will need to seek permission from the Schools Forum to breach the CEL.

### **Summary of proposed new commitments 2010/11**

3.32 The Local Authority is proposing to fund the following key posts from within its allowable year on year growth in Central DSG expenditure. Given these items are expected to be contained within the CEL, the LA is not seeking to breach the CEL in 2010/11 for these items. This assumption is contingent on expected pupil numbers materialising.

3.33 Table 4 summarises the new items which fall within the scope of the DSG. These items are expected to further strengthen key areas of the Hillingdon Children and Families' Plan (HCFP).

**Table 4: Summary of proposed new central expenditure 2010/11**

<b>Proposed 2010/11 Additional Centrally Retained Expenditure</b>	<b>£ (m)</b>
TYST Senior Practitioner Post	0.040
Schools Procurement Officer	0.055
Local Leaders in Education	0.087
<b>Total</b>	<b>0.182</b>

3.34 **Appendices 2a – 2c** provide further details of these new items. Stakeholders are welcome to comment on these proposals.

3.35 The consideration of issues concerning the Central Expenditure Limit detailed in this section will help shape the apportionment of DSG funding between:

- (i) Central Expenditure; and
- (ii) Individual Schools Budgets (ISB).

3.36 The next sections will explore the subsequent stages of funding issues to be considered. Section 4 will focus on the allocation of budgets for each sector – Primary (excl. Nursery), Secondary, Special and Early Years Funding (SFF) (should implementation go ahead for April 2010). Section 5 will examine the local funding formulae and further considers the issues around the distribution methodology of funding within each sector.

### **Forecast of funding from 2011/12**

3.37 Given the Government's impetus to encourage longer term planning and multi-year budgets, it is appropriate to briefly consider the forecast of funding from 2011/12, as the current funding cycle only extends to 2010/11.

3.38 In announcing the continuation of the spend plus method as the basis of distributing the DSG throughout 2008-11, Ministers confirmed that there would be a fundamental review of the formula for distributing schools and early years funding with the aim of developing a single, transparent formula that would be available for use from 2011/12.

3.39 The DCSF will shortly be consulting on the distribution methodology which is not expected to conclude until mid 2010, with a view to announcing the School funding settlement for 2011/12 and beyond in October/November 2010.

3.40 The overarching aim of the review will be to produce a funding system that should support schools and local authorities to raise educational achievement of all children and young people and to narrow the gap in educational achievement between all children, including those from low income and disadvantaged backgrounds.

3.41 Current thinking suggests that the review will start from the premise that the ring-fence on the DSG will remain. The review will also examine the scope for greater flexibility in the use of DSG to support the delivery of *Every Child Matters* outcomes and the implementation of the *Children's Plan*.

3.42 Against this backdrop, the Local Authority will operate in an environment with growing financial pressures, in part resulting from the need to deliver further efficiencies, the impact of demographic changes to the local landscape, and a tightening of fiscal policy (leading to a tighter funding settlement).

### **Determining the amount of funding available for devolved school budgets**

3.43 In consulting on schools funding arrangement prior to the start of the 2008-11 multi-year period, it was agreed that the same method of allocating funding to each sector would remain for the duration of this cycle.

3.44 Broadly, in the first instance, the method is aligned to the DCSF's mechanism for distributing DSG, but to then guarantee each sector a budget level that recognises that sector's minimum commitments where the pure DCSF methodology was not workable.

3.45 Proposals for growth in funding within any particular sector will then be considered in turn.

## 4. The framework for funding schools using multi-year budgets.

### Overview

4.1 The framework for funding schools for 2010/11 will remain the same as that consulted prior to the commencement of the current funding cycle.

4.2 **Predictability** and **stability** continue to remain at the heart of the funding system.

4.3 Local Authorities are still required to fund their schools using a single count date of the January before the start of each financial year. However, the option to introduce the Single Funding Formula (SFF) in April 2010 means the single January count will only determine the funding for Reception through to Year 6 in the case of Primary schools. Nursery class funding will be through the SFF and will be based on an estimate of take-up across each term in the financial year. Schools will thus know their **final** school budgets (Reception – Year 6 only for Primary schools) (updated to reflect final pupil numbers) immediately before the start of the financial year, and again these budgets **will not be** subject to re-determination in-year. Further, Primary schools will also receive an **indicative** SFF budget for their nursery classes (if applicable), which **will be** subject to adjustments in-year to reflect the difference between estimated and actual take-up of the free entitlement. The table below presents a summary of the proposed new arrangement for schools should the LA decide to implement the SFF in April 2010.

**Table 5: Composition of delegated budgets 2010-11**

Sector	Type of school	Budget 1		Budget 2		Total Budget received April 2010
Primary	Infant Schools	Final Budget *	+	Indicative SFF Budget	=	Total Budget
Primary	Junior Schools	Final Budget	+	n/a	=	Total Budget
Primary	Primary Schools	Final Budget *	+	Indicative SFF Budget	=	Total Budget
Secondary	Secondary School	Final Budget	+	n/a	=	Total Budget
Special	Special School	Final Budget	+	n/a	=	Total Budget

Note: \* Excludes nursery classes

4.4 Non-AWPU factors within the formula will continue as they are with data refreshed at the start of the financial year.

### Changes to the Local Funding Formula factors

4.5 The changes proposed for 2008-11 to address the issue of deprivation funding and the wider issues around child poverty are now being implemented.

4.6 Local Authorities are urged to take a greater lead closing the gap in attainment between children from low income and disadvantaged



backgrounds and their peers and ultimately to increase the life chances of children moving into adulthood.

4.7 The local funding strategy to directly target at least 80% of the deprivation funding allocated in the DSG by April 2010 is now in place and any changes to the quantum of funds allocated via social deprivation factors in 2010/11 reflects this managed transition.

4.8 The focus on the deprivation funding review for 2008-11 is not an issue about funding per se. The issue is to support a strategy on attainment that aims to increase the life chance of deprived children.

4.9 Any other proposals consulted upon prior to the start of the current cycle will remain throughout 2008-11, unless otherwise specified.

## 5. Formula Factors

### Overview

5.1 The following changes to the funding formula are proposed for 2010/11:

- Remove Nursery elements of the Primary Funding Formula to reflect the move to a Single Funding Formula should the LA opt to implement in April 2010.
- Adjust the Key Stage 1 Class Size factor to take into account the change to one reception intake per annum
- Changes to the Primary MFG as a result of the introduction of the SFF (contingent upon the option to implement in April 2010)
- Nursery counting for participation led funding under a SFF (contingent upon the option to implement in April 2010).

### **Removal of Nursery elements from the Primary Funding Formula (This is contingent upon the option to implement in April 2010)**

5.2 As Nursery classes in Primary Schools will be funded via the Single Funding Formula from 2010/11, the following changes to the Primary Funding Formula will be required to facilitate the new arrangements:

- a) Primary School pupil counts to exclude Nursery class pupils, this will affect pupil-led factors including the amounts for former Foundation/Voluntary aided schools additional responsibilities and the Expanding Schools factor.
- b) An adjustment to the thresholds for receipt of the Small Schools Factor in light of the exclusion of Nursery classes from the calculation.
- c) The removal of all other nursery related factors or lump sums to support nursery classes.

5.3 These changes are required to avoid double funding of nursery related elements in both the Primary Funding Formula and the SFF. These changes are provided for information only and the LA is not consulting on these.

### **Key Stage 1 Infant Class Size Factor**

5.4 In 1998, the Government introduced a policy to reduce class sizes for children aged 5, 6 or 7 years old in infant classes.

5.5 Infant classes are those in which the majority of children turn 5, 6 or 7 during the course of the school year i.e. reception and Key Stage 1 classes. Legislation limits the size of an infant class during an **ordinary teaching session** to 30 pupils per **school teacher**.

5.6 In 1997, 29% of infants were taught in classes of more than 30. That figure has dropped to 1.8% for 2008. The number of unlawfully large classes was only 0.4% of the 2008 total.

5.7 An 'ordinary teaching session' is defined by Section 4 of the School Standards and Framework Act 1998 and does not include a school assembly or other school activity usually conducted with large groups of pupils e.g. PE/games, music, singing

5.8 A 'school teacher' is defined by Section 122 of the Education Act 2002 and the Education (School Teachers' Prescribed Qualifications, etc) Order 2003.

5.9 Schools will be aware that the specific Standards Fund Infant Class Size Grant for Key Stage 1 (KS1) ceased to exist from 31 March 2003. From 1 April 2003, resources were added to the Schools Block in the Authority's revenue support funding and an additional factor was introduced for all primary schools with KS1 classes. Funding was then transferred over into the DSG from April 2006.

5.10 The details of this additional factor were detailed in the 2003/04 consultation paper. The factor is based on a calculation of the minimum number of classes required to maintain class sizes within the statutory limit.

5.11 Hillingdon's Key Stage 1 Infant Class Size factor operates on the basis of the number of points. The factor assumes an average class size for a year group of less than 27 will attract 0.5 points and less than 23 will attract 1 point. Each point attracts a unit of funding. The unit of funding in 2009/10 is £13,354.

5.12 In calculating the budgets prior to the start of each financial year, pupil numbers used to determine the number of points are taken as:

- Reception – September pupils preceding the start of the financial year x  $1/3^{\text{rd}}$
- Reception – January pupils preceding the start of the financial year x  $2/3^{\text{rd}}$
- Year 1 – January pupils preceding the start of the financial year
- Year 2 – January pupils preceding the start of the financial year

5.13 The Reception pupil numbers used were taken as  $1/3^{\text{rd}}$  September and  $2/3^{\text{rd}}$  January to reflect the local practice of having two admission points for this group of children where the first tranche of pupils admitted represented approximately half the intake with the second half following in January. The Reception children recorded in January would then remain in place for the next 2 terms before progressing to Year 1 in the following September. The following table presents an example of this method in operation:

**Table 6: Current arrangement for KS1 infant class size factor**

<b>Year group</b>	<b>Pupils</b>	<b>Points (a)</b>	<b>Proportion (b)</b>	<b>Eligible Points (a) x (b)</b>
Reception (Sept)	27	0	0.33	0
Reception (Jan)	61	1	0.67	0.67
Year 1 (Jan)	64	1	1.00	1.00
Year 2 (Jan)	41	1	1.00	1.00
<b>Total</b>				<b>2.67</b>

5.14 The school in the example would then be entitled to receive the current year's unit value multiplied by 2.67 points.

5.15 In light of the authority's move to a single intake from September 2009, it is proposed to amend the operation of the KS1 Infant class size factor.

5.16 It is proposed to remove the 1/3<sup>rd</sup> / 2/3<sup>rd</sup> split of counting pupils in Reception class to bring it into line with counting Year 1 and 2 pupils for the purpose of this factor to reflect the single intake.

**5.17 Stakeholders are asked to give views on this arrangement.**

### **Changes to Primary MFG as a result of the SFF (This is contingent on the option to implement in April 2010)**

5.18 Ordinarily, the introduction of any new funding formula has the potential to create turbulence in funding. As the SFF aims to converge and reconcile two different funding systems in operation at present, it is likely such a move may generate some turbulence.

5.19 The impact assessment conducted on the indicative SFF budgets suggests that without some form of transitional protection in place, a proportion of maintained settings are likely to experience some loss of funding. The purpose of the SFF is not to close any settings, but to ensure that a diverse and equal market place is in place to meet parental choice and demand. Officers have strongly recommended the implementation of a transitional protection mechanism.

5.20 Historically, adverse impacts arising from national and local funding changes have been protected by the Minimum Funding Guarantee (MFG). The national MFG for 2008-11 has been set at a 2.1% per pupil increase. In the absence of any other transitional protection, the MFG acts as a safety net for schools. The MFG is set out in Regulation and applies to all schools. It does not apply to PVI settings.

5.21 There are obvious advantages and less obvious disadvantages to the MFG. On the one hand the MFG provides a degree of stability and predictability for schools. On the other hand it is very resource intensive. The blanket protection provided by the MFG constrains the distributional properties of not just the Primary formula but also the SFF formula. This

ultimately defeats the purpose of having a targeted formula which is intended to identify and target resources to those with the greatest levels of need. This is analogous to the MFG treating all children/pupils and all settings in the borough as if they were homogenous. Moreover, the current Schools Funding Review is investigating whether to continue with a MFG post-2011. Reliance on the MFG in 2010/11 may jeopardise nursery funding in future years if Ministers decide to abandon the MFG for all schools. The level of protection provided by future MFGs and its continued existence will be influenced by the total level of Government resources made available in the next spending review.

5.22 The purpose of the SFF is not to protect the status quo. It is concerned with creating a level playing field through a redistribution of funding. Given the disproportionate number of schools who would now require MFG protection under the new funding arrangements, this would provide a sound argument to propose a removal of Nursery related (SFF) funding from the MFG. Moreover, the effect of this would bring a greater degree of parity with the PVI sector, given that the MFG does not apply to PVI settings.

5.23 The proposal would be to dis-apply the MFG to the SFF budgets within Primary schools budgets in order to let the SFF do what it was intended to do. In effect, the proposal would apply the MFG for Primary schools to Reception – Year 6 budgets only. The proposal would have the effect of altering the calculation of the MFG by excluding nursery related funding and nursery pupils.

5.24 Under existing Regulations, Schools Forum has the power to decide on changes to the local MFG proposed by the LA where the changes affect less than 50% of pupils. As with the Central Expenditure Limit, the Secretary of State retains the power to adjudicate where Forum does not agree LA proposals.

5.25 The proposal to dis-apply the MFG from the SFF portion of a Primary school's budget forms part of the overall package of recommendations by the Single Funding Formula Technical Group. The group was tasked with developing the local SFF in line with Regulations and local policy objectives, with a view to making firm recommendations to Schools Forum. The majority of the group's recommendations formed the basis of the SFF consultation with schools that concluded in the summer.

**5.26 Stakeholders are asked to give views on this proposal to assist Schools Forum in making the decision to amend the MFG in Primary schools.**

**Nursery Counting for Participation led funding under a SFF (This is contingent upon the option to implement in April 2010)**

5.27 The operation of the SFF requires the LA to fund providers based on actual take up of the free entitlement as opposed to the current practice of

funding schools on headcount from the single January count preceding the start of the financial year.

5.28 The SFF will require the LA to issue indicative nursery budgets to schools prior to the start of the year. The LA is proposing to use historical termly counts to predict the estimated future take up over the financial year. Moreover, where known changes to nursery classes are expected (e.g. nursery expansion), these will be factored into the LA's estimated take up for the purposes of setting the indicative SFF budget.

5.29 Nurseries in both the PVI and maintained sector are required to conduct termly counts, based on a sample from census week or of actual participation. At the end of each term, the LA proposes to adjust indicative budgets to reflect any differences between the estimated take-up used in the indicative budgets and actual participation. The cash advance payment profiles will be adjusted accordingly to reflect this reconciliation.

## **6. The arrangements for Special Education Needs**

6.1 This section considers the funding arrangements for SEN / Special Schools.

6.2 Last year the LA consulted schools on the proposal to increase the Special Schools ISB. The increase was to recognise the relative shortfall of Hillingdon's special schools in comparison with neighbouring peers. Schools Forum agreed to meet the half the £1.4m increase in 2009/10 by top-slicing the Primary and Secondary ISB. It was agreed the second tranche of the shortfall would be contingent on a full and complete review of outcomes during the year.

6.3 The LA is recommending that the second tranche of £0.7m be approved to develop services from special schools to promote the integration of children into mainstream schools and the reduction in out borough placements.

6.4 The agreement to the second tranche of money should not discourage schools and the LA to make **efficiency savings** where that is appropriate.

6.5 The LA is proposing the following options in respect of the second tranche of funding. Stakeholders are asked to comment on the recommended approach:

### **Option 1**

LA would commission services (outreach, inset, transition and re integration) with the ultimate aim of reducing out of borough placements with any related savings being re-invested back into the system through the SLAs. The model would be reviewed again on an annual basis ahead of the new formula funding review for 2011/12.

### **Option 2**

LA would continue with the 09/10 model of distributing the additional funding in 2010/11, which would provide the schools with a greater degree of funding stability and predictability to maintain current programmes that have been developed or earmarked with the 1<sup>st</sup> tranche of funds this year. However, this approach would lead to the council having to put forward a case for retaining a greater central element of DSG for 2011 onwards to fund the ongoing overspend in the SEN Team.

6.6 **Appendix 3** provides further details behind these recommendations.

## 7. The arrangements for Early Years

### Overview

7.1 The Local Authority is required to develop and implement a Single Funding Formula (SFF) as part of the wider reforms to early years. A Single Funding Formula (SFF) for funding early years provision is required to be implemented. Local Authorities were originally required to implement a formula by April 2010. On the 10<sup>th</sup> December 2009, Ministers announced a one year postponement to the formal implementation of the SFF until April 2011. The Minister's statement identified a number of reasons for this decision. The reasons cited include: a significant number of local authorities experiencing difficulty in developing their SFF; considerable variation in terms of readiness; some local authorities experiencing serious difficulties in obtaining accurate data from their providers; others have simply found the task extremely challenging. The decision to postpone is to provide sufficient time to those local authorities facing issues of difficulty or readiness to address concerns before implementation.

7.2 The Minister recognised that there were a number of authorities that were ready to implement. Authorities in this position may still have the option of implementing the formula in April 2010 as planned. Authorities that want to implement can go ahead as planned and will act as a pathfinder.

7.2 The aim of the SFF is to amalgamate the different funding systems currently employed to distribute funding to maintained and PVI nursery providers in order to create a level playing field. Funding for the SFF will be from the Dedicated Schools Grant (DSG) in the main. The SFF is being introduced in part due to the *Childcare Act 2006*, which places a duty on the LA to secure sufficient childcare in response to parental demand and to improve outcomes.

7.3 The Act set out a range of new duties on the LA in relation to childcare and early years provision, including:

- LA has a duty to reduce inequalities and improve outcomes of all the young children in their area through the planning and provision of early childhood services, including the free entitlement.
- LA has a duty to assess childcare provision in their area and to facilitate the market to secure sufficient childcare to enable parents to work or make the transition to work.

7.4 Regulations set out by the DCSF prescribed the framework which guided the development of the SFF. The basic structure of the formula must comprise a base rate(s) to fund participation led funding and a supplement to recognise the additional costs associated with deprivation. The emphasis to have a mandatory supplement for deprivation reflects the desire to close the gap in achievement for children from low income and disadvantaged families and to address the effects of childhood poverty. Any further supplements are for local decision-making. Additional discretionary supplements that Local



Authorities may choose to consider include, but are not limited to: Quality; Special Educational Needs (SEN); Premises; and Flexibility.

7.5 The new Regulations no longer permit the use of place led funding. The base rate(s) will fund **actual** participation of each 3 and 4 year old child in nursery provision who is eligible and accessing the free entitlement. Funding through the base rate is also referred to as '*Participation led*' funding. This type of funding will deliver the bulk of a nursery's funding allocation.

7.6 The SFF Technical Group is the working group set up by Schools Forum to develop the local SFF and make recommendations to Schools Forum. The work of the Technical Group was guided by both the National Regulations and the locally determined Terms of Reference. The recommendations of the Technical Group reflect the consensus of stakeholders emanating from the detailed consultation on the SFF held in the summer of 2009. Moreover, the recommendations have also been updated by the Technical Group in the light of more recent announcements by the DCSF following the publication of their final guidance on the SFF.

7.7 The introduction of the SFF will have implications for the Primary formula. These implications have been carefully considered in detail by the Technical Group over the duration of the project and as such the recommendations reflect the desire to achieve local policy objectives while striking a balance between fairness of distribution and sustainability. It must be noted that the Technical Group reached consensus on issues around the SFF with complete information, accompanied with full and frank dialogue. The Technical Group is composed of equal representation from the PVI and maintained sectors. To this end, this paper is **not** being used by the LA to consult stakeholders again on the SFF.

7.8 The recommendations for the local SFF are to include:

- Two **Base rates** to fund hourly participation:
  - A lower rate for PVI and maintained nursery classes
  - A Higher rate for a maintained nursery school to reflect higher and unavoidable costs
- Two **Deprivation Supplements**:
  - Deprivation supplement measured by IDACI
  - Deprivation supplement measured by IMD
- A **Quality supplement** recognising graduate leaders
- A **SEN supplement** recognising children on Early Years Action Plus
- A **Premises / Fixed costs supplement**
- A **Transitional Protection** Mechanism spanning 2 years
- A **Contingent budget** to facilitate pupil counting adjustments in-year

7.9 Further, it is recommended that the Minimum Funding Guarantee (MFG) be dis-applied to the SFF for maintained nurseries. The rationale for this was outlined in Section 5.

7.10 Additional funding to support the progression of the extended entitlement (from 12.5 hours per week to 15 hours per week) will be delivered through Standards funds in 2010/11. Details of the allocations are set out in Section 13.12 of Specific Grants.

7.11 Primary schools with maintained nursery classes and McMillan Nursery will receive two budgets prior to the start of the financial year. A **final budget** will be calculated and issued in respect of all non nursery related pupils (where applicable). In addition, an **indicative SFF budget** will be calculated and issued in respect to nursery related pupils. The final budgets are not subject to redetermination in-year as these will be based on the single January count preceding the start of each financial year as currently observed.

7.12 The indicative SFF budgets are based on an estimate of take-up over the course of the financial year. During the course of the financial year, termly counts will be conducted to measure actual participation. The indicative SFF budgets will then be adjusted to reflect the difference between the estimated and actual take up of free entitlement.

7.13 Cash advance payments to schools will be adjusted accordingly to reflect actual take up. By the end of the financial year, all nursery providers should receive funding that reconciles to actual participation in that year.

## **8. The arrangements for Pupils Out of School**

8.1 There are no proposed changes to the 2010/11 funding arrangements for Pupils out of schools.

8.2 Services supporting the education of this group of learners are contained within the existing DSG commitments identified in Table 6. There is no proposal to increase the funding available in this area that will lead to or contribute to a further breach of the Central Expenditure Limit.

8.3 **Appendix 4** provides information on current and expected volumes through the service and current funding arrangements.

## 9. The arrangements for 14-19 education

### Background

9.1 As stated in last year's Consultation paper, the principles of the 14-19 Programme of Education have their origins in the *Five Year Strategy for Children and Learners* and the *14-19 White Paper*. The papers set out the Government's aspirations for every young person, which include preparing young people by their education and training to order to equip them for adulthood and making a success of their lives.

9.2 The national policy and the reforms which have emerged from it sit within the wider context of the Government's objective to ensure the UK remains competitive in the global economy. The reforms seek to address the country's skills gap and the underlying reasons for the low levels of post-16 participation and achievement. The strategy aims to link education more closely with the labour market and attempts to align traditional academic education with the vocational.

### The Key Role of 14-19 Partnerships

9.3 14-19 partnerships now have an even greater role in developing plans to meet Students' Entitlement in terms of GCSEs/GCEs, Diplomas, Apprenticeships and Foundation Learning across each local area. In Hillingdon, all the above programmes of learning have now been introduced. The Hillingdon 14-19 Partnership has strengthened and all recommended partners as per DCSF guidelines are members, and include: HASH, Brunel and Buckingham New Universities, Uxbridge College, Job Centre+, Youth Offending Service, Adult and Community Learning, Economic Regeneration, Integrated Youth Service, Hillingdon Voluntary Service, Training Providers, Special Schools, Learning and Skills Council, National Apprenticeship Service and Connexions.

9.4 14-19 Partnerships are tasked with matching demand and supply, identifying gaps in provision and how they may be filled, addressing logistical issues arising from collaboration including transport, and working through how funding will be deployed to support consortia to deliver all the above programmes of learning, and specifically the Diplomas. It is for this reason, in Hillingdon, that all learning institutions are associated with one of the three Consortia that mirror the Parliamentary wards in order to encourage the collaboration necessary for the delivery of the 14-19 Agenda.

9.5 **Ultimately decisions on school funding, including Diplomas at KS4, will be made by local authorities after consulting the Schools Forum for information purposes only, and not for compliance.** From September 08 the 14-19 Partnership has been represented separately on Schools Forum to ensure those decisions are consistent with area plans.

9.6 Responsibility for planning and commissioning 16-19 education will now lie with the LA from April 2010. Student demand and student travel to

learn data are the other two factors to be incorporated into this planning process. The 14-19 Partnership will continue to provide the lead in curriculum delivery through the three Consortia.

## **Funding to Support 14-19 Reform in 2010/11**

9.7 Planning and funding arrangements to support the 14-19 reforms are driven by 3 main principles:

- Funding for Diplomas and practical learning programmes at KS4.
- Common methodologies for funding for all 16-18, eventually for all 14-19, year olds.
- The changing role of 14-19 Partnerships in planning and commissioning.

9.8 Funding of all programmes of learning at Key Stage 4 and the funding of 16-18 learning should be guided by the following principles:

- Learner choices must drive funding allocations
- The quality of the provision is an essential element
- Comparable funding will apply to comparable activity
- Funding should operate through a single system wherever possible

9.9 The scope of activity for 14-19 reform includes the following all of which are underway in Hillingdon:

- Strengthened GCSEs and A Levels
- 17 new employer-led Diplomas (of which 10 are now planned for)
- Foundation Learning,
- Functional Skills
- Further expansion of Apprenticeships
- Revised secondary curriculum [*from KS3*] to ensure students are well prepared for the 14-19 phase.

9.10 The two main sources of funding available for 2008-11 to support 14-19 reform are DCSF allocations to local authorities, local LSC (until April 2010) and the YPLA. The main sources of funding from the DCSF are shown below:

**Table 7: Sources of 14-19 Funding at Hillingdon**

<b>Allocations via Local Authority</b>	<b>2008-09 (£)</b>	<b>2009-10 (£)</b>	<b>2010-11 (£)</b>
Area Based Grant - Flexible 14-19 Partnerships Funding	70,587	71,207	72,679
Dedicated Schools Grant for practical learning opportunities	386,664	397,877	409,416
KS4 Diploma Funding Grant	163,580	TBC	TBC
KS4 Engagement Programme	63,490	70,000*	-
<b>Total</b>	<b>684,321</b>	<b>469,084</b>	

\*Last year of the allocation

9.11 The DCSF expect that funding streams are used to develop a cohesive offer supporting the learning that young people want and need.

9.12 **Appendix 5** provides further details on the authority's plans for spending in connection with 14-19 reform.

## **10. The arrangements for School Meals**

10.1 The Local Authority is required to consult on the arrangements for school meals. The proposed arrangements for 2010/11 are set out below:

### **2010/11 Proposals Food in Schools Programme Funding**

#### **School Lunch Grant: £436, 451**

- Devolved element: £315,416

10.2 This will be devolved on the basis of a £3,000 base grant to all schools with a hot meal service and approximately a further £14/per FSME pupil (the final figure will be agreed once the FSM numbers have been set in the new year).

- Retained element: £121,000

10.3 It is proposed this will be divided into the following

- £70,000 for nutritional analysis and the expertise to run the software

10.4 As 43 schools in Hillingdon require this support it is imperative that we have the expertise in place to maintain the system and support schools with nutritional analysis.

- £21,000 School Food

10.5 To enable the team to run further 'take up of schools meal events' to help increase take up through providing funding for food ingredients.

- £30,000 Small pieces of equipment

10.6 To enable the FIS team to continue to procure catering equipment for schools.

#### **Buy Back Request**

10.7 Without minimum buy back the Food in Schools team will be unable to continue as this covers salaries for the remaining team members. Minimum buyback gives school access to specialist services; Tendering, introducing hot meals, transporting meals, food procurement advise, building / refurbishing kitchens, catering management advise etc.

10.8 The other investments on the buy back scheme are optional. Schools should choose these if they wish to access an on site personalised support plan focused on their chosen area: training, cooking clubs or events.

Table 8: Proposed Food in Schools buy back arrangement 2010/11

Buy Back Arrangements 2010/2011		
Required: To ensure sustainability of the Food in Schools Team	£ 600.00	Min Investment
Optional Investments	£ 400.00	HE Training
	£ 400.00	Cooking Clubs
	£ 400.00	HE Events

10.9 **Appendix 6** outlines the 2009/10 funding arrangements.

## 11. The arrangements for Insurance

- 11.1 The LA delegates all of the funding for insurance premiums to schools.
- 11.2 The Council offers a comprehensive service structured to meet the school's insurance requirements including claims handling and advice. The basic insurance package covers property, liability, motor and personal accident risks. A supplementary insurance package (Balance of Risks) is also available which provides additional cover for buildings and contents. Details of cover are available in the document *'Insurance & Risk Management Guide to Schools'* which is available from the Schools Finance Team.
- 11.3 As the Authority retains an interest in each maintained school it is a requirement that if schools obtain insurance externally they provide confirmation of cover from their chosen insurer detailing the cover and limits of indemnity purchased. Confirmation should be sent to Insurance Section 1S/08 at the Civic Centre.
- 11.4 Detailed below are factors that each school will need to consider if seeking insurance externally.
- Schools must ensure that insurance cover is in place for the 'compulsory' risks and that the insurance arranged provides cover to at least the limits set out in **Appendix 7**.
  - Schools must ensure that the interest of the London Borough of Hillingdon is noted on the policies (this applies equally to Voluntary Aided and GM/Foundation schools).

## **12. The Arrangements for Capital**

12.1 The purpose of this section is to update schools on key issues relating to the capital programme.

### **Funding**

12.2 To date, the DCSF has announced details of capital funding up to 2010/11. Some of this funding takes the form of Capital Grant, whereas other funding streams are support for Council borrowing. The process of formulating the Council's capital budget for 2010/11 is underway but final decisions will not be made until the New Year.

### **Key Issues for Capital Investment in Schools**

#### **School Places**

12.3 A key issue is the need for additional primary school places. It is expected that between 2010/11 and 2013/14, there will be a need for around 19 additional forms of entry in primary schools. Nearly all of this will be needed south of the A40. Even in 2009, very little capacity is available in some areas, especially in Reception and Year 2. Additional accommodation is also needed to address existing shortfalls i.e. where schools do not have sufficient classrooms to accommodate their full admission number. Proposals for a first phase of school place projects are being developed. It is expected that a report on school place issues will be made to Cabinet in December 2009.

12.4 The cost of providing additional places is likely to be substantial and will exceed available S106 and Basic Need allocations. This will inevitably have an impact upon the level of funding available for improvements to the existing building stock.

#### **Primary Capital Programme**

12.5 2009/10 was also the first year of Primary Capital Programme funding. Four schools (Longmead, Hillingdon Primary, Yeading Junior and the Glebe) were identified as priorities in the Primary Strategy for Change (PSfC) submission to the DCSF. Of these, Longmead and the Glebe relate to school place needs. A project to expand Longmead Primary commenced in October 2009.

12.6 The original submission was written before information was available on the extent of school place needs. At the present time, it seems likely that meeting school place needs will need to be given much higher priority for funding.

## **Improvement & Updating of Existing Accommodation**

12.7 Given the age (and in some cases form of construction) of many school buildings in Hillingdon, keeping these operational into the future is a challenge. However, given the need for capital investment to provide additional school places, it is also likely that it will be more difficult to finance improvements to existing buildings. It is proposed that priority is given to the most urgent building condition projects i.e.

- Those needed to keep buildings in use (e.g. heating system works, urgent roofing renewals, and essential health & safety related work)  
Proposed priorities for 2010/11 are Cranford Park (heating), Northwood (heating), Rabbsfarm (roofing)
- Replacement of structurally unsound buildings where there is a continuing need for the accommodation.  
Proposed priorities for 2010/11 are replacement accommodation at Harlyn and Rabbsfarm

12.8 The threshold for consideration of projects for central funding has not been raised for some time and the following limits are proposed. These would apply unless exceptional circumstances arose e.g. a large number of such projects being needed at an individual school or where the expenditure is to be funded by a specific capital grant:

- Primary & special schools £50,000 (originally £25,000)
- Secondary schools £100,000 (originally £60,000)

## **Targeted Capital Funding for School Meals Projects**

12.9 £4.416m capital grant has been secured through two separate funding bids, over 2009/10 and 2010/11. Matched funding of 50% is needed. To date, Cabinet members have agreed the release of £1.677m for projects where the matched funding is to be met from schools' own resources and/or VA schools capital grant. Two further such projects are to be considered (total £0.158m). In the light of constraints on the availability of central capital funding to match the grant, proposals for the remainder of the programme are being reviewed. Within this, opportunities for joining up projects (e.g. to provide additional places) are being explored.



### 13. Specific Grants

13.1 There are no planned changes to the allocation of Standards Funds grants devolved to schools this year other than to the Harnessing Technology Grant.

#### **Harnessing Technology Grant 2010/11 – Consultation**

13.2 As in previous years it is likely there will be some flexibility in the Harnessing Technology grant funding arrangements for schools in 2010/11, and that options about how best to utilise this capital should be considered and agreed by the schools community, via the Schools Forum. The HT Grant for 2010/11 is £860,000.

13.3 The amount of financial flexibility is being established in order to allow a genuine dialogue amongst schools about how best to optimise this expenditure, of which schools control 75%, which will be focussed on improving learning outcomes through the use of ICT.

13.4 In the Education & Children's Services Consultation Paper (December 2008 Schools, Early Years & 14-16 Funding Arrangements 2009-11) it was identified that the funding available, after contractual commitments for schools Broadband provision, web & mail administration and filtering, the London Grid for Learning annual charge, and provision for support to the schools MLE (Fronter) will utilise approximately £572,000 of the Grant, leaving approximately £287,000 available for other ICT investment purposes in 2010/11.

13.5 The summary of grant and (estimated, at this stage) committed spend can be seen in the table below:

**Table 9: Harnessing Technology Grant Funding Utilisation – potentially available funds**

<b>Income</b>			
DCSF 2010/11	Approx	860,000	860,000
<b>Committed Expenditure</b>			
School Broadband Circuits		174,600	
Atomwide	Estimated Cost	157,548	
LGfL Content	Estimated Cost	70,000	
LGfL Core Revenue charge	Estimated Cost	90,000	
School MLE	Estimated Cost	80,000	(572,148)
Balance of HT Grant Available for other ICT Investment Purposes			287,852

13.6 It was also noted that schools have many options available, including directly sharing the grant funding for local ICT capital spending, at the discretion of each school. With pressure on school budgets, release of the £287,000 to each school, on a fair basis, would provide approximately £3,270 per school (based on an average for 88 schools), to enable local ICT capital investment. Whilst it is more difficult to identify or judge the benefits of this

local investment, this route might allow particular local ICT issues to be properly addressed, although would not easily provide any benefits from scale or address some of the more critical ICT infrastructure needs.

13.7 Accordingly, the HGfL Board and Resources SAG, representing the broad school community interests from both technical and learning viewpoints, has considered a number of possible options which would appear to optimise the use of this ICT capital funding for all. The Board has made clear recommendations about the priorities for this investment, for consideration and endorsement by Resources SAG and Schools Forum, which have been identified and prioritised as they reduce risks to schools critical ICT provision or add greatest value.

13.8 The current recommendations are set out in **Appendix 8**, and will be expected to change as the consultation process (commenced in November 2009) progresses.

13.9 It is considered important that schools agree the use of this funding prior to the commencement of the new financial year, in April 2010

13.10 The consultation process indicated that Resources SAG would be the appropriate place to discuss, develop and determine the best blend of investment options, which could then be taken to Schools Forum to be agreed in January or March 2010.

## Standards Fund 2010/11

13.11 Table 10 below presents an updated summary of Hillingdon's standards fund allocations for 2010/11.

**Table 10: Hillingdon – updated Standards Funds allocations 2009-11**

Grant No.	Standards Fund	2009/10 £	2010/11 (provisional) £
1.2	School Lunch Grant	438,426	438,426
1.3	EMAG	1,774,702	1,895,859
1.4	Targeted Improvement Grant	96,600	TBC
1.5	1-2-1 Tuition (previously Making Good Progress)	713,060	TBC
1.6	Extended Schools - Sustainability	682,077	960,993
1.6a	Extended Schools Subsidy	158,120	TBC
1.7	Targeted Support - Primary strategy	1,220,430	TBC
1.8	Targeted Support - Secondary strategy	539,898	TBC
1.9	City Challenge	74,200	TBC
1.1	Early Years: Extending and increasing flexibility for free entitlement 3-4 y.o.	422,636	1,878,378
1.11	Music - baseline allocation	203,534	203,534
1.11	Music - formula allocation	127,200	127,200
1.14	Key Stage 4 Engagement Programme	71,000	-

A more detailed breakdown of Hillingdon's distribution of funds is included as **Appendix 9** in line with government guidance which can be accessed via the following Link:

<http://www.teachernet.gov.uk/docbank/index.cfm?id=12227>

#### **14. Changes to the Scheme for Financing Schools**

14.1 The Local Authority is proposing changes to the Scheme for Financing Schools to reflect clarification of borrowing by schools and an additional exclusion from the schools balances.

14.2 The proposed changes affect:

- **Section 2.6** *Audit: General*
- **Section 3.6** *Borrowing by schools*
- **Section 4.2c** *Reporting on and control of the use of surplus balances*

14.3 Paragraph two of **Section 2.6** *Audit: General* of the current scheme states:

*Schools will in addition be required to submit to internal audit scrutiny who have a programme of visits to schools at least once every two years, but this may be more frequent for schools regarded as higher risk (on the basis of previous audits and the financial reports provided to the Authority). Financial regulations requires the governing body to inform the Chief Internal Auditor immediately in any circumstances where a financial irregularity occurs or is suspected. A typical audit programme for a routine school audit is in **Guidance to Schools on Financial Management**.*

14.4 It is proposed that schools be required to submit to internal audit scrutiny **at least once every three years instead of once every two years**, but this may be more frequent for schools regarded as higher risk (on the basis of previous audits and the financial reports provided to the Authority).

14.5 **Section 3.6** of the current Scheme states:

Schools cannot borrow money, unless they have the written permission of the Secretary of State. This does not apply to any loans granted by the LA within the provisions of this scheme.

This provision also extends to the use of credit cards by schools, which are regarded as borrowing. However, this provision should not bar schools from

using debit cards, which can be a useful means of facilitating electronic purchase.

14.6 It is proposed this section be amended to:

Schools cannot borrow money, unless they have the written permission of the Secretary of State. This does not apply to any loans granted by the LA within the provisions of this scheme.

This provision also extends to the use of credit cards by schools, which are regarded as borrowing. However, this provision should not bar schools from using debit cards or the government purchase card, which can be a useful means of facilitating electronic purchase. Schools are required to manage the use of the purchase card and must abide by the repayment criteria. Schools are required to adhere to separate guidance on the use of purchase cards issued in the LA Guidance to Financial Management. The use of purchase cards is not considered to infringe the borrowing restrictions imposed on schools as long as the balance on the account is cleared in full within the month. All costs and charges for cards should be met from the school's budget share.

14.7 **Section 4.2** of the current Scheme governs the reporting on and control of the use of surplus balances. It sets out the national requirements with regards to the Balance Control Mechanism which limits the amount schools can legitimately carry forward at the end of each financial year. Moreover it underlines the LA's power to claw back excessive surplus balances where schools have not sufficiently demonstrated the reasons and evidence for carrying forward large balances to the local Appeals panel.

14.8 To add clarity to the local process for administering the Balance Control Mechanism (BCM), LA officers proposed detailed procedures to Schools Forum in 2007. The detailed procedures would have the effect of clearly stating each step of the BCM process to avoid ambiguity. At the November 2007 meeting of the Schools Forum, members agreed the local process and further agreed for the LA to insert the local process as an additional appendix to the Scheme for Financing Schools. The local process is reproduced in **Appendix 10**.

14.9 The current Scheme sets out the implications for **Revenue vs. Capital** which currently states:

Schools are reminded of the guidance from the DCSF that revenue budgets should not generally be used for capital expenditure as it is provided for the delivery of education and services to pupils currently in the school. Schools receive separate capital funding to support their investment needs- Devolved

Formula Capital which can be invested in buildings and facilities as they and can roll over to support larger projects. Schools should not therefore be transferring revenue funds into capital. Please refer to the guidance at point 2.14 of the Scheme for Financing Schools, which provides advice to schools on the process to follow if utilising revenue funding to support capital expenditure.

14.10 It is proposed this section be amended to the following, to recognise contributions to Building Schools for the 21<sup>st</sup> Century projects:

Schools are reminded of the guidance from the DCSF that revenue budgets should not generally be used for capital expenditure as it is provided for the delivery of education and services to pupils currently in the school. Schools receive separate capital funding to support their investment needs- Devolved Formula Capital which can be invested in buildings and facilities as they and can roll over to support larger projects. Schools should not therefore be transferring revenue funds into capital. Please refer to the guidance at point 2.14 of the Scheme for Financing Schools, which provides advice to schools on the process to follow if utilising revenue funding to support capital expenditure.

Schools will be allowed to make contributions towards expenditure and cost of BS21 projects. Copies of the relevant parts of the School's Development Plan, BS21 School Strategy for Change and school's Asset Plan will be required.

14.11 Schools Forum is asked to note and approve the recommended changes which will be re-issued to schools in February 2010.

14.12 The proposed cash advance dates for 2010/11 are provided in **Appendix 11**.

## 15. Financial Management Standards in Schools (FMSiS)

### Background

15.1 The DCSF introduced the Financial Management Standard and supporting toolkit as a voluntary code in 2004 to help schools evaluate and improve their financial management arrangements. The standard provides a benchmark against which schools compare their practices. The toolkit provides reference materials to assist schools with their financial management and help them achieve the standard.

15.2 The standard and toolkit are accessible at [www.fmsis.info](http://www.fmsis.info)

15.3 Meeting the Financial Management Standard became a statutory obligation upon schools in 2007. Roll out to schools is phased.

15.4 The standard itself is a simple one page statement of the characteristics that would be expected to be in place within a school that is well managed from a financial perspective. These characteristics cover the areas of:

- Leadership and Governance
- People Management
- Policy and Strategy
- Partnerships and Resources
- Processes

### FMSiS Roll Out

15.5 All secondary schools were required to meet the standard by 31<sup>st</sup> March 2007 with all remaining schools to be assessed in phases by March 2010. In line with Government expectations 80% of Primary Schools had achieved accreditation by 31<sup>st</sup> March 2009 with the remaining 12 being assessed this year.

15.6 The schedule of schools to be assessed by March 2010 and reassessments to 31 March 2013 has now been drawn and included in **Appendix 12**. Selection was based on the following criteria.

- Schools in deficit at 31 March 2009.
- Schools placing in the internal audit schedule so that schools will have had their audit prior to their FMSiS assessment falling due.

15.7 Schools are required to undergo reassessment once every three years. All secondary schools are therefore required to undergo reassessment by March 2010.

## **16. Service Level Agreement (SLA) Consultation**

16.1 Each year the Local Authority consults on proposed Service Level Agreements affecting schools ahead of the next financial year.

16.2 The proposed draft changes to 2010/11 Service Level Agreements are provided in **Appendix 13**.

16.3 Stakeholders are invited to comment.

## **17. Technical note on the data in the illustrative budgets**

17.1 The illustrations in **Appendices 14a – 14d** are based on the assumption that January 2010 pupil numbers are 38,414 in the borough. The illustrations only show the amount of Minimum Funding Guarantee. No standards funds or other grants are included in the illustrative budgets, however details of these grants were provided to all schools in the final budget notification letter for 2008/09. No headroom has been allocated in these figures. Draft budgets in early March 2010 will have a full set of information.

17.2 The extent to which any school's funding is determined by the Minimum Funding Guarantee is heavily influenced by the outcome of the January pupil count. The pupils numbers used in preparing **Appendices 14a – 14d** are based on draft pupil numbers from the October 09 count. These budgets are presented purely for illustrative purposes only. A school's final MFG protection is based on the January count preceding the start of a financial year.

## 18. Timetable

Date	Meeting	Activity & Key Issues
Tuesday 13 <sup>th</sup> October 2009	Schools Forum	1 <sup>st</sup> Schools Forum of the 2009/10 academic year (5:00pm Civic Centre – CR4) <ul style="list-style-type: none"> <li>▪ Update on progress of Special schools and Early Years reform.</li> <li>▪ Overview of 09/10 benchmarking</li> </ul>
Thursday 15 <sup>th</sup> October 2009	Cabinet	
Tuesday 10 <sup>th</sup> November 2009	Resources SAG	Opportunity to review and discuss draft consultation paper before publication.
Friday 13 <sup>th</sup> November 2009	SSPB	Opportunity to review and discuss draft consultation paper before publication.
4 <sup>th</sup> – 6 <sup>th</sup> November 2009	HASH Autumn conference	Opportunity to review and discuss draft consultation paper before publication.
Monday 23 <sup>rd</sup> November 2009	14-19 Strategic Group	(10am – 12:30pm CR3) Discussion of 14-16 funding and costing models and implications for DSG.
Thursday 19 <sup>th</sup> November 2009	Cabinet	Cabinet to review and endorse consultation paper before publication.
1 <sup>st</sup> – 2 <sup>nd</sup> December 2009	Primary Forum / HASH	Brief overview of consultation paper proposals at these meetings.
Wednesday 9 <sup>th</sup> December 2009	Schools Forum	2 <sup>nd</sup> Schools Forum of the 2009/10 academic year (5:00pm Civic Centre – CR4) <ul style="list-style-type: none"> <li>▪ Opportunity for LA officers to reiterate local priorities and measure performance against original forecast.</li> <li>▪ Final Opportunity to comment on the proposals in the draft consultation paper before final publication.</li> <li>▪ Firmer discussion on priorities for money clawed back under BCM.</li> </ul>
Mid-December 2009		Publication of Hillingdon's consultation paper on Schools, Early Years and 14-16 funding proposals for 2009-11. Consultation to run until mid-January 2010.
Thursday 17 <sup>th</sup> December 2009		(10am – 12pm Committee Room 6) Information session for schools to hear presentation of proposals and funding changes for 2010/11.
Monday 4 <sup>th</sup> January 2010		Spring term 2009/10 commences.
Tuesday 12 <sup>th</sup> January 2010	Resources SAG	Final opportunity to discuss resourcing implications before the close of



		consultation.
Thursday 14 <sup>th</sup> January 2009		(10am – 12pm Committee Room 6) Information session for schools to hear presentation of proposals and funding changes for 2010/11.
14 <sup>th</sup> – 16 <sup>th</sup> January 2010	Heads Winter Conference	Brief item to be pick up any areas of immediate concern, satisfaction or confusion to schools.
Monday 18 <sup>th</sup> January 2010		<b>Consultation ends</b> (to allow papers to be prepared for Schools Forum) – comments may still be channelled through to reps on Schools Forum, but only formal responses received by this date can be guaranteed to be taken into account in the information provided to Schools Forum.
Thursday 21 <sup>st</sup> January 2010		<b>Annual Schools Census</b> <i>(Final results of pupil count will determine the Local Authority's overall level of DSG funding for 2010-11 and individual schools' allocations).</i>
Tuesday 26 <sup>th</sup> January 2010	Schools Forum	<b>3<sup>rd</sup> Schools Forum</b> of the 2009/10 academic year (5:00pm Civic Centre – Room TBA) <ul style="list-style-type: none"> <li>▪ Summary and presentation of results from consultation feedback</li> <li>▪ Present various illustrations on likely quantum of funding</li> <li>▪ Final comments and agreement from the Forum made about funding proposals for 2009-11.</li> <li>▪ Consider any firmer proposals that the LA may put forward in the light of the responses to the consultation paper.</li> </ul> (Decisions to be communicated to Cabinet – held 18 <sup>th</sup> February 10)
Thursday 18 <sup>th</sup> February 2010	Cabinet	Firm decisions on key issues relating to schools for 2010-11, in the light of the whole consultation process. If further Cabinet decisions are requires, the next date would be 18 <sup>th</sup> March 2010.
Early March 2010		Publication of indicative schools and centrally retained budgets for the 1-year period 2010-11. Schools to review budgets and provide feedback to LA on any errors or omissions in data used for funding.
Wednesday 3 <sup>rd</sup> March 2010	Schools Forum	<b>4<sup>th</sup> Schools Forum</b> of the 2010/11 academic year (5pm Civic Centre – Room TBA)

		<ul style="list-style-type: none"> <li>▪ Opportunity to review indicative budgets for 2010-11 and comment on any minor amendments.</li> </ul>
Thursday 19th March 2010	Cabinet	Further decisions on key issues if required.
Friday 26 <sup>th</sup> March 2010		<p><b>Final budgets</b> issued - cannot be later than 31<sup>st</sup> March 2010.</p> <ul style="list-style-type: none"> <li>▪ Final submission of Section 52 2010-11 Budget statement.</li> </ul>

## Appendix 1

Tables 11 and 13 below summarises the settlement figures for 2008-11:

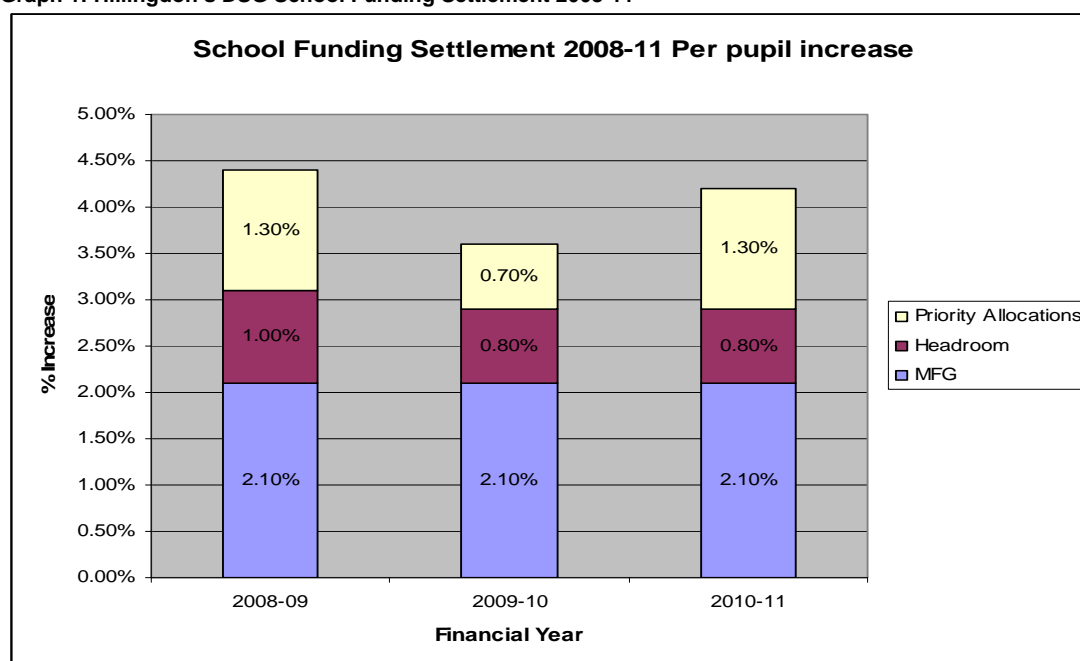
**Table 11: Minimum Funding Guarantee; Headroom; Basic per pupil increase 2008-11**

Financial Year	MFG	Headroom secured through CSR07	Basic per pupil increase
2008-09	2.1%	1.0%	3.1%
2009-10	2.1%	0.8%	2.9%
2010-11	2.1%	0.8%	2.9%

**Table 12: Overall per pupil increase 2008-11**

Financial Year	Basic per pupil increase	Ministerial Priority allocation	Overall Per Pupil Increase
2008-09	3.1%	1.3%	4.4%
2009-10	2.9%	0.7%	3.6%
2010-11	2.9%	1.3%	4.2%

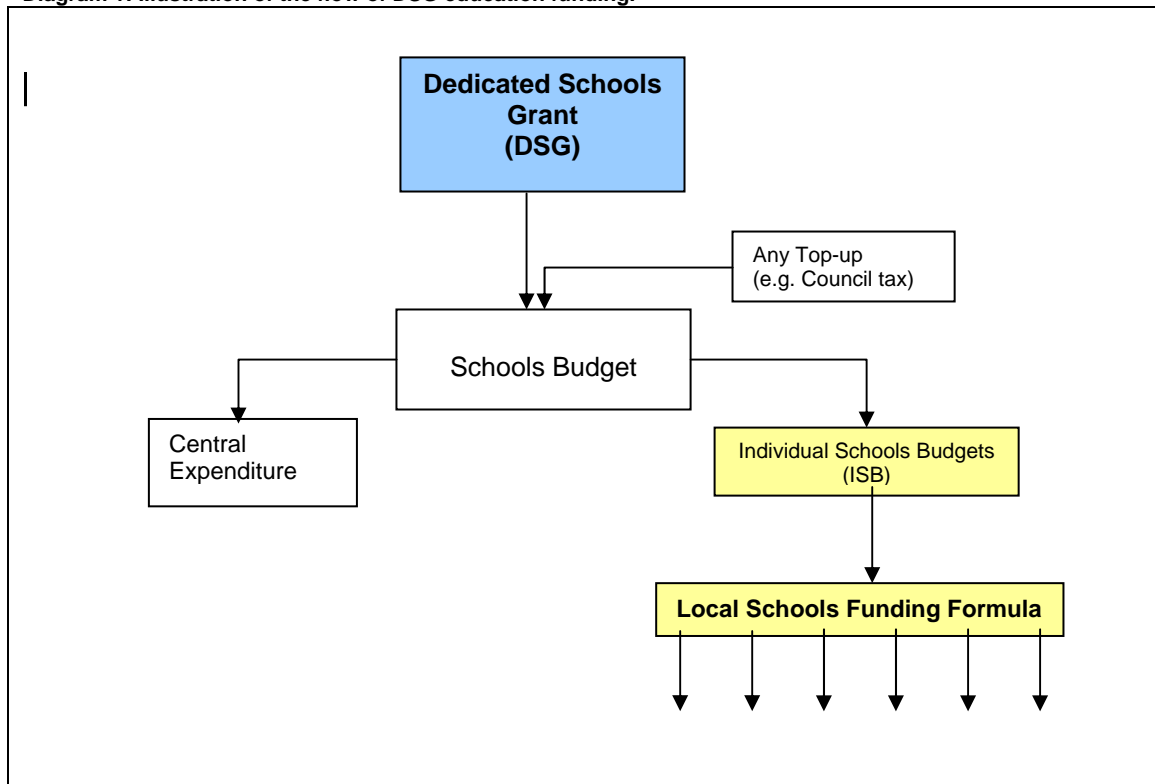
**Graph 1: Hillingdon's DSG School Funding Settlement 2008-11**



**Table 13: Hillingdon Priority Allocations 2008-11**

Priorities	2008-09 £(m)	2009-10 £(m)	2009-10 £(m)	Total £(m)
Personalised Learning & SEN	1.921	1.205	2.244	5.370
Funding Day 6	0.041	0	0	0.041
Pockets of Deprivation	0.042	0	0	0.042
<b>Total Priorities</b>	<b>2.004</b>	<b>1.205</b>	<b>2.244</b>	<b>5.453</b>

Diagram 1: Illustration of the flow of DSG education funding.



## **Proposal for Targeted Youth Support, Senior practitioner (£40,000 p.a.)**

### **Background**

The Targeted Youth Support Team (TYST) is a partnership project designed to work with young people aged 11+ whom agencies have identified as 'at risk' as a result of their challenging circumstances or because they are beginning to display challenging or harmful behaviours. It is resourced by partner agencies including Health, the Police, Children's Social Care, Education Welfare, Connexions and the Youth Offending Service. Three secondary schools have made a contribution to the service by providing accommodation. The development of TYST has been overseen by a multi-disciplinary management group which has school representation.

### **Current Activity**

Following the successful pilot run in the South locality, TYST rolled out across the borough in April 2009 and in the first six months received 166 referrals. Schools, both directly and via the Education Welfare Service, have been a significant source of referrals for the TYST, responsible for 47 (29%) during the first six months. Schools seek support for students exhibiting challenging behaviour, at risk of exclusion or at risk of disengaging from the education system through non school attendance. The TYST is represented at a number of education forums including most of the secondary school attendance panels, the pre-exclusion panel, children missing from education and managed moves. The

### **Proposal**

The number of referrals received by the team following borough roll out has exceeded that expected following the local needs analysis undertaken as part of the preparation and planning of the project. The team requires at least one more post to manage the current levels of demand, moreover this post holder needs to be an experienced practitioner capable of working with the more complex cases being referred, whilst providing professional support to other staff within the team. We are requesting **£40k p.a. to fund a Senior Practitioner post within the TYST.**

All other funding avenues have been explored. If this proposal is not approved this post cannot be recruited to. Without this post the Team will have to prioritise the referrals of those services who do make a resource contribution to the project, including the three schools providing accommodation. This will mean that other schools will receive a significantly reduced service and may even lose all access to the service if demand continues to rise.



## LONDON BOROUGH OF HILLINGDON

### JOB DESCRIPTION

**Date:** 17<sup>th</sup> October 2008

<b>1.0</b>	<b>JOB TITLE:</b>	Senior Practitioner
<b>2.0</b>	<b>POST NO:</b>	
<b>3.0</b>	<b>GRADE:</b>	POA
<b>4.0</b>	<b>DEPARTMENT:</b>	Education and Children's Services
	<b>SECTION:</b>	Targeted Youth Support Team
<b>5.0</b>	<b>SUPERVISED BY:</b>	Targeted Youth Support Manager
<b>6.0</b>	<b>SUPERVISION EXERCISED:</b>	Directly: Project workers Indirectly: Nil
<b>7.0</b>	<b>CONTACTS:</b>	Internal: Managers and Practitioners from ECS teams within the department e.g. Referral & Assessment Team Youth & Connexions Service Youth Offending Service Family Placements Residential Services 16+ Team Children with Disabilities Team Staff and Managers within other council departments e.g. Housing Community Safety Team  External: Service Users and their families, Members of the Public, Representatives of the Police, Schools, Health Service providers, Voluntary Sector providers Benefit Agencies

## **8.0 MAIN SCOPE OF JOB:**

- 8.1 To be responsible for line managing a small group of staff providing and co-ordinating prevention programmes for young people identified as at risk of not progressing towards the every Child Matters priority outcomes.
- 8.2 To ensure the maintenance of good standards of practice by supervised staff within the framework provided by Council and Departmental policies and practice guidelines and DCFS guidance and requirements
- 8.3 To manage a small caseload of cases referred to the service.

## **9.0 DUTIES PERSONALLY PERFORMED:**

- 9.1 To take day to day responsibility for the line management of a group of staff within the Targeted Youth Support Team
- 9.2 To ensure that the standards of practice applied by supervisees are professionally sound and competent and take place within the framework provided by local policies, practice guidelines and any relevant legislation
- 9.3 To ensure supervisees deliver timely and effective assessments and interventions
- 9.4 To ensure appropriate risk assessments are undertaken in relation to individual work programmes with young people and that professional standards of care and control are maintained
- 9.5 To ensure client record systems, both manual and IT based , are of a high standard.
- 9.6 To ensure that the needs of young people from different racial, cultural and religious communities are identified and that there is equality of opportunity in the provision of the service
- 9.7 To attend and participate in case conferences, reviews and staff meetings as appropriate.
- 9.8 To take case work responsibility for a small number of cases, ensuring that resources of the department and other statutory and voluntary agencies are mobilised where relevant
- 9.9 To participate in supervision and such training as required in the interests of service delivery and career development.
- 9.10 To promote good professional relations with other sections of the department, other council departments and agencies.

- 9.11 To promote the furtherance of the Council's Equal Opportunities Policy in all aspects of work practices.
- 9.12 To undertake all duties in accordance with Council, Departmental and Team policies, procedures and practices including;
- The operation of recruitment, disciplinary, grievance and health and safety procedures
  - the identification of the training and development needs of staff
  - the operation of financial accounting and control systems
  - the standard of security, safety and maintenance of council premises
  -
- 9.13 To undertake any other duties as may be appropriate to the level and nature of the post as determined by the TYS manager

Prepared By	Lynn Hawes	Date:	2.12.08
Approved By:		Date:	



## **Schools Procurement Officer (£55,000 p.a.)**

### **Background**

One of the outcomes of the devolution of budgets directly to Schools has been a fractured approach to the procurement of goods and services across the Schools community.

With the increasing pressure to reduce expenditure across the entire public sector there will undoubtedly be an impact on Schools and so the requirement for effective procurement will need to grow to mitigate this pressure.

Currently there is no dedicated Procurement resource targeted at Schools external expenditure within the London Borough of Hillingdon. Procurement support and expertise is mainly provided on a case by case, consultative basis through the relationship between the Corporate Procurement unit and the Education and Children Services Directorate.

### **Proposal**

It is recommended that a dedicated and fully funded Schools Procurement post is created to provide specific expertise and delivery of commercial benefit across the School community of Hillingdon.

The key deliverables of this post would be:

- Delivery of commercial benefit and savings for Schools
- Provide expertise and assistance to Schools with tendering, letting and management of external supplier contracts
- Co-ordinate and lead appropriate multi-School procurement activity e.g.:
  - Energy
  - Stationery and office supplies
  - Grounds maintenance
  - Facilities management
  - Catering
  - Manpower and professional services
- Assist Schools with governance and compliance relating to external expenditure e.g. creation and maintenance of contract registers
- Maintain linkages with Local and Central Government agencies to inform the Procurement strategy for Schools

It is difficult to give an estimate of potential savings in advance of carrying out more detailed work with school budgets, but at a very conservative estimate the job would yield savings of at least 3-5 times its cost.



## Job Description

1.	JOB TITLE		<b>Procurement Manager - Schools</b>
2.	POST NUMBER		
3.	GRADE		<b>POC equivalent</b>
4.	GROUP		<b>Finance and Resources</b>
5.	SERVICE		<b>Procurement</b>
6.	SUPERVISED BY		<b>TBA</b>
7.	SUPERVISION EXERCISED	<b>Directly:</b>	<b>TBA</b>
8.	CONTACTS	<b>Internal:</b>	<b>Cabinet Members, Councillors and all levels of staff up to and including the Chief Executive, School Governing bodies and Headteachers.</b>
		<b>External:</b>	Directors and representatives of Contractors and Suppliers. Other External bodies and Organisations representatives, e.g. Public Sector Purchasing Consortia, other Local Authorities, Audit Commission, Hillingdon Homes.

## **9. JOB PURPOSE**

To identify cost reduction opportunities across the School community of London Borough of Hillingdon and lead on complex cross cutting procurement reviews aimed at reducing costs, minimising legal risk whilst retaining service quality.

## **10. MAIN DUTIES AND RESPONSIBILITIES**

- Analyse spend across all Schools comparing actual expenditure by Supplier with a locally held contracts register
- Investigate all suppliers with an expenditure above £XXXk pa to determine contractual coverage & market testing history
- Develop a category strategy agree a rolling programme of Procurement activity covering all £XXXk spend suppliers with full involvement of nominated staff within the Schools community
- Identify and implement Cost Reduction Opportunities leading to cashable savings of a minimum of £XXk in each financial year
- To take personal responsibility for the provision of procurement advice across the School community
- Project Manage Borough wide procurement initiatives
- Tender and negotiate value for money contracts, for common goods and services across the School community
- Assist Head Teachers and Governors to appraise suppliers and implement continuous improvement steps into contract monitoring
- Provide support to Head Teachers and Governors by facilitating improvement initiatives with suppliers whose performance is below acceptable levels
- Contribute to the generation & revision of Procurement policies and procedures manuals for the Schools community
- Develop business cases including Project Initiation Documents for cost reduction projects
- Ensure that the Schools Risk register is regularly reviewed & updated in relation to managed projects & effective systems are put in place to manage any risks that may arise
- Increase collaboration across all Schools in the Borough, leading or

participating in tenders and efficiency improvement initiatives thereby promoting LBH as a centre of excellence for Schools procurement

- Develop excellent communication with suppliers, contractors and customers for the provision of efficient procurement
- Create and maintain an up to date database of supplier, contractor market intelligence
- Promote the procurement function across the Schools community

### **The Local Leaders in Education Project (£87,000 p.a.)** **2010/11 Proposal**

The Local Leaders in Education Project is a project which is by schools for schools. It is the initiative of three Hillingdon Headteachers who are also National Leaders of Education but who wish to support local schools. The project involves seven Hillingdon Headteachers (1 secondary, 1 infant, 1 special and 4 primaries) who have been trained and accredited as London Challenge Local Leaders of Education. This training was funded partly by the Local Authority and partly by London Challenge.

The project has been running for 2 years now and a total of 14 schools have received support during the life of the project. This support is bespoke to the client school and is designed to enable schools to move from satisfactory to good or from good to outstanding, as well as supporting schools that are at risk of falling into an Ofsted category.

The project received £136,000 from the Schools' Budget in 2009-10.

A real strength of the LLE project has been the direct interaction between headteachers and their schools to provide support either on their own or in conjunction with that provided by the School Improvement Service and City Challenge. The scope of support has ranged from very focused, short term involvement to much wider, longer term projects.

Some examples of LLE work either completed or ongoing and its impact are presented below:

*An LLE primary school provided extensive support to another primary school in an adverse Ofsted category. This support included direct involvement of the LLE headteacher who worked in a mentoring/coaching capacity. Further it entailed the use of the LLE school's senior and middle leaders to disseminate good practice and build sustainable systems. LLE support in conjunction with that provided by the Local Authority and City Challenge resulted in the targeted school being removed for its adverse Ofsted category in the required one year.*

*An LLE secondary school supported a primary school which had received a satisfactory Ofsted judgement. Following support on Leadership, working with parents and monitoring the quality of teaching, the school was judged to have made good progress in making improvements and good progress in demonstrating a better capacity for sustained improvement when the HMI monitoring visit took place one year later.*

*This proved to be a very good, groundbreaking example of cross phase working in Hillingdon.*

*Senior leaders from an LLE primary school are working closely with their counterparts in another.*

- *The project has been scoped and priorities established in consultation with senior staff and the LA;*
- *The first phase has involved mentoring and coaching for both the new deputy head and foundation stage leader;*

- Learning walks and classroom observations have been undertaken and the level of support will be increased in the spring term 2010 as part of the Keys to Success project ;
- Advanced Skills Teachers from the LLE school will be supporting the development of teaching and learning next term;
- There will be a clear focus on developing the leadership skills of phase leaders;

*This support programme is scheduled to last until the end of the academic year (2009/2010).*

*Links established between an LLE primary school and a local primary school, with focus on deputy headteacher induction.*

*Development of a 'key to success' project involving two local primary schools. Agreement of focus for the project and liaison between headteachers and members of staff in both schools. Action plan and targets developed and regular meetings arranged.*

*A more limited, short term project involved the use of teachers from an LLE school to directly support underperforming teachers in another school.*

The aspiration is to continue to consolidate and expand the LLE Project in 2009/10 by: recruiting 3 additional LLEs and to further develop the work of the project by:

- The recruitment of an additional three LLEs in January 2010;
- Investigate the redevelopment of the *Urban Leaders Project*;
- Provide continued coaching for new Hillingdon headteachers;
- The development of an LLE Project Director from within the LLE group.

The LLE project currently has a balance of £49,000. The imminent recruitment of the additional 3 LLEs will dictate that the available balance at April 2011 will be £31,000 which will be carried forward against future expenditures if the Schools Forum agrees.

In order to fund the planned activity for 2010-11, the following funding is needed

to generate capacity in order to enable the existing LLE schools to support others	7 x £6,000 =	£48,000
to provide bespoke support to 10 schools	10 x £6,000 =	£60,000
to provide LLE Training to the 3 new LLE schools	3 x £2,000 =	£6,000
to develop LLE services in Hillingdon and other boroughs and publicity		£ 4,000
<b>Total</b>		<b>£118,000</b>
Less: balance Brought Forward from 2009-10		£31,000
<b>Total Funds</b>		<b>£87,000</b>

<b>Title</b>	<b>Review of Special Schools' Funding</b>
<b>Presented by</b>	<b>Pauline Nixon/Special School Head Teachers Group</b>
<b>Date</b>	<b>9<sup>th</sup> December 2009</b>
<b>Agenda Item</b>	<b>Request for additional special school funding from 2010/11</b>

## **1. Introduction and Background**

- 1.1 Last year the consultation included a proposal to redistribute resources within the existing individual schools' budgets (ISB) (after deducting existing and newly approved central expenditure commitments) by top slicing £1.4m from the Primary, Secondary and Nursery Schools budgets and redirecting the resources towards addressing an identified funding shortfall to Special Schools.
- 1.2 The proposal relied on the £1.4m being released in two annual instalments of £700k (uplifted to reflect 2009/10 and 2010/11 funding levels) to be targeted towards the development of a cost effective outreach service. Approval of the proposal was conditional upon fulfilling the following assurances:
  - removal of 1:1 funding
  - improve the quality of Outreach provision
  - assist mainstream schools to develop their in house capacity to better cater the needs of children with SEN
  - minimise the number of placements to Independent and out of borough provisions
  - engage the LA in a broader decision making framework.
- 1.3 The consultation proposal was agreed at the January meeting of the School Forum and the first tranche of funding was made available from 2009/10 with the potential release of the 2<sup>nd</sup> tranche from 2010/11 pending completion of a full review having taken place during the course of 2009/10 to guide the outcome of the decision.

## **2. Review Findings**

- 2.1 The £700k was distributed to Special Schools in 2009/10 based on a generic formula and although the additional funding went some way towards addressing the £1.4m funding shortfall previously identified by the Heads of Special Schools the overarching aim of reducing dependency on special schools and getting more children into mainstream schools within the borough was not fully realised.

- 2.2 Appendix A to this report was presented to the School Forum in July to demonstrate the effective use of the resources over the course of the year, however, as a result of not targeting sufficient resources towards developing an effective model to support the retention of pupils within borough provision the Special Needs Team is projecting an over spend in the region of £265k by the end of the current financial year (a detailed breakdown of the adverse budget variance is provided as Appendix B to this report.) This overspend is being contained within the overall DSG central allocation in the current year however it is not sustainable to contain this budget pressure over the longer term. A £500k overspend is predicted for 2010/11 onwards and unless collaborative action is taken to enable more children with complex needs to be admitted to mainstream schools and to reduce out borough placements with the support of a comprehensive service from special schools, this predicted overspend will have the first call on the following year DSG (2011).
- 2.3 Where carrying forward an overspend to the next year puts the authority in breach of its Central Expenditure Limit, the authority will need to seek approval from the School Forum to increase the limit. If no preventative action is taken the overspend will continue year on year.
- 2.4 The Special Heads' Working Group in collaboration with senior LA officers had established that the key factors, which can help maintain children within the borough are:
- support for families to prevent crises
  - increased provision for complex healthcare needs
  - enhanced equipment and facilities to support complex needs
  - increased provision of specialist training and staff capacity special schools
  - outreach and INSET work with mainstream schools and other service providers.

### **3 Recent Developments**

- 3.1 Hillingdon has a higher than average population of children under 5 years of age. The borough's birth rate is increasing at a faster rate than the national average. The rising birth rate and the changing demography of the local population has implications for Hillingdon's special schools which are currently at or near capacity. In addition, there has been and continues to be pressure on centrally held budgets to support placements of Hillingdon children in out of borough or Independent provisions.
- 3.2 Providing better value for money by requiring schools to work together is a key part of the DCSF's current review of the distribution of the DSG



from 2011. Much of the Schools Funding Review is dependent on the outcome of the next Spending Review.

## **4 Proposal**

- 4.1 The LA is recommending that the second tranche of £700,000 be approved to develop services from special schools to promote the integration of children into mainstream schools and the reduction in out borough placements.

### **Option 1**

- 4.2 The Council would commission services (outreach, inset, transition and re-integration) with the ultimate aim of reducing out of borough placements with any related savings being re-invested back into the system through the SLAs. The model would be reviewed again on an annual basis ahead of the new formula funding review for 2011/12.

### **Option 2**

- 4.3 We could continue with the 09/10 model of distributing the additional funding in 2010/11, which would provide the schools with a greater degree of funding stability and predictability to maintain current programmes that have been developed or earmarked with the 1<sup>st</sup> tranche of funds this year. However, this approach would lead to the council having to put forward a case for retaining a greater central element of DSG for 2011 onwards to fund the ongoing overspend in the SEN Team.

## **Appendix A – Special Schools Funding Review Update**

The Schools Forum agreed that £700,000 additional funding for special schools would be made available from the DSG for 2009/10, with a full review taking place during the course of the year in order to put forward a business case for a continuation of this funding in 2010/11. The rationale for providing this funding was that by investing in special schools the need for expensive out of borough placements could be reduced or at least contained, hence reducing the pressure on the DSG.

### **Review Process**

A group containing all special school head teachers has been set up to progress the funding review with a view to producing a business case for the Schools Forum in October. Sarah Harty is leading on compiling the business case, with assistance from Amar Barot and Pauline Nixon. Interim findings will be discussed at appropriate Resources Strategic Advisory Group meetings.

As part of this process special school head teachers have provided information in relation to the use of the additional funding in 2009/10 (see Table 1).

The business case will:

- identify the factors which can help maintain children within the borough
- set out the additional capacity needed to boost retention
- attempt to model the numbers of out of borough placements which such support could prevent
- translate the reduced/contained number of out of borough placements into financial savings

The working group has already established that the key factors, which can help maintain children with the borough are:

- support for families to prevent crises
- increased provision for complex healthcare needs
- Enhanced equipment and facilities to support complex needs
- Increased provision of specialist training and staff capacity special schools
- Outreach work with mainstream schools

**Table 1 Use of 2009/10 funding**

The following table gives an indication of how the additional funding provided in 2009/10 has been used to date to support special school provision in Hillingdon.

Category	Examples
Support for families	<ul style="list-style-type: none"> <li>• ASD and language co-ordinators given capacity to work with families to avoid crises (Grangewood)</li> <li>• More Positive Parenting courses run by school (Grangewood)</li> <li>• Short breaks provision significantly enhanced (Hedgewood Summer School)</li> <li>• Sunday Play Scheme established to support parents (Hedgewood Play leader appointment)</li> <li>• Pyramid parenting (Hedgewood)</li> <li>• Allocation of a Family Worker to develop parent coping</li> <li>• Saturday football sessions (Hedgewood)</li> <li>• Triple P course for parents struggling with teenagers (Chantry)</li> <li>• Reaching Out co-ordinator/other staff have capacity to support parents (Moorcroft)</li> <li>• Family learning sessions (Moorcroft)</li> <li>• Subsidised short break provision with provision (Moorcroft)</li> <li>• Release staff time to support families through home visits etc (Meadow)</li> <li>• Provision of training for parents and carers, parent support groups, family learning sessions (Meadow)</li> <li>• Six Saturday conferences for SEN/LDD/ASD parents (Hedgewood)</li> </ul>
Healthcare provision	<ul style="list-style-type: none"> <li>• Healthcare worker appointed to support staff with health and care issues</li> <li>• Chiropractor employed one day a week (Chantry)</li> <li>▪ Parent self-help group (Hedgewood)</li> </ul>
Equipment/facilities	<ul style="list-style-type: none"> <li>• Purchase of additional resources for ASD children e.g. IT software and hardware (Grangewood and Moorcroft)</li> <li>• Provision of ICT and other resources</li> <li>• Purchase of additional resources for PMLD population (Grangewood)</li> <li>▪ Purchase of specialised equipment e.g. standing frames, walking aids (Moorcroft and Meadow)</li> </ul>

Category	Examples
Specialist capacity/training	<ul style="list-style-type: none"> <li>• Expensive ASD training for staff (Grangewood)</li> <li>• Music Therapist retained for children with ASD (Grangewood)</li> <li>• Supporting partnership with Sunshine House – 8 pupils to be relocated to there (Grangewood)</li> <li>• Occupational therapy appointment (Hedgewood)</li> <li>• Maintenance of 3 very challenging ASD pupils – would otherwise have gone out of borough (Hedgewood)</li> <li>• Operating at 10% above DCSF designated place factor (Hedgewood)</li> <li>• Staff training e.g. TEACCH training for staff (Hedgewood, Moorcroft and Meadow)</li> <li>• Introduction of SALT (Chantry)</li> <li>• Employed consultant therapist to assess students' needs and train staff (Chantry)</li> <li>• 2 SLAs employed to support integration to mainstream (Chantry)</li> <li>• Full-time counsellor for students and staff (Chantry)</li> <li>• Staffing to support identified pupils e.g. HLTA post to support pupils with PMLD and complex needs from September 2009 (Moorcroft)</li> <li>• 1:1 staffing to support pupils with severe challenging behaviour (5 pupils have additional staff allocated to their classes for September 2009) (Moorcroft)</li> <li>• Level 3 LSA for children with communication needs (Moorcroft)</li> <li>• 1:1 Staffing to support identified individual pupils with severe challenging behaviour (Meadow)</li> <li>• Staffing to support identified individual pupils e.g. learning support officer for children not able to access the classroom for periods of time (Meadow)</li> <li>▪ Additional staffing to match rising numbers (Meadow)</li> </ul>
Outreach	<ul style="list-style-type: none"> <li>• Increased outreach services for schools; 13 children re-integrated in the last 12 months (The Willows)</li> <li>• Greater development of outreach (Chantry and Moorcroft)</li> <li>• Behaviour management training for mainstream staff (Chantry)</li> <li>• Weekly free 'narrowing the gap' Inset on SEN/LDD/ASD at Hedgewood/from Hedgewood</li> <li>• Staffing to provide outreach support to mainstream schools/parents/other special schools etc (Meadow)</li> <li>• Supporting feeder primary schools with resources (Meadow)</li> </ul>

## Appendix B – Budget Monitoring

Hillingdon has a higher than average population of children under 5 years of age and that the borough's birth rate is increasing at a faster rate than the national average. Empirical evidence associates an increase in the birth rate with a proportionate increase in the number of children with complex SEN. Hillingdon continues to be a significantly higher user of out borough provision (independent, non maintained and maintained)) than both statistical neighbours and other LAs nationally, placing an undue burden on centrally held budgets. Moreover, value for money and pupil outcomes is not assured.

The main reasons for the projected O/s in the current financial year are as follows:

- Hillingdon numbers of LAC placements in other LAs who place them in independent schools (costs sit with education)
- reduction in recoupment income (Hillingdon special schools have fewer out borough pupils attending who we charge for)
- an increase in Hillingdon pupils placed in other LA schools as ours are full
- the average cost of an independent placement has gone up on average by 4k per pupil Total approx 345k increase
- There has been an increase in statemented pupils moving into Hillingdon compared to those moving out (28 moved in 16 out) (at an average cost in mainstream of approx £10,000 per student = 120k).
- Tribunal ruling last year for 250k placement, full costs incurred this financial year

This trend is set to continue into next year and will definitely have a substantial impact on the budget, which needs to be addressed.

### Detailed expenditure

2008/09 end of year position for SEN showed under spend of	-241,000.00
At present, for 2009/10, SEN is showing an anticipated overspend of	264,000.00
This represents a difference of	505,000.00
Explanations for this:	
<b>Increase in independent special schools and contributions to other services:</b>	
MARP panel resulted in an increased contribution towards LAC placements	25,000.00
New LAC Independent school placements	85,210.00
(1 x St Joseph / 1 x Learning Opps / 1 x Hope View / 1 x Continuum)	
6 New Independent Special School Placements (other than planned secondary transfers)	250,961.00
(1 x Hill Manor / 1 x Meath / 1 x Treehouse / 2 x Insights / 1 x TCS)	
Treehouse placement the result of a Tribunal	
(Insights placements and TCS result from Chantry placements breaking down)	
<b>Additional pressures on budget not included in current forecast:</b>	
Funding for mainstream statements, overall, is currently showing an overspend of £55,000, the likely projected position at the end of the year will be £228,000 (on par with last year)	228,000.00
As our special schools are currently at capacity (apart from Chantry), any move ins or new statements requiring special provision (apart from SRP) will need to be accommodated out borough. If we assume that 25% of new statements issued during the remainder of this financial year are placed either out borough or in independent schools We can assume that approximately 73 new statements will be issued between now and year end. 25% = 18	
Approx cost of 18 out borough placements at £25k each x 1 term =	149,000.00

## Arrangements for Pupils out of School

### Hillingdon Tuition Centre

- **Purpose**  
To educate pupils permanently excluded from school. Pupils at risk of exclusion to access a dual roll place, for a maximum of 2 terms
- **Volume through the Service**

Permanently excluded pupils	41
<i>(includes pupils excluded from out of Borough schools living in Hillingdon)</i>	
Other pupils not on roll of any school	8
Dual roll pupils	37
TOTAL:	86
- **Expected Volume 2009/10**
- The overall decrease in permanently excluded pupils over the past 3 years has meant that HTC has now been dealing more effectively with those at risk of permanent exclusion. The Local Authority is required to teach pupils who have been permanently excluded and should these numbers increase as they did in 08/09 less preventative work will be available. In order to manage this issue and to support behaviour and offer dual places, classes should be maintained.
  - e.g. 2 x 8 KS3 classes, 25 hours per week
  - 2 x 8 Year 10 classes, 25 hours per week
  - 2 x 8 Year 11 classes, 25 hours per week
  - 1 x 8 KS4 work experience group, 5 hours per week plus support from work experience LSA
- **Funding**  
Some funding is available from charges to schools for dual roll pupils but the amount charged does not pay for the cost of the small groups required and staff /pupil ratio needed.  
The funding is now supported within the DSG and is reflected in the consideration of commitments.

### Pupil Support Teachers

- **Purpose**  
To teach sick pupils in hospital and at home (when necessary)  
To teach other pupils out of school for a variety of reasons, e.g. diagnosed phobias, move-ins with no school place available within 4 weeks; and SEN statemented pupils with no school available.

- **Volume through the Service**

Ill pupils	29
SEN pupils	50
All others	90
<b>TOTAL:</b>	<b>169</b>

- Sick pupils receive up to 10 hours education per week if they are well enough to receive it
- All other pupils receive varying amounts of education depending on need and school requests etc from 3 hours per week to 12/15 hours per week

### **Education Welfare Service**

- **Purpose**

For pupils not attending school, and statutory licensing

- **Volume through service 07/08 (numbers for 06/07)**

1651	Pupil referrals (1140)
812	Referred as being without a school place (81)
128	Prosecutions (110)
214	Fixed penalty notices (115)
605	Fast-track attendance panels in all schools (389)
23	Truancy sweeps (21)
185	Performance licences issued (141)
54	Chaperones licences issued (68)
111	Work permits issued (102)

### **Expected Volume 2008/09**

It is expected that 07/08 figures will remain static or increase as there were large increases in volume in 07/08 from 06/07

### **Funding Arrangements for Excluded Pupils**

- **Purpose**

All permanently excluded pupils who are re-integrated into a new school, have the AWPU allocated to the school, plus additional funding as agreed with the school. This has been on average £2k + age-weighted pupil unit (AWPU) per pupil

The AWPU is removed from the excluding school;

- **Volume through Service/Cost**

14 re-integration @ £2k average = £28k in addition to APWU

- **Expected Volume 2008/09**  
To remain static as for 2 years the number of excluded pupils placed in a new school has largely remained the same.

#### **Alternative Provision (not HTC etc)**

- **Purpose**  
To educate pupils not on roll at HTC or the Pupil Support Teachers. This includes College places, NotSchool, alternative education providers on an ad hoc basis

- **Volume through service**

20 pupils on Notschool @ £3k average = £60K

7 Year 10 and 11 pupils accessing College courses @ £3K average = 21K

Notschool is 25 hours per week

College is minimum 2 days a week, maximum 3 days a week

- **Expected Volume 2009/10**  
To remain static unless there is a rise in exclusions.



## **Funding available to support the 14-19 agenda**

### **Area Based Grant (ABG)**

- ABGs were introduced 2008-2009 (2006 Local Government White Paper).
- The ABG replaces the current Local Area Agreement (LAA) Grant and is composed of a number of previously separate grants.
- The ABG is disconnected from the indicators, targets and outcomes in Local Area Agreements, and is paid on an un-ringfenced basis for all local authorities.
- Local authorities are free to spend the ABG as they see fit to support the delivery of local and national priorities in their areas.
- The ABG contains funding for supporting 14-19 partnership working / collaboration (formerly Grant 302: Flexible 14-19 Partnership Funding).
- Funding can be used to support significant administration costs in connection with diploma delivery.

**Total Available: £72,200**

### **Dedicated Schools Grant (DSG)**

- Annual funding for schools is now provided through the Government's new ring-fenced Dedicated Schools Grant (DSG) to each local authority.
- Local authorities will continue to be responsible for the distribution of funding to schools in their area in consultation with their Schools Forum.
- DSG includes the guaranteed per pupil unit of funding for compulsory age education.
- DSG funding is distributed to schools based on a local funding formula, with age weighted pupil unit (AWPU) funding accounting for approx. 75-80% of each school's funding. Also referred to as mainstream funding in the home school.

### **Dedicated Schools Grant (DSG) for practical learning opportunities (PLO)**

- DSG for PLO is allocated for secondary schools to secure high quality practical learning that meets local demand, enhances progression and builds capacity in line with planning the Diploma entitlement - a stronger remit than 2007-8 ('a broader range of practical and specialist provision at KS4 in preparation for the rollout of Diplomas from 2008')
- Local authorities should consider, with their Schools forum and in consultation with the local LSC and 14-19 partnerships, how this funding can be aligned with other resources available for the implementation of 14-19 change to secure a coherent range of provision in each area.
- The DSG PLO is held centrally. The Funding sub group of the 14-19 Strategic Group have drawn up detailed criteria so the money is accessible for practical learning opportunities. The 14-19 SG will ensure that this criteria is circulated to HASH. A breakdown of the PLO DSG can be seen in Appendix 5b.

**Total Available: £409,771**

### **Diploma Formula Grant at KS4 (DFG)**

- Local authorities, with 14-19 partnerships, are expected to have planned provision, collaborative delivery, timetables IAG and transport arrangements for all 17 Diplomas and costs until 2013.

- DFG was allocated to local authorities with 14-16 year olds estimated to start on Diplomas in 2008. Hillingdon under-recruited. Therefore the grant will be recovered by deducting from future year's allocations. Any unspent amounts are expected to be rolled over and used in the following years. This is being done.
- DFG provides dedicated funding to support the additional costs of delivery of Diplomas at KS4 which cannot be met from mainstream funding e.g. additional costs for teaching, transport, materials for planning and delivery.
- DFG essentially provides £1K per learner in the first year reflecting additional costs of delivering these qualifications incurred by the practical and applied elements of learning, equivalent to one day/week away from the 'home' school
- The grant takes into account:
  - number of Diploma lines and levels
  - access and take-up
  - overall numbers in the authority
  - cost of provision in high wage areas
  - additional costs in sparsely populated/rural areas
- Some funding may be kept at partnership level to meet Diploma costs; charging for Diplomas should be based on a framework which reflects the LSC 16-18 methodology and different levels of funding across local authorities
- DFG funding is being routed by direct payment to the learning providers.
- The DFG has been secured for 2010/11. However the amount is to ensure delivery of the full entitlement by 2013.
- It is expected that eventually DFG will be mainstreamed into DSG

**Total Available: TBC**

### **Proposed 14-19 Activity 20010/11**

The proposed activities are to support the changes in 14-19 education in schools, for example Diplomas, Foundation Learning, Function Skills. Hillingdon now has 4 Diploma lines of learning that are operating, Society Health and Development, Hospitality, Business Administration and Finance and Engineering, operating at KS4 and KS5. Retail Business and IT are to recruit from September and we are awaiting the results of an early review of Gateway bids for Hair and Beauty and Creative and Media. If these are successful, Hillingdon will be nearer the national target of implementing all 17 Diploma lines of learning by 2013. Support has been planned for both current Diploma lines and those consortia of schools that are planning future delivery.

Foundation Learning will be a focus this year as schools will be expected to ensure that their level 1 and entry level courses are part of the Qualifications Framework. A pilot is underway with Uxbridge College, Hillingdon Training, a special school and two mainstream schools. The programme will be extended to more schools this year.

For the past three years, at post 16 grades students in Hillingdon schools have been awarded a grade which is, on average, half a grade lower than their minimum target grade. In response to this, the 14-19 Budget allocated a sum to running a sixth form network as a forum to improve results.

The LA this year will absorb the responsibilities of the LSC and achievement will be one of the criteria that will be used for commissioning Sixth Form provision. Therefore this criteria will also be used by the 3 Consortia in their curriculum planning. This will ensure that there is a range of education at post 16 to provide courses at entry level, level 1 and level 2 for post 16 students that not only meets the needs and demands of Hillingdon learners, but also ensures the quality of the learning experience at post 16. In addition it will enable schools to provide for some of those students who will be staying on in school as a result of the increased age of participation.

## Appendix 5b

### DSG 2010/11: 14-16 Practical Learning

Item	Total Budget	£410K	Notes on the Budget
1	Diploma Development Gateway 4 Sport and Leisure (Barnhill)	30	Diploma start up money as agreed for Gateways 1, 2 and 3
2	Diploma Development Gateway 3  Retail (lead Haydon)	20	<p>Diploma Development money as agreed for Gateway 1,2, 3</p> <ul style="list-style-type: none"> <li>• Diploma successfully through the Gateway with approval to deliver the programme.</li> <li>• Funding goes to Lead Institution/School and is to be shared equitably with contributing/delivering institution.</li> <li>• Funds to be used for the development of the programme: <ul style="list-style-type: none"> <li>- Schemes of work</li> <li>- Work with practitioners</li> <li>- Training/CPD needed for teachers/instructors to deliver</li> <li>- Resources</li> <li>- Employer engagement</li> </ul> </li> </ul>
3	Consortia Manager to manage development of Consortia, to encourage sharing of curriculum and vocational opportunities	40	<p>To attend all Consortia groups and manage the Consortia. To work with schools to develop their practical and applied learning programmes of study at KS4 and post 16.</p> <ul style="list-style-type: none"> <li>• To develop a consistent approach with clear communication across the three consortia, focusing particularly on curriculum blocks, staffing needs, provision across the group for diplomas, practical learning opportunities and Foundation Learning.</li> <li>• Post holder will work with Leader of the Consortia, HEI and other providers.</li> <li>• Post holder will work with curriculum deputies/senior members of staff responsible for 14-19.</li> <li>• Post holder will be accountable to 14-19 Strategic Group</li> </ul>

4	Employer Engagement	30	<p>Continuation of this year's post. Liaising with employers on behalf of Hillingdon schools for a range of events including Diplomas.</p> <ul style="list-style-type: none"> <li>• Will develop links with business to get high quality work placements that are sector specific.</li> <li>• Working with Schools, HEI and other providers to develop CPD programmes, so colleagues can gain a better understanding and knowledge of vocational pathways.</li> <li>• Run a teacher/employer conference</li> </ul>
5	Functional Skills support English, Maths and IT	15	<ul style="list-style-type: none"> <li>• Funds to be used for CPD/training for teachers in Mathematics, English and ICT.</li> <li>• To be used to fund specialist trainers to visit schools delivering Functional Skills.</li> <li>• Resource development workshops</li> </ul>
	Functional Skills Support – Entry and Level 1	20	<ul style="list-style-type: none"> <li>• To assist with cover when courses applied.</li> <li>• Resource bank to be developed for the benefit of all providers</li> </ul>
6	Publicity for 14-19 developments, including collaborative provision and diploma	15	<p>Campaign to target parents, students governors on behalf of all schools. Vocational brochure to ensure that schools are aware of availability of programmes of learning, the place of delivery and the cost. Delivery of information sessions re the above</p>
7	Choice Update	5	To provide support and training for school administrators to update a school's curriculum offer onto the Pan London 'Choice' website. (Compulsory requirement)
		10	Cost of 'Choice' – charged by LSC

8	<p><b>Foundation Learning Group</b></p> <p>To create a coherent entry level/level 1 programme for students at aged 14+. To provide a more comprehensive programme of learning for students pre- level 2.</p> <p>To provide additional support to those students likely to become NEET.</p> <p>This programme also includes units for those students with LLDD who will need supported employment.</p>	20	<p>To extend the pilot started this year to other schools.</p> <ul style="list-style-type: none"> <li>• Building capacity in schools to develop a coherent programme of Foundation Learning ahead of curriculum and funding changes in 2010</li> <li>• Provide appropriate CPD for staff involved with Foundation Learning, including teaching assistants</li> <li>• Funds to be used to facilitate training for participating schools.</li> <li>• To support collaborative provision</li> </ul>
9	<p><b>Sixth Form Network</b></p>	20	<p>Rationale- Downward trend in 6<sup>th</sup> Form results 2 years running. Emphasis on teaching and learning. Share good practice for new A levels, Extended Project etc</p> <p>Support for schools wishing to develop an inclusive curriculum offer at post 16 in Hillingdon schools to include Foundation Learning and Level 2 courses in line with LSC criteria for 6<sup>th</sup> form growth. Encourage participation towards HEI. Provide a platform to encourage Staying On in line with RPA.</p>
10	KS4 Engagement programme	80	Funding from the LSC has now ended. This programme is very successful, in its third year. This money is to supplement LSC shortfall.
	Travel	20	Travel for young people taking part in collaborative learning programmes, in particular diplomas

	Administration costs for the Consortia	20	Coordination/administration of progressing collaborate learning programmes allowing schools to show entitlement as per David Smith's recommendations. Will also allow planning towards the raised age of participation.
	Specialised instructors	38	Peripatetic tutors to be used for the benefit of young people studying vocational education in Hillingdon. Subject specialism to reflect Borough economic priorities
	Raising of the Participation age	27	Working with schools in terms of IAG to prepare young people from year 7 to prepare. Publicity plan with Connexions for parents Planning with Curriculum Deputies and Head of Sixths
	<b>Total</b>	<b>410</b>	

## **Report on 2009/2010 Food in Schools Programme Spending**

### **School Lunch Grant**

- Introduction:

**Grant Total: £ 436,451**

The Grant can only be spent in four ways:

- 1) Pay for ingredients for school lunch
  - 2) Pay labour costs of catering staff
  - 3) Buy small pieces of kitchen equipment, for example, microwaves, steamers etc.
  - 4) Pay for nutrient analysis software required to assess whether a menu meets the nutrient based school lunch standards + expertise to operate software.
- Devolved element: £301,451

Base grant £3000/ per school and £14/ per FSME pupil  
Only schools with a hot meal service were eligible for this grant

- Retained Element
  - £70,000 for Nutritional analysis and the expertise to run the software

The Hillingdon nutritional analysis tool is secured until 2013.

43 schools in Hillingdon require centralised support for nutritional analysis as they operate an in-house catering service of either hot meals or packed lunches

There are three members of staff including a school nutritionist available to support all schools with achieving the food and nutrient based standards and completing nutritional analysis.

- £30,000 School food

Using the take up data collected for 08/09, 27 schools with the lowest meal take up in Hillingdon were identified. Each of these schools will be offered 'increasing school meal take up' activities. These activities may include consultations with pupils and parents, taster events, catering review and re-tendering options.

Funds also cover the Hillingdon Schools Chef of the year award. The first prize is free school meals for all pupils in their school for one week.



- £35,000 Small kitchen equipment purchase

The Food in Schools Team has continued to procure small pieces of kitchen equipment for all schools

### Buy Back Element

Table 16:

Buy Back Arrangements 2009/2010			Qty	Total Value
Required	£ 600.00	Min Investment	57	£ 34,200
	£ -	Non Investment	34	£ -
Optional Investments	£ 400.00	HE Training	9	£ 3,600
	£ 400.00	Cooking Clubs	4	£ 1,600
	£ 400.00	HE Events	2	£ 800
<b>Total Buy Back Investment</b>				<b>£ 40,200</b>

All schools that invested into the team are eligible for on site training as well as having access to all services offered by the Food in Schools Team.

Those schools that have bought into extra services will each be contacted in turn to develop a plan of personalised support from the Food in Schools Team.

## **Minimum Insurance Requirements**

### **Property Insurance**

#### **Buildings and Contents**

Reinstatement insurance for the value of the school and contents for the perils of: Fire, Lightning, Explosion, Storm or Tempest, Flood, Bursting or overflowing of water tanks/pipes, Impact, Aircraft, Riot and Civil commotion and Earthquake.

Business Interruption (for a minimum period of 36mths)

'All Risks' Works in Progress to existing structures

Terrorism (incorporating Business Interruption)

N.B where building work for new builds are being considered the contract should provide for the contractor to insure the works.

**Engineering (Plant & Machinery)** – statutory inspection and insurance of items such as pressure vessels, boilers, lifts etc. Limit of Indemnity £100,000 any one occurrence.

### **Liability Insurance**

**Public Liability** – minimum limit of indemnity £30,000,000 per incident

**Employers Liability** – minimum limit of indemnity £30,000,000 per incident

**Officials Indemnity** – minimum limit of indemnity £2,000,000 per period of insurance

**Libel & Slander** – minimum limit of indemnity £1,000,000 per period of insurance

**Third Party Hirers Liability** - minimum limit of indemnity £1,000,000

### **Miscellaneous**

**Fidelity Guarantee** – minimum limit of indemnity £1,000,000

**Money** – Cover for money on school premises in the custody or supervision of an employee, in transit in the custody of an employee, or by registered post or in a Bank night Safe. Plus in the private residence of an employee.  
In a locked safe/strong room up to an agreed limit.

**Personal Accident Assault (Employees)** - minimum limit of indemnity 5 times annual earnings (subject to a minimum benefit of £25,000)

Temporary total disablement – a weekly benefit of 50% of weekly earnings

**Personal Accident (Governors)** - Capital Benefit payable £50,000  
Weekly benefit of £100 is payable if prevented from continuing in their duties owing to permanent disablement and £50 for less injuries.

**Personal Accident (Pupils on Work Experience)** – minimum Capital Benefit of £10,000.

**Personal Accident (Volunteers)** – minimum Capital Benefit of £10,000

**Personal Accident (Teachers Extra Curricular Activities)** – minimum Capital Benefit of £10,000.

**Personal Accident - Insurance for Educational Visits –**

Cancellation £10,000 per person

Medical Expenses £10,000,000 per person (outside UK)

Personal Accident Capital Benefit £20,000 (death restricted to £7,500 if under 18 years of age)

Personal Property £5,000 per person

Money £3,000 per person

Legal Liability £2,000,000 one event

N.B. Insurance arrangements must be sufficient to cover all planned activities, for example Ski holidays.

## **Motor Insurance**

### **Motor Vehicles**

Where the school is responsible for a motor vehicle it must meet the legal requirement to hold a minimum of Third Party insurance. Lease agreements may require the school to obtain fully comprehensive cover.

Recommended level of cover is fully comprehensive.

## **Harnessing Technology Grant – 2010/11**

### **Recommendation 1 (principal recommendation)**

#### **Replacement of time-expired infrastructure hardware – CachePaq2**

A number of Hillingdon Grid 'cachepaqs' are reaching the end of their usable life, and will begin to fail and warranty support will have ended. Investment here will be inevitable, as these hardware items fail (in an unplanned manner) and will have to be replaced.

Cachepaq 2 combines many facilities, including, serving educational content like Espresso and Clipbank, hosting local (intranet) web sites, Caching to accelerate web access, local web filtering through Atomwide webscreen

Risks: failure of current hardware

The estimated cost of this investment is £ 104,500.00

Other Board recommendations, should not all the estimated funding be required for Recommendation 1 (above) are as follows; clearly not all of the options are affordable from the available funding:

### **Recommendations 2, 3 & 4 (secondary recommendations)**

#### **Increase of Bandwidth**

All schools currently have a 10Mbps link to the grid. While this has provided adequate speed for the last seven years, it is no longer enough to support the increased use of web enabled services, E.g. MLE (Fronter) online video content, multiple video conferencing sessions. In addition to this, as demands have increased, the schools run the danger of having issues with IP telephony calls breaking up as the available bandwidth is reduced by demands on other applications. Increasing the speed of the links to 20Mbps will double the amount of bandwidth available and will be highly noticeable by the schools, and put Hillingdon way ahead of other schools connected to the LGfL.

Risks: Slow down in systems due to increased traffic

The estimated cost of this investment is £1500 per site per 10mg increase + additional £479 annual rental.

#### **Remote Backup Solutions**

Secures all important data held on Administration/SIMS and Curriculum servers. Automatic backups reduce workloads of ICT staff and co-ordinators. Doubly secure stores data locally in schools and offsite at a remote data centre. Solves security issues around removing tapes from school sites. Proven storage system technology, encrypted and secure making restoration much quicker.

Risks: Security – tape rotations and being taken off site – potential loss of pupil data. Tapes not as reliable to restore and expensive. BU drives have limited lifetime

The estimated cost of this investment is £100,000  
Additional annual fee required which covers administration and remote data centre charges.

### SIMS Learning Gateway

SIMS Learning Gateway will provide schools with web access to areas of SIMS to allow for remote working for school staff and access to SIMS in the classroom via the web as opposed to changing their current network settings. This will potentially fulfil the government's guidelines on online reporting to parents.

The money will enable HGfL to provide the hardware and infrastructure required for SIMS Learning Gateway, thus making it an affordable option for schools as the only cost to them will be the purchase of SLG licenses from Capita as required by the school.

Currently, several Secondary schools are already thinking of financing this software themselves as they see it as a necessity to meet government requirements. If HGfL could provide assistance with this implementation it would prove a far cheaper solution for the schools.

Risks: Vastly expensive solution for those schools that are desperate to buy if they buy on an individual basis rather than as a co-operative.

The estimated cost of this investment is Approx £50K depending on Capita license charging and any deals we can get. Verbal from Paul McKinnon at Atomwide.

### Emergency Power Generation

Investigate alternative power supplies in case of failure:  
Options: Hydrogen Fuel Cell Solution, Diesel Generators

Risks: Minimal as we currently have 3 phase supply which is more resilient than a single phase, with automatic cut over if needed.

The estimated cost of this investment is £ unknown

Grant		Objectives	Provisional 2010/11 Allocation	Retained Element	Devolved Element	LA discretion in devolution method	Local basis of devolution	Contact:
1.2	School Lunch Grant	To support the improvement of school food and ensure school lunch take-up is increased.	436,451	121,000	315,451	Yes	Basic allocation of £3,000 per school offering a hot meals service and additional funding per FSME pupil	Kristie Scott-Woodham
1.3	Ethnic Minority Achievement (EMAG)	This is intended to support schools by providing access to a core set of extended services, in raising standards of pupil motivation, aspiration, achievement and behaviour and contributing to a wide range of other Government targets including childcare, children's services, community cohesion, neighbourhood renewal, adult learning, combating child poverty, health inequalities and crime reduction.	1,895,859	284,379	1,611,480	Yes	a) 30% to support bilingual pupils based on the outcome of EAL Steps 1 & 2 surveys. b) 70% on minority ethnic achievement	Jean Imrie
1.5	One-to-One Tuition	Aimed at supporting pupil progress in English and mathematics.	1,425,113			Yes	Allocated to Primary Schools on the basis of pupil progress	Annette Szymaniak
1.6	Extended Schools - Sustainability	Funding is to directly support economically disadvantaged children accessing extended schools activities. Activities will be delivered through extended schools programme of activities, with funding used at school level.	960,993	0	960,993	Yes	Allocated in line with the Extended Schools Plan	Carole Tomlinson

Grant	Objectives	Provisional 2010/11 Allocation	Retained Element	Devolved Element	LA discretion in devolution method	Local basis of devolution	Contact:
1.7	Targeted Support for Primary Strategy	856,732			Yes	Allocated in line with agreed strategy	Annette Szymaniak
1.8	Targeted Support for Secondary Strategy	827,612	0	827,612	Yes	Allocated in line with agreed strategy	Jane Guest

Grant	Objectives	Provisional 2010/11 Allocation	Retained Element	Devolved Element	LA discretion in devolution method	Local basis of devolution	Contact:
1.10	Early Years: Extending and increasing the flexibility of the entitlement for 3-4 year olds	1,878,378		1,878,378		This funding will be based on participation.	Alison Booth
1.1	Music Services	332,573	203,534	129,039	Yes	Based on the number of KS2 pupils in primary and special schools.	Vincent Raven



**Balance Control Mechanism (BCM) – Hillingdon Local Process Scheme for Financing Schools**  
***(agreed at Nov 07 Schools Forum)***

**Proposed Procedure related to School Balances**

**Calculation**

1. The revenue balance as at 31 3 0X as per school's accounts includes balance brought/forward, all income & expenditure in prior financial year.
2. Less amounts for which the school has prior year commitment which is taken to mean items for which written and authorised purchase orders were placed in the previous financial year and for which the goods/service had not been received by 31 March. Any sums that appear unusually high will require the orders to be submitted.
3. Less unspent Standards Fund grant from previous year as stated by the school. Any sum which appears to be high in respect of amounts of grants allocated without adequate explanation will be subject to verification from the school's accounting records.
4. Less amounts deferred & assigned. These could include expenditure on, for example, premises, vehicles, ICT, furniture, equipment, curriculum developments, environmental areas, security work and expected school growth. Details of amounts deferred and assigned will need to be provided on a statement certified by the Head. The details required will be:
  - Description of project
  - Start and finish dates
  - Reason for deferral
  - Budget for project

Copies of the relevant parts of the school's Improvement Plan and school's Asset Plan will be required.

5. This will give a Net surplus balance.
6. Should the Net Surplus Balance when stated as a percentage of the original budget share (issued in March prior to the financial year in question) exceed the threshold of 8% (for primary, special

and nursery schools) or 5% (for secondary schools), the local authority shall calculate the excess over the threshold.

7. This will then provide the amount to be deducted.

*Note: The budget share is everything that is paid into the account which holds the delegated budget from the local authority, except unspent Standards Fund monies and capital funding. Effectively, this includes the delegated budget share from the local authority, plus SSG, SSG(P) and LSC funding (if applicable) as well as any private and voluntary funds held within this account.*

## **Process**

The proposed process and timetable is as follows -

1. Formal outturn balances are known by 31 May each year. All schools are required to classify balances according to CFR headings and provide a breakdown of committed revenue balances into
  - Prior year's commitments with orders and
  - Prior year's unspent Standards Fundsby mid June.
2. By end of June, request all Secondary schools with over 5% of their current year's Budget Share and all Nursery, Primary and Special schools with over 8% of their current year's Budget Share complete a Statement as set out above to indicate amounts deferred and assigned with copies of SIP and Asset Management Plan as relevant by mid July. If a return has not been received by the due date it will be assumed that there are no items to be considered.
3. The Schools Finance Manager will have responsibility for reviewing and confirming the statements along with the supporting documentation and plans before deciding if the claw-back should proceed.
4. Before the end of the summer term, where relevant, schools (Head & Chair of Governors) to be written to setting out a statement as above showing amount to be clawed-back and giving until 30 September to report any errors or omissions and register any appeal to the Schools Forum Appeals panel. ***[Consisting of Chair, Vice Chair and 2 other members; quorum 3 persons including the Chair]***

5. Appeals to be heard within one month by the Schools Forum Appeals panel and schools and the Schools Finance Manager informed accordingly. The Schools Forum Appeals panel to convene outside of Schools Forum. Schools budget shares to be reduced if agreed.
6. Schools Forum will be informed in November on the totality of any sums 'clawed back' and will be consulted on the authority's proposed use of such monies.
7. Any proposed use of such monies must be used within a Local Authority's 'Schools Budgets' in the next funding period and not the financial year in which the deduction takes place. For the purposes of this provision, the 'Schools Budgets' will be that defined in the *Schools Finance (England) Regulations*. The Local Authority will consult Schools Forum over the precise distribution for any money clawed back.

e.g. May 08 – closing year end balance for 2007/08 determined

Nov 08 – claw-back to be made to the school's budget

2009/10 – Schools Budgets to include clawed back money

## Appendix 11

2010/11 Cash Advance Dates
Wednesday 14 April 2010
Thursday 13 May 2010
Monday 14 June 2010
Wednesday 14 July 2010
Thursday 12 August 2010
Tuesday 14 September 2010
Thursday 14 October 2010
Friday 12 November 2010
Tuesday 14 December 2010
Thursday 13 January 2011
Monday 14 February 2011
Monday 14 March 2011

## Financial Management Standard in Schools (FMSiS) Hillingdon Schools Schedule

### Assessment by 31st March 2010

School	Type	Company
<b>First assessment</b>		
Bourne	Primary	LBH
Breakspear Infant	Primary	LBH
Colham Manor Primary	Primary	LBH
Deanesfield	Primary	LBH
Harmondsworth	Primary	LBH
Hillside Infant	Primary	LBH
Holy Trinity	Primary	LBH
Minet Nursery and Infant School	Primary	LBH
Ryefield	Primary	LBH
St Bernadette's RC	Primary	LBH
St Mary's RC	Primary	LBH
St Swithun Wells RC	Primary	LBH
Moorcroft	Special	LBH
Willows	Special	LBH
<i>McMillan (optional)</i>	<i>Nursery</i>	<i>N/A</i>
<b>Reassessments - FMSiS +</b>		
Abbotsfield	Secondary	LBH
Bishop Ramsey	Secondary	LBH
Bishopshalt	Secondary	LBH
Douay Martyrs	Secondary	LBH
Guru Nanak Secondary	Secondary	Enpeyz
Harlington	Secondary	Tribal
Mellow Lane	Secondary	LBH
Northwood	Secondary	?
Queensmead	Secondary	Enpeyz
Rosedale College	Secondary	LBH
Ruislip High	Secondary	LBH
Uxbridge High	Secondary	Enpeyz
Vyners	Secondary	LBH

28 - 1 = 27

### Assessment by 31st March 2011

School	Type
<b>Primary / Secondary re-assessments</b>	
Belmore Primary School	Primary
Botwell House	Primary
Breakspear Junior School	Primary
Charville Primary School	Primary
Cherry Lane Primary School	Primary
Coteford Infant School	Primary
Cowley St Laurence CE Primary School	Primary
Cranford Park Primary School	Primary
Dr Triplett's CofE Primary School	Primary
Field End Infant School	Primary
Field End Junior School	Primary
Glebe Primary School	Primary
Harefield Infant School	Primary
Harlyn Primary School	Primary
Hayes Park School	Primary
Highfield Primary School	Primary
Hillside Junior School	Primary
Minet Junior School	Primary
Lady Bankes Junior School	Primary
Oak Farm Infant School	Primary
Pinkwell Primary School	Primary
Rabbsfarm Primary School	Primary
St Andrew's CofE Primary School	Primary
West Drayton Primary School	Primary
Wood End Park Community School	Primary
Chantry School	Special
Grangewood School	Special

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### Assessment by 31st March 2012

School	Type
<b>Primary / Secondary re-assessments</b>	
Bishop Winnington-Ingram CofE Primary School	Primary
Brookside Primary School	Primary
Coteford Junior School	Primary
Frithwood Primary School	Primary
Grange Park Infant School	Primary
Grange Park Junior School	Primary
Guru Nanak Sikh Primary School	Primary
Harefield Junior School	Primary
Heathrow Primary School	Primary
Hermitage Primary School	Primary
Hillingdon Primary School	Primary
Lady Bankes Infant School	Primary
Longmead Primary School	Primary
Newnham Infant and Nursery School	Primary
Newnham Junior School	Primary
Oak Farm Junior School	Primary
Ruislip Gardens Primary School	Primary
Sacred Heart RC Primary School	Primary
St Catherine RC Primary School	Primary
St Matthew's CofE Primary School	Primary
Warrender Primary School	Primary
William Byrd School	Primary
Whitehall Infant School	Primary
Whitehall Junior School	Primary
Whiteheath Infant and Nursery School	Primary
Whiteheath Junior School	Primary
Yeading Infant and Nursery School	Primary
Yeading Junior School	Primary
Hedgewood	Special
Meadow High School	Special
Barnhill Community High School	Secondary
Swakeleys	Secondary
Haydon	Secondary

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### Assessment by 31st March 2013

School	Type
<b>Primary / Secondary re-assessments</b>	
Bourne	Primary
Breakspear Infant	Primary
Colham Manor Primary	Primary
Deanesfield	Primary
Harmondsworth	Primary
Hillside Infant	Primary
Holy Trinity	Primary
Minet Nursery and Infant School	Primary
Ryefield	Primary
St Bernadette's RC	Primary
St Mary's RC	Primary
St Swithun Wells RC	Primary
<i>McMillan (optional)</i>	<i>Nursery</i>
Moorcroft	Special
Willows	Special
Abbotsfield	Secondary
Bishop Ramsey	Secondary
Bishopshalt	Secondary
Douay Martyrs	Secondary
Guru Nanak Secondary	Secondary
Harlington	Secondary
Mellow Lane	Secondary
Northwood	Secondary
Queensmead	Secondary
Rosedale College	Secondary
Ruislip High	Secondary
Uxbridge High	Secondary
Vyners	Secondary

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## SLA Planned Changes – November 2009

SLA	Key Contact	Proposed Changes
Behaviour Support Team	Jan Sargeant	No planned changes
Service Contract and Repairs	Mike Newell	No planned changes
Finance	Kamla Jassal	5% price increase to accommodate on-going developments
Governor Support	Ron Fowler	General charges to increase by 5%, new specific charges: Additional governing body training after the one session included in SLA - £315, Pay As You Go Governor training - £350
HGfL	Karen Rooke	Any changes will depend on results of consultations and budget projections.
HR Personnel Advice and Guidance	Bob Charlton	Nominal rise to accommodate ongoing development of the service
HR Contracts Administration	Bob Charlton	As part of AMG
HR CRB Admin	Bob Charlton	No change predicted
HR Recruitment	Bob Charlton	Existing service will remain but additional service (DCSF pilot) will be launched with a three tier structure (from self-service to total management). It is hoped that this will produce significant savings to advertising costs.

SLA	Key Contact	Proposed Changes
HR School Absence Insurance -Primary	Bob Charlton	It is hoped that there will be no increases to the insurance SLAs this year, however this can't be confirmed until more accurate projections, closer to the end of the financial year, can be analysed.
HR School Absence Insurance -Secondary	Bob Charlton	It is hoped that there will be no increases to the insurance SLAs this year, however this can't be confirmed until more accurate projections, closer to the end of the financial year, can be analysed.
HR School Absence Insurance -Special	Bob Charlton	It is hoped that there will be no increases to the insurance SLAs this year, however this can't be confirmed until more accurate projections, closer to the end of the financial year, can be analysed.
HR Personnel Advice and Guidance (primary/secondary)	Bob Charlton	Nominal rise to accommodate ongoing development of the service
HR Personnel Advice and Guidance (special)	Bob Charlton	Nominal rise to accommodate ongoing development of the service
HR Certificate and Sponsorship	Bob Charlton	No change predicted
HR Supply Agency	Bob Charlton	Base fee will be removed and an administrative day rate will be introduced to accommodate a new supply pool initiative sponsored by the DCSF, eventually providing access to a wider range supply staff across the whole school workforce.
Insurance	Steve Wilkins	No significant changes to insurance cover or cost of insurance but looking to include the Balance of Risks, motor and other sundry insurances that have previously been administered by the Insurance Team direct with schools into the main SLA as selectable items for those schools buying into the Fair Funding package

SLA	Key Contact	Proposed Changes
Learning and Development	Angela Laws	The costs for the Learning and Development SLA for 2010/11 will be unchanged. The First Aid Voucher system currently gives schools purchasing the SLA 1 place on an Initial First Aid at Work course and 2 places on a First Aid Renewal course over a 3 year period. As we are aware that this is only a token gesture towards meeting your Health & Safety/First Aid Training needs we have replaced this with a 20% discount on ALL First Aid and Health and Safety events offered through Learning and Development, who from 1st April 2010 will have responsibility for Hillingdon's Health and Safety/First Aid Programme
Leadership and Management Support	Mike Merva	No planned changes
Library Service	Beverley Jervis	No planned changes, prices will increase by the same amount that schools are given each year for Schools' Library Service
NQT Induction and Training	Mike Merva	No planned changes
Payroll	Ken Wood	Hope to keep increases within inflation. Invoices to be paid by direct debit (already done by most schools). Charge for teachers' pensions returns (already included in payroll admin cost).
School Meals	Kristie Scott-Woodham	No major changes to price or structure of SLA but small expanded list of services to be available under buy back offering
Learning and Development Centre	Marion McClelland	No planned changes



**Estimated MFG budget 2010/11: Nursery**

<b>McMillan Nursery</b>	<b>£</b>
2009/10 Budget	418,017
MFG	1.021
<b>Est. 2009/10 Budget</b>	<b><u>426,796</u></b>

## Estimated Primary MFG Budgets

## Appendix 14b

		Baseline for 2010-11		MFG EXCLUSIONS						PLASC Pupil Data			
		Total Formula Budget 2009/10 (as per \$52)		less 2008/09 rates	less individual pupil amounts	less Class Size in KS1 factor Pledge	less NQTs	[OTHER] HI SEN less proxy funding	[OTHER] less SRP funding (including MFG adjs)	Redetermined Adjusted Budget Share 2009/10	JAN 09 PLASC FTE pupils 2009/10	Estimated JAN 10 PLASC FTE pupils 2010/11	Guaranteed Funding level (without excl.) Estimated MFG budget 2008/09
DFES No.	School												
2000	Belmore	1,829,363		-43,165	-32,752	-26,708	-7,904	-62,766	0	1,656,068	468.0	477.0	1,716,858
3401	Botwell House	2,060,351		-12,805	-43,269	-11,084	-15,808	-58,407	0	1,918,978	627.5	646.5	2,006,736
2003	Bourne	857,993		-11,155	-39,441	0	-3,952	-21,807	0	781,638	216.0	200.0	750,760
2068	Breakspear Infant	1,093,306		-15,520	0	-2,270	0	-25,467	0	1,050,048	309.5	311.0	1,076,256
2004	Breakspear Junior	1,112,461		-15,520	0	0	-7,904	-18,696	0	1,070,341	357.0	350.0	1,075,676
2062	Brookside	1,505,300		-19,643	-33,798	-6,677	-5,928	-48,319	0	1,390,936	396.0	398.5	1,427,318
3300	BWI	1,315,068		-3,541	-16,689	-6,677	-11,856	-24,233	0	1,252,073	392.5	385.5	1,260,127
5206	Charville Primary	1,567,774		-7,760	-38,073	-4,407	-11,856	-45,301	0	1,460,377	438.5	448.0	1,516,887
2084	Cherry Lane Primary	1,690,839		-22,553	-94,477	0	-11,856	-57,992	0	1,503,962	423.0	407.0	1,489,080
2010	Colham Manor Primary	1,719,539		-28,858	-25,582	-4,407	-19,760	-76,417	0	1,564,516	473.5	473.5	1,597,371
2012	Coteford Infant	992,652		-14,186	-36,616	-24,438	-3,952	-19,643	-165,570	728,247	173.0	183.0	777,924
2011	Coteford Junior	1,031,271		-24,978	-43,622	0	0	-18,853	-228,836	714,982	209.0	204.0	716,025
3410	Cowley St Laurence	1,399,758		-24,250	-39,397	-24,438	0	-34,250	0	1,277,423	342.0	336.5	1,287,469
2078	Cranford Park Primary	2,378,101		-35,163	-40,089	-2,270	-19,760	-50,143	0	2,230,676	684.0	691.0	2,296,167
2016	Deanesfield	1,925,313		-27,645	-52,853	-20,031	-15,808	-42,718	-211,115	1,555,143	482.0	503.5	1,644,461
3307	Dr Triplets CE	1,463,692		-3,783	-45,597	0	-7,904	-27,115	0	1,379,293	447.0	444.5	1,401,957
2019	Field End Infant	1,171,438		-19,521	-23,249	-2,270	0	-18,081	0	1,108,316	324.0	314.0	1,103,650
2018	Field End Junior	1,207,479		-19,521	-42,122	0	-15,808	-12,944	0	1,117,084	352.0	343.0	1,117,213
2076	Frithwood	1,398,031		-23,012	-33,691	-4,407	0	-22,005	0	1,314,916	410.0	397.5	1,309,785
2020	Glebe	1,336,455		-14,793	-20,101	-11,084	-15,808	-21,198	-136,166	1,117,306	346.0	336.0	1,114,393
5203	Grange Park Infant	1,255,419		-3,929	-36,265	-24,438	-11,856	-25,452	-103,773	1,049,706	289.0	290.0	1,074,717
5202	Grange Park Junior	1,153,376		-3,929	-45,479	0	-11,856	-16,892	0	1,075,220	318.0	306.0	1,064,658
3409	Guru Nanak	1,201,146		-18,285	-17,161	0	0	-13,116	0	1,152,584	335.0	349.0	1,216,132
2024	Harefield Infant	844,760		-12,004	-7,728	-35,655	-3,952	-22,998	0	762,423	196.5	229.0	881,433
2023	Harefield Junior	885,217		-30,798	-8,313	0	-7,904	-17,194	0	821,008	250.0	225.0	771,189
2025	Harlyn	1,272,689		-18,430	-53,604	-28,978	-7,904	-22,208	0	1,141,565	354.0	346.5	1,145,783
2026	Harmondsworth	862,462		-16,968	-16,052	0	-3,952	-20,541	0	804,949	222.0	217.0	807,045
5211	Hayes Park Primary	2,386,404		-8,100	-50,267	-11,084	-7,904	-59,555	-178,124	2,071,371	678.0	656.5	2,061,218
2029	Heathrow	1,045,427		-10,791	-15,145	-35,655	-11,856	-17,230	0	954,749	292.5	293.0	976,132
2061	Hermitage	810,645		-11,276	-6,758	0	-11,856	-14,078	0	766,677	222.0	217.5	770,084
2063	Highfield	863,403		-12,731	-14,497	0	0	-26,566	0	809,609	220.5	223.0	834,108
2081	Hillingdon	1,514,375		-21,946	-64,762	0	-15,808	-54,757	0	1,357,102	412.0	418.5	1,403,089
5204	Hillside Infant	755,403		-2,255	-3,464	-6,677	-3,952	-12,573	0	726,482	192.0	195.0	751,010
5205	Hillside Junior	734,163		-2,255	-18,546	0	0	-9,004	0	704,358	212.0	202.0	692,012
3302	Holy Trinity	792,307		-7,734	-10,233	0	-11,856	-12,718	0	749,766	208.0	215.0	786,121
2033	Lady Banks Infant	1,098,828		-15,399	-24,315	-8,947	-3,952	-29,013	0	1,017,202	290.5	293.0	1,045,713
2032	Lady Banks Junior	994,442		-15,399	-11,788	0	-3,952	-18,886	0	944,417	299.0	298.0	961,670
2034	Longmead	821,619		-14,065	0	0	0	-30,995	0	776,559	179.5	200.5	867,074
2037	Minet Infant	1,584,870		-19,404	0	-4,407	-3,952	-42,982	0	1,514,125	405.0	386.0	1,487,902
2036	Minet Junior	1,632,978		-19,404	-86,396	0	-3,952	-30,712	0	1,492,514	434.0	443.0	1,549,137
2039	Newnham Infant	1,077,762		-20,128	-20,101	-4,407	0	-19,521	0	1,013,605	297.0	289.5	1,013,984
2038	Newnham Junior	1,102,797		-20,128	-11,777	0	-3,952	-15,265	0	1,051,675	341.0	359.0	1,119,104
5200	Oak Farm Infant	1,136,253		-3,904	-28,161	-4,407	-3,952	-22,476	0	1,073,352	310.5	313.0	1,102,951
5201	Oak Farm Junior	1,177,778		-3,904	-76,429	0	-3,952	-16,937	0	1,076,556	358.0	353.0	1,086,883
2083	Pinkwell Primary	2,975,069		-34,920	-69,888	-11,084	-19,760	-44,051	-185,095	2,610,272	782.5	779.0	2,655,551
2064	Rabbsfarm	1,427,250		-13,701	-50,247	0	-7,904	-28,542	0	1,326,856	369.0	356.0	1,316,538
2080	Ruislip Gardens	1,341,213		-22,310	-11,788	-17,761	-3,952	-29,668	0	1,255,735	377.0	382.0	1,295,709
2048	Ryefield	1,451,679		-23,280	-35,059	-24,438	-7,904	-34,923	0	1,326,075	404.0	392.0	1,321,750
3405	Sacred Heart RC	1,810,526		-3,929	-81,373	-11,084	-7,904	-34,792	0	1,671,444	529.0	565.5	1,800,743
5208	St Andrew's CE	797,311		-2,425	0	-4,407	-3,952	-16,145	0	770,382	220.0	218.0	780,840
3402	St Bernadette's RC	1,399,062		-9,701	-10,233	-4,407	0	-27,791	0	1,346,931	436.0	433.0	1,367,647
3403	St Catherine's RC	856,795		-2,425	-26,933	0	0	-17,979	0	809,458	228.0	223.5	813,407
3404	St Mary's RC	873,079		-3,201	-11,788	0	-11,856	-20,430	0	825,804	213.0	209.5	832,062
3306	St Matthew's CE	1,482,777		-4,098	-34,967	0	-15,808	-31,151	0	1,396,753	417.5	408.5	1,401,491
3400	St Swithun Wells RC	817,590		-2,522	-22,021	0	-11,856	-11,442	0	769,749	226.0	224.0	780,350
2065	Warrender	781,868		-10,913	0	0	-3,952	-11,442	0	755,561	221.5	208.5	735,207
2051	West Drayton	1,604,062		-24,250	-37,337	0	-11,856	-41,397	0	1,489,222	442.0	429.0	1,484,719
2069	Whitehall Infant	1,132,627		-14,671	-39,048	-11,084	0	-29,119	0	1,038,705	285.0	328.5	1,190,013
2052	Whitehall Junior	1,109,873		-14,671	-18,546	0	-3,952	-20,698	0	1,052,006	328.0	307.0	1,019,083
2074	Whiteheath Infant	1,125,804		-16,005	-46,536	-2,270	-3,952	-21,232	0	1,035,809	301.5	281.0	1,000,035
2054	Whiteheath Junior	1,113,593		-16,005	-40,932	0	-3,952	-14,762	0	1,037,942	343.0	345.0	1,064,682
2055	William Byrd	1,521,984		-21,704	-15,252	-4,407	-19,760	-47,544	0	1,413,317	420.0	404.0	1,399,020
2082	Wood End Park Primary	2,883,400		-34,678	-145,849	-6,677	-15,808	-100,699	0	2,579,689	778.0	784.0	2,650,113
2060	Yeading Infant	1,510,349		-22,068	-3,464	-4,407	-3,952	-44,325	0	1,432,134	407.5	398.5	1,436,373
2059	Yeading Junior	1,643,083		-22,068	-31,889	0	-11,856	-32,631	0	1,544,640	480.0	486.0	1,592,848
Total primary		85,719,701	0	-1,020,076	-2,061,809	-417,847	-484,120	-1,938,790	-1,208,679	78,588,380	23,395.00	23,330.5	80,093,443

Estimated Secondary MFG Budgets

Appendix 14c

		Baseline for 2010-11														PLASC Pupil Data		
DFES No.	School	Total Formula Budget 2009/10 (as per S52)	Less: Final 2009/10 LSC 6th form funding	less Teachers Pay Grant (post-16 only) via LSC	less Brand new school factor (a)	less Brand new school factor (b)	less Barnhill PFI factor	less rates	less individual pupil amounts	less NQTs	[OTHER] proxy funding	less [OTHER] less SRP	Redetermined Adjusted Budget Share 2008/09	JAN 09	Estimated	Guaranteed Funding level (without excl.) Estimated MFG budget 2009/10		
														PLASC FTE 2009/10 (Now Excl. post-16)	Jan 10 FTE pupils 2010/11 (Now Excl. Post-16)			
5409	Abbotsfield	2,875,825	-402,494	-8,760				0	-59,283	-23,715	-84,142	0	2,297,431	509.00	511.00	2,353,742		
5412	Barnhill Community	6,742,682	-1,014,782	-21,669			-340,912	0	-63,484	-35,572	-167,541	0	5,098,722	1,189.00	1,178.00	5,163,654		
4600	Bishop Ramsey	5,552,545	-1,491,637	-37,344				0	-58,324	-17,786	-67,360	0	3,880,094	929.00	924.00	3,942,919		
5400	Bishopshalt	6,005,344	-1,773,985	-38,612				0	-303,337	-26,876	-109,207	0	3,753,326	920.00	926.00	3,854,014		
5408	Douay Martyrs	5,943,275	-937,943	-21,323				0	-40,726	-28,853	-129,042	0	4,785,389	1,163.00	1,203.00	5,032,921		
4654	Guru Nanak Sikh	2,963,205	-628,867	-11,411				0	-41,395	-7,905	-14,379	0	2,259,249	492.00	558.00	2,577,448		
5411	Harlington	5,393,063	-699,791	-20,401				0	-89,899	-19,762	-184,138	-89,783	4,289,289	994.00	955.00	4,229,016		
5401	Haydon	9,189,462	-2,691,787	-58,322				0	-122,411	-71,144	-136,082	0	6,109,716	1,500.00	1,501.00	6,241,659		
5406	Hayes Manor / Rosedale	3,322,244	-997,889	-20,171				0	-31,708	-39,524	-83,180	0	2,149,772	415.00	421.00	2,222,685		
5407	Mellow Lane	5,372,302	-1,007,453	-20,055				0	-125,894	-11,857	-183,254	-365,842	3,657,947	848.00	736.00	3,303,152		
5405	Northwood	3,676,599	-851,208	-22,360				0	-30,334	-15,810	-60,937	-170,173	2,525,778	571.00	480.00	2,219,207		
5403	Queensmead	5,081,103	-1,212,618	-26,049				0	-65,141	-27,667	-82,737	0	3,666,890	892.00	921.00	3,850,399		
4023	Ruislip High	2,993,649	0	0	-87,000	-263,900		-91,665	-130,058	-23,715	-58,823	0	2,338,488	450.00	599.00	3,079,336		
5410	Swakeleys	4,621,316	-795,529	-19,479				0	-40,821	-23,715	-109,440	0	3,632,333	888.00	880.00	3,679,377		
5404	Uxbridge	4,976,905	-900,002	-18,442				0	-79,745	-63,239	-127,831	0	3,787,646	869.00	896.00	3,972,322		
5402	Vyners	5,183,676	-1,149,901	-27,086				0	-75,057	-34,386	-94,564	-182,715	3,619,967	909.00	913.00	3,710,218		
Total secondary		79,893,195	-16,555,886	-371,484	-87,000	-263,900	-340,912	-91,665	-1,357,617	-471,524	-1,692,658	-808,513	57,852,037	13,538.00	13,602.00	59,432,069		

		Estimated Special MFG Budgets						Appendix 14d
Category	2009/10 Values	Chantry	Grangewood	Hedgewood	Meadow	Moorcroft	Willows	
Category I	£19,279.96	0.00	86.00	0.00	0.00	70.00	0.00	
Category II	£15,345.21	0.00	0.00	15.00	30.00	0.00	0.00	
Category III	£13,832.51	60.00	0.00	32.00	37.00	0.00	38.00	
Category IV	£11,563.45	0.00	0.00	0.00	75.00	0.00	0.00	
Category V	£9,294.39	0.00	0.00	46.00	37.00	0.00	0.00	
1:1 Support	£21,640.10						0.00	
Total Places		60.00	86.00	93.00	179.00	70.00	38.00	526.00
	MFG	1.021	1.021	1.021	1.021	1.021	1.021	
MFG Protected Place Led Funding for 2009/10		847,380	1,692,896	1,123,468	2,229,160	1,377,939	536,674	7,807,516
Non Place Factor 2009/10		298,528	347,735	290,640	360,665	313,473	319,359	£1,930,401
MFG Protected Non-place led funding 2009/10		304,798	355,037	296,744	368,239	320,056	326,066	£1,970,939
MFG 2009/10		£1,152,177	£2,047,934	£1,420,212	£2,597,399	£1,697,995	£862,740	£9,778,455