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## SCRUTINY BOARD (CHILDREN AND FAMILIES)

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Thursday, 25th April, 2013 at 11.45 am  
(No pre-meeting)

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### MEMBERSHIP

#### Councillors

- J Chapman (Chair) - Weetwood;
- B Gettings - Morley North;
- C Gruen - Bramley and Stanningley;
- A Hussain - Gipton and Harehills;
- A Khan - Burmantofts and Richmond Hill;
- A Lamb - Wetherby;
- P Latty - Guiseley and Rawdon;
- M Rafique - Chapel Allerton;
- K Renshaw - Ardsley and Robin Hood;
- A Sobel - Moortown;
- B Urry - Roundhay;

#### Co-opted Members (Voting)

- Mr E A Britten - Church Representative (Catholic)
- Vacancy - Church Representative (Church of England)
- Ms A Craven - Parent Governor Representative (Primary)
- Ms J Ward - Parent Governor Representative (Secondary)
- Vacancy - Parent Governor Representative (Special)

#### Co-opted Members (Non-Voting)

- Ms C Foote - Teacher Representative
- Ms C Raftery - Teacher Representative
- Mrs S Hutchinson - Early Years Representative
- Ms T Kayani - Leeds Youth Work Partnership Representative
- Ms J Morris-Boam - Young Lives Leeds

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Agenda compiled by:  
Guy Close  
Governance Services  
Tel: 24 74356

Principal Scrutiny Advisor:  
Sandra Newbould  
Tel: 24 74792

# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Head of Governance Services at least 24 hours before the meeting).</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p> <p><b>No exempt items have been identified on this agenda.</b></p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</b></p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p><b>CALL IN BRIEFING PAPER</b></p> <p>To receive and consider a report from the Head of Scrutiny and Member Development advising the Scrutiny Board on the procedural aspects of calling in the decision.</p>	1 - 6
7			<p><b>CALL-IN - DELEGATED DECISION D39845 - ALLOCATION OF FUNDING TO CLUSTERS</b></p> <p>To receive and consider a report from the Head of Scrutiny and Member Development presenting the background papers to a decision which has been called in in accordance with the Council's Constitution in relation to Allocation of Funding to Clusters.</p>	7 - 38
8			<p><b>OUTCOME OF CALL-IN</b></p> <p>In accordance with Scrutiny Board Procedure Rules, to consider the Board's formal conclusions and recommendations arising from the consideration of the called-in decision.</p>	

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**Report of the Head of Scrutiny and Member Development**

**Report to Scrutiny Board (Children and Families)**

**Date: 25<sup>th</sup> April 2013**

**Subject: Call In Briefing Paper**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. In accordance with the Council's Constitution, an officer decision has been Called In. The background papers to this particular decision are set out as a separate agenda item and appropriate witnesses have been invited to give supporting evidence.
2. This report advises the Scrutiny Board on the procedural aspects of Calling In the decision.
3. The Board is advised that the Call In is specific to the report considered under the officer delegation decision scheme and issues outside of this decision, including other related decisions, may not be considered as part of the Board's decision regarding the outcome of the Call In.

**Recommendations**

4. The Scrutiny Board is asked to note the contents of this report and to adopt the procedure as detailed within it.

## **1 Purpose of this report**

- 1.1 In accordance with the Council's Constitution, an officer decision has been Called In. The background papers to this particular decision are set out as a separate agenda item and appropriate witnesses have been invited to give supporting evidence.
- 1.2 This report advises the Scrutiny Board on the procedural aspects of Calling In the decision.

## **2 Background information**

- 2.1 The Call In process provides the facility for Scrutiny Board Members to require a decision taker to reconsider a decision within a specified time period. This is a separate function from the Scrutiny Board's ability to review decisions already taken and implemented.
- 2.2 The eligibility of an Executive Board decision for Call In is indicated in the minutes; the eligibility of an officer decision for Call In is indicated by the Director on the Delegated Decision Form.

## **3 Main issues**

- 3.1 The Board is advised that the Call In is specific to the report considered under the officer delegation decision scheme and issues outside of this decision, including other related decisions, may not be considered as part of the Board's decision regarding the outcome of the Call In.

### Reviewing the decision

- 3.2 The process of reviewing the decision is as follows:
  - Members who have requested the Call In invited to explain their concern/reason for Call In request.
  - Relevant Officer(s) asked to explain decision.
  - Further questioning from the Board as appropriate.
- 3.3 Members are reminded that it is only the decision Called In that the Board can make any recommendation on.

### Options available to the Board

- 3.4 Having reviewed the decision, the Scrutiny Board will need to agree what action it wishes to take. In doing so, it may pursue one of three courses of action as set out below:

Option 1- Release the decision for implementation

- 3.5 Having reviewed this decision, the Scrutiny Board may decide to release it for implementation. If the Scrutiny Board chooses this option, the decision will be immediately released for implementation and the decision may not be Called In again.

Option 2 - Recommend that the decision be reconsidered.

- 3.6 The Scrutiny Board may decide to recommend to the decision maker that the decision be reconsidered. If the Scrutiny Board chooses this option a report will be submitted to the decision maker.
- 3.7 In the case of a delegated decision, the report of the Scrutiny Board will be submitted to the appropriate Officer within three working days of this meeting. The Officer will reconsider his/her decision. Where the Director agrees with the Scrutiny Board no new delegated decision form will be submitted. Where the Director believes that the original decision should be confirmed, they will refer the matter to the next Executive Board for a decision.
- 3.8 In cases where the Director believes that the original decision should be confirmed, and in their view urgency prevents them from submitting the decision to Executive Board, the approval of the relevant Executive Board Member will be required before implementation. This Executive Member approval together with the reasons for urgency will be included in the new delegated decision form.
- 3.9 The Director and relevant Executive Board Member will also be required to attend and give their reasoning to the relevant Scrutiny Board.

Option 3 - Recommend that the decision be reconsidered and refer the matter to full Council if recommendation not accepted.

- 3.11 This course of action would only apply if the Scrutiny Board determined that a decision **fell outside the Council's Budget and Policy Framework** and this determination were confirmed by the Council's Section 151 Officer (in relation to the budget) or Monitoring Officer (in relation to other policies).
- 3.12 If, at the conclusion of this meeting, the Scrutiny Board forms an initial determination that the decision in question should be challenged on the basis of contravening the Budget and Policy Framework, then confirmation will subsequently be sought from the appropriate statutory officer.
- 3.13 Should the statutory officer support the Scrutiny Board's determination, then the report of the Scrutiny Board will be presented in the same manner as for Option 2. If the decision maker accepts the recommendation of the Scrutiny Board in these circumstances, then the revised decision will be published in the same manner as for Option 2 and the decision may not be Called In again. If, however, the decision maker does not accept the recommendation of the Scrutiny Board, then the matter will be referred to full Council for final decision. Decisions of full Council may not be Called In.
- 3.14 Should the appropriate statutory officer not confirm that the decision contravenes the Budget and Policy Framework, then the report of the Scrutiny Board would normally be progressed as for Option 2 (i.e. presented as a recommendation to the decision taker) but with no recourse to full Council in the event that the decision is not varied. As with Option 2, no further Call In of the decision would be possible.
- 3.15 However, the Scrutiny Board may resolve that, if the statutory officer does not confirm contravention of the Budget and Policy Framework, then it should be released for implementation in accordance with Option 1.

### Failure to agree one of the above options

- 3.16 If the Scrutiny Board, for any reason, does not agree one of the above courses of action at this meeting, then Option 1 will be adopted by default, i.e. the decision will be released for implementation with no further recourse to Call In.

### Formulating the Board's report

- 3.17 If the Scrutiny Board decides to release the decision for implementation (i.e. Option 1), then the Scrutiny Support Unit will process the necessary notifications and no further action is required by the Board.
- 3.18 If the Scrutiny Board wishes to recommend that the decision be reconsidered (i.e. Options 2 or 3), then it will be necessary for the Scrutiny Board to agree a report setting out its recommendation together with any supporting commentary.
- 3.19 Because of the tight timescales within which a decision Call In must operate, it is important that the Scrutiny Board's report be agreed at the meeting.
- 3.20 If the Scrutiny Board decides to pursue either of Options 2 or 3, it is proposed that there be a short adjournment during which the Chair, in conjunction with the Scrutiny Support Unit, should prepare a brief statement proposing the Scrutiny Board's draft recommendations and supporting commentary. Upon reconvening, the Scrutiny Board will be invited to amend/ agree this statement as appropriate (a separate item has been included in the agenda for this purpose).
- 3.21 This statement will then form the basis of the Scrutiny Board's report (together with factual information as to details of the Called In decision, lists of evidence/witnesses considered, Members involved in the Call In process etc).
- 3.22 The Scrutiny Board is advised that there is no provision within the Call In procedure for the submission of a Minority Report.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Prior to submitting a Call In, a nominated signatory must first contact the relevant officer or Executive Member to discuss their concerns and their reasons for wanting to call in the decision. Part of this discussion must include the Member ascertaining the financial implications of requesting a Call In. The details of this discussion should be referenced within the Call In Request Form.
- 4.1.2 The background papers to this particular decision will make reference to any internal or external consultation processes that have been undertaken in relation to the decision.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 The background papers to this particular decision will make reference to any impact on equality areas, as defined in the Council's Equality and Diversity Scheme.

### **4.3 Council Policies and City Priorities**



4.3.1 The background papers to this particular decision will make reference to any Council Policies and City Priorities relevant to the decision.

#### **4.4 Resources and Value for Money**

4.4.1 The background papers to this particular decision will make reference to any significant resource and financial implications linked to the decision.

#### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 This report does not contain any exempt or confidential information.

4.5.2 The background papers to this particular decision will make reference to any legal implications linked to the decision.

#### **4.6 Risk Management**

4.6.1 The background papers to this particular decision will make reference to any risk management issues linked to the decision.

### **5 Conclusions**

5.1 In accordance with the Council's Constitution, an officer decision has been Called In. This report advises the Scrutiny Board on the procedural aspects of Calling In the decision. In particular, the Board is advised that the Call In is specific to the report considered under the officer delegation decision scheme and issues outside of this decision, including other related decisions, may not be considered as part of the Board's decision regarding the outcome of the Call In.

### **6 Recommendations**

6.1 The Scrutiny Board is asked to note the contents of this report and to adopt the procedure as detailed within it.

### **7 Background documents<sup>1</sup>**

7.1 Council Constitution – Scrutiny Board Procedure Rules

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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## Report of the Head of Scrutiny and Member Development

### Report to Scrutiny Board (Children and Families)

Date: 25<sup>th</sup> April 2013

Subject: Delegated Decision D39845 – Allocation of Funding to Clusters

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### Summary of main issues

1. This paper presents the background papers to a decision which has been Called In in accordance with the Council's Constitution
2. Papers are attached as follows:
  - Copy of completed Call In request form
  - The Delegated Decision Notification.
  - Report of the Head of Finance – School Services 19<sup>th</sup> March 2013
  - Agenda and Minutes of the Schools Forum Meeting 17<sup>th</sup> January 2013
  - Report of the Director of Children's Services to the Leeds Schools Forum 17<sup>th</sup> January 2012
3. The Schools Forum England Regulations 2012 determine the requirement for every authority to ensure that the Schools Forum for their area is constituted in accordance with these regulations. Required membership of the schools forum is also defined within the Schools Forum England Regulations 2012.<sup>1</sup>
4. Appropriate Members and/or officers have been invited to attend the meeting in order to explain the decision and respond to questions.

### Recommendations

5. The Scrutiny Board (Children and Families) is asked to review this decision and to determine what further action it wishes to take.

<sup>1</sup> <http://www.legislation.gov.uk/ukxi/2012/2261/made>

## **Background documents<sup>2</sup>**

6. None

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<sup>2</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

CALL IN REQUEST – Option (a)

A Call In request may be made by:

Any five non-executive Members of council

Date of decision publication:.....5.14.13.....

Delegated decision ref: .....D39845.....or

Executive Board Minute no: .....

Decision description: Allocation of funding to school led  
clusters.....

.....

.....

Discussion with Decision Maker:  
Prior to submitting a Call In, a nominated signatory must first contact the relevant officer or Executive Member to discuss their concerns and their reasons for wanting to call in the decision. Part of this discussion must include the Member ascertaining the financial implications of requesting a Call In.

Please identify contact and provide detail.

Director/author of delegated decision report.

Executive Board Member

Detail of discussion (to include financial implications)

Councillor Lamb and Nigel Richardson had a meeting to discuss this call in on Tuesday 9<sup>th</sup> April 2013. The discussion included financial implications and other issues associated with the decision.

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**Reasons for Call In:**

All requests for Call In must detail why, in the opinion of the signatories, the decision was not taken in accordance with the principles set out in Article 13 of the Council constitution (decision making) (principles of decision making) or where relevant issues do not appear to be taken into consideration. *Please tick the relevant box(es) and give an explanation.*

- Proportionality (ie the action must be proportionate to the desired outcome)
- Due consultation and the taking of professional advice from officers
- Respect for human rights
- A presumption in favour of openness
- Clarity of aims and desired outcomes
- An explanation of the options considered and details of the reasons for the decision
- Positive promotion of equal opportunities
- Natural justice

Explanation Members have concerns about the formula model selected by the schools' forum, used to calculate the cluster budgets. Specifically that it will disproportionately affect some areas of the city over others and that the report does not contain an adequate explanation as to why this is the best allocation of resources, and does not provide adequate mitigation for the adverse effect this will have on some communities.

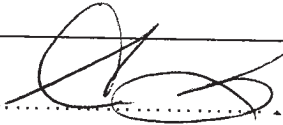
There are specific concerns about the accountability of the schools' forum as a consultative body particularly as they rejected the recommendations of officers in the department, leading to concerns about the decision making process and the accountability and influence of the schools forum.

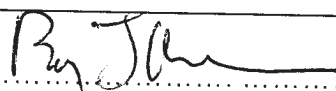
Given the way pupil premium funding is allocated was consideration given to funding following the pupil in the method established by the pupil premium.

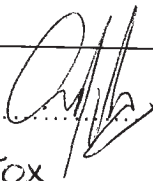
Wider concerns about how representative the schools forum is of schools in the city as a consultative body and as a body that represents all areas of the city.

Leeds City Council Scrutiny Support Unit

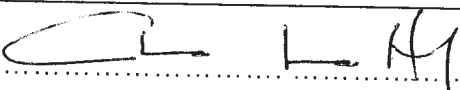
The following signatories request that the above decision be called in:

1) Signature.....   
Print name... ALAN LAMB ..... CONSERVATIVE GROUP.....

2) Signature.....   
Print name... Barry Anderson ..... CONSERVATIVE GROUP.....

3) Signature.....   
Print name... CLIVE FOX ..... CONSERVATIVE GROUP.....

4) Signature..... P A Latty  
Print name... PATRICIA LATTY ..... CONSERVATIVE GROUP.....

5) Signature.....   
Print name... CRAIGM LATTY ..... CONSERVATIVE GROUP.....

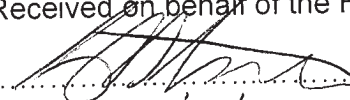
This form should be submitted to the Head of Scrutiny and Member Development (Scrutiny Support Unit, 1st Floor West, Civic Hall) by **5.00pm on the fifth working day after the decision publication date**. The office is open from 9.00am to 5.00pm.

(For further information on the Call In procedure please refer to the Scrutiny Support Unit intranet site, or contact the Unit on 39 51151).

**Leeds City Council Scrutiny Support Unit**

**For office use only: (box A)**

Received on behalf of the Head of Scrutiny and Member Development by:

.....(signature)

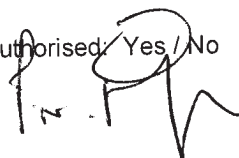
Date: 12/4/13..... Time: 15:45..... SSU ref: D39845-62

**For office use only: (box B)**

Exemption status checked:

Call In authorised: Yes / No

Date checked:

Signed: 

Signatures checked:

Date: 12.4.13.

Receipts given:

Validity re article 13

Receipt details: .....



Call in additional Signatures

6) Signature.....



Print name ..... ROBERT WILLIAM GETTINGS ..... MORLEY BOROUGH INDEPENDENT

7) Signature.....

Print name.....

8) Signature.....

Print name.....

9) Signature.....

Print name.....

10) Signature.....

Print name.....



# DELEGATED DECISION NOTIFICATION<sup>1</sup>

REF NO <sup>2</sup> D39845
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LEAD DIRECTOR

Director of Childrens Services
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AUTHORITY BY REFERENCE TO SCHEME OF DELEGATION:<sup>3</sup>

Officer Delegation Scheme – (Executive Functions) – Director of Children’s Services (d)
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SUBJECT<sup>4</sup>

Allocation of funding to clusters of schools
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DECISION<sup>5</sup>

COUNCIL FUNCTION <input type="checkbox"/>	EXECUTIVE DECISION (KEY) <input checked="" type="checkbox"/>	EXECUTIVE DECISION (SIGNIFICANT OPERATIONAL) <input type="checkbox"/>
NOT SUBJECT TO CALL IN	<sup>6</sup> EXEMPT FROM CALL IN: YES / NO	NOT SUBJECT TO CALL IN

The Director of Childrens Services agreed that cluster allocations should be based on the formula supported by the Leeds Schools Forum.

AFFECTED WARDS

ALL
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DETAILS OF CONSULTATION UNDERTAKEN

	Yes	No	Date
Executive Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Ward Councillors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Chief Officers Affected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Leeds Schools Forum</u>
_____			

<sup>1</sup> This form is used both to give notice of an officer’s intention to make a decision in accordance with Executive and Decision Making Procedure Rule 4.4, and to record a decision which has been taken by an officer in accordance with Article 13.5.2 (Council Decisions) or Executive and Decision Making Procedure Rule 4.8 (Executive Decisions). The decision set out on this form therefore reflects the decision that it is intended will be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

<sup>2</sup> This reference number will be assigned by Governance Services and notified to you

<sup>3</sup> The relevant paragraph within the decision makers delegated powers should be identified.

<sup>4</sup> A brief heading should be inserted

<sup>5</sup> Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding upon the chosen option, although care must be taken not to disclose any confidential or commercially sensitive information. Guidance on the substance of the note is available from Governance Services

<sup>6</sup> For Key decisions only. If exempt from Call In brief reasons to be given at end of this DDN and details to be provided in the report. The Call In period expires at 5.00 pm on the 5<sup>th</sup> working day after publication. Scrutiny Support will notify decision makers of matters called in by no later than 12.00 noon on the 6<sup>th</sup> day.

ADVICE SOUGHT	<b>YES</b>	<b>NO</b>
Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personnel	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Equal Opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Please Specify	<input type="checkbox"/>	<input checked="" type="checkbox"/> _____

CAPITAL FUNDING APPROVAL REQUIRED	<b>YES</b>	<b>NO</b>
Funding Approval Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Injection Approval Required	<input type="checkbox"/>	<input type="checkbox"/>
(If yes to either, you must complete the Financial Development Funding Approval box below.)		

FINANCIAL DEVELOPMENT FUNDING APPROVAL/INJECTION (CAPITAL SCHEMES ONLY)	(Name: )	Scheme Number:
		CSR Number:
		Date:

DECLARED OFFICER / MEMBER INTERESTS <sup>7</sup>	N/A
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EXEMPT/ CONFIDENTIAL APPENDIX	YES <input type="checkbox"/> NO <input type="checkbox"/> RULE NO 10.4 <sup>8</sup> ( )
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CONTACT PERSON	Simon Darby	CONTACT NO <sup>9</sup> :	0113 2475178
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DECISION MAKER <sup>10</sup>	 (Name: Nigel Richardson)	DATE: 22/03/2013
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	KEY	OTHER
<sup>11</sup> First publication (5 day notice)	26/03/2013	
Commencement for Call In	05/04/2013	
Last date for Call In	12/04/2013	
Implementation Date	15/04/2013	

<p>Key Decisions</p> <p>If not on List of Forthcoming Key Decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:-</p>  <p>If exempt from Call In, the reason why Call In would prejudice the interests of the Council or the public:-/</p>
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<sup>7</sup> No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.

<sup>8</sup> Relevant Access to Information Procedure Rules to be quoted if there is an exempt appendix

<sup>9</sup> Please insert a complete telephone number whether land line or mobile, rather than an extension number.

<sup>10</sup> The signatory must be duly authorised by the Director to make the decision in accordance with the Department's scheme. It is not acceptable for the signature to be 'pp' for an authorised signatory. For Key Decisions only, the date of the authorised signature signifies that, at the time, the Officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have upon the final decision.

<sup>11</sup> Governance Services will enter these dates

**Report of Head of Finance – School Services**

**Report to Director of Children’s Services**

**Date: 19<sup>th</sup> March 2013**

**Subject: Allocation of funding to clusters of schools**



Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	ALL	
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. The Leeds Schools Forum approved that the Local Authority could continue to hold £5.2m of the Dedicated Schools Grant centrally in 2013/14 to 2015/16, under the budget heading ‘Contribution to Combined Services’ on the understanding that the funding is fully utilised to support Clusters of Schools.
2. The Schools Forum approved the central retention on the understanding that that appropriate governance and performance mechanisms, which allowed Schools Forum to judge spending decisions and performance of clusters would be put in place.
3. The Schools Forum was consulted on 17<sup>th</sup> January as to whether the formula used to allocate the available funding to clusters should be amended. The formula used to allocate funding to clusters has remained the same over the period that clusters have been funded. The formula options presented were for a nearest fit model, that simply updated the formula to the factors allowed under school funding reform, together with options to progressively reduce the level of targeting.
4. The Schools Forum voted strongly in favour, 21 votes to 1, to support the nearest fit model to utilise the DfE simplified formula and retain the current level of targeting for the next three years. Details of the allocation are at appendix A.

## **Recommendation**

5. The Director of Childrens Services is asked to approve the recommendation that cluster allocations should be based on the formula supported by the Leeds Schools Forum.

## **1 Purpose of this report**

- 1.1 This report seeks to approve the funding formula to be used to allocate funding to clusters of schools for the period 2013/14 to 2015/16

## **2 Background information**

- 2.1 The funding for clusters of schools originates from two previous specific grants. Approximately 50% is from an extended services sustainability grant and 50% from an extended services deprivation subsidy grant, giving a total of £5.2m
- 2.2 The two grants stopped in 2010/11 but the previous level of funding received by Leeds was included in the Dedicated Schools Grant from 2011/12 onwards.
- 2.3 The Schools Forum agreed that the Local Authority could continue to hold the previous level of grant funding centrally as a contribution to combined services with the requirement that it should be devolved to clusters of schools. This was carried out in 2011/12 and 2012/13 with allocations to School led clusters being based on the formula used to deliver the previous grant to extended service clusters. An amount of £50k was held centrally with the agreement of the Schools Forum to fund any maternity cover costs for cluster based staff.
- 2.4 Under the new funding arrangements brought in by the Government from April 2013/14 the funding formula used to delegate funding to individual schools must be simplified.

## **3 Main issues**

- 3.1 Given the potential change over time in the remit of clusters and changes in DfE funding, particularly the introduction of the Pupil Premium, members of the Schools Forum were requested to consider the formula for the allocation of funding to clusters of schools and recommend a preferred option.
- 3.2 Options presented ranged from a continuation of the historic level of targeted funding, with 23% of funds allocated by lump sum and pupil numbers and 77% by targeting, to an option showing the impact of 50% of funding allocated by lump sum and pupil numbers and 50% by targeting.
- 3.3 The Schools Forum debated the various options and rationale for cluster funding. The overriding view was that Forum members wished the funding to remain targeted towards the most vulnerable pupils and 21 of the 22 members present voted in support of a formula option based on the new simple formula model but a nearest fit to the 2012/13 funding maintaining the level of targeted funding. The allocations are shown at appendix A.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The Leeds Schools Forum is the statutory body through which schools are consulted over funding and other financial issues. The Schools Forum agreed in

October 2012 that the funding for clusters could continue to be held centrally and devolved to clusters. The Schools Forum was consulted on 17<sup>th</sup> January as to the formula that should be used to allocate the funding to clusters for the following three years.

## **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 The current allocation mechanism targets a significant proportion of the available funding on the basis of deprivation and low prior attainment and the recommendation is that this should continue.

## **4.3 Council policies and City Priorities**

4.3.1 The recommended funding formula supports the Children and Young People's Plan (CYPP) in ensuring that funding is targeted towards the areas of greatest need. The formula continues to target resources towards clusters supporting the most socially deprived pupils.

## **4.4 Resources and value for money**

4.4.1 The funding for devolution to clusters is fully budgeted for within the Schools Budget, fully funded from the Dedicated Schools Grant.

## **4.5 Legal Implications, Access to Information and Call In**

4.5.1 Whilst the Schools Forum must be consulted by the Local Authority, the approval of the individual cluster allocations rests with the City Council

## **4.6 Risk Management**

4.6.1 N/A

## **5 Conclusions**

5.1 The Leeds Schools Forum as the statutory representative and consultative body on school financial issues has been consulted on options for the allocation of funding to clusters over the next three years. The majority of members of the Schools Forum are Headteachers and Governors of Leeds Schools and Academies. There was overwhelming support from the schools forum that the funding should continue to be allocated with the current level of targeting.

## **6 Recommendation**

6.1 The Director of Children's Services is asked to approve the recommended that cluster allocations should be based on the formula supported by the Leeds Schools Forum, with 2013/14 allocations as shown on Appendix A

## **7 Background documents<sup>1</sup>**

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.



7.1 N/A

## Cluster Funding 2013/14

Nearest Fit Simple Formula 2013/14	2013/14
Pupils Yr R to Yr 11	14.01%
Lump Sum	8.41%
<b>TOTAL NUMBER BASED FUNDING</b>	<b>22.42%</b>
EAL in first 3yrs of education	2.80%
Pupils not achieving 78points in EYFSA or L3 or below in E and M at KS2	11.21%
FSM (anytime in last 6 yrs)	60.76%
IDACI index (yr R to Yr 11)	2.80%
<b>TOTAL TARGETED FUNDING</b>	<b>77.58%</b>

CLUSTER	2013/14 Cluster Funding nearest fit model Recommended by Schools Forum			%ge of Pupils eligible for FSM over past 6 years	%ge of pupils not achieving 78points in EYFSA or achieving L3 or below in E and M at KS2
	Pupils Yr R to yr 11	Total Cluster Allocation 2013/14	Funding per pupil Yr R to Yr 11		
JESS (LS10SX, Beeston and Holbeck)	1,362	£118,132	£87	54.2%	42.4%
Open XS	4,746	£410,832	£87	48.4%	37.9%
Inner East	5,830	£497,399	£85	54.6%	37.2%
Chess	2,555	£207,921	£81	43.0%	49.8%
Middleton, Upper Beeston and Cottingley	3,661	£280,251	£77	49.5%	37.0%
Bramley	3,295	£243,911	£74	48.7%	32.6%
Seacroft Manston	4,898	£359,309	£73	48.3%	28.7%
Inner Armley	3,007	£207,433	£69	43.9%	26.6%
Farnley	2,034	£123,482	£61	39.2%	21.9%
NETWORKS	2,626	£156,930	£60	37.8%	21.5%
Temple Newsam / Halton	3,899	£211,581	£54	32.9%	25.8%
Inner NW Hub	4,002	£212,162	£53	31.6%	16.9%
ES North West	2,573	£131,257	£51	29.2%	21.0%
Rothwell	4,543	£213,813	£47	29.4%	14.0%
Brigshaw	2,840	£118,534	£42	22.8%	19.3%
Morley	5,593	£230,146	£41	23.5%	18.3%
Pudsey	6,867	£277,392	£40	21.7%	17.0%
N.E.X.T	4,881	£194,928	£40	21.1%	17.7%
Alwoodley	3,939	£148,666	£38	20.3%	12.4%
Ardsley and Tingley	2,999	£101,666	£34	18.8%	12.9%
EPOS	4,404	£143,320	£33	14.4%	10.4%
Horsforth	2,850	£85,315	£30	14.1%	8.7%
Garforth	3,264	£95,874	£29	13.2%	15.3%
Otley	2,592	£75,892	£29	12.9%	11.6%
Aireborough	5,777	£161,255	£28	13.2%	9.0%
	<b>95,037</b>	<b>£5,007,400</b>	<b>£52.69</b>	<b>31.0%</b>	<b>22.1%</b>

Cluster Funding reflects movement of Wigton Moor Primary from EPOS to Alwoodley  
Contextual data added regarding FSM and prior attainment across clusters

Schools Forum considered options to reduce targeting to 70%, 60% and 50% of total funding.  
After discussion and debate between Forum members there was a vote of Forum  
Of 22 members present, 21 voted in support of the above option



## LEEDS SCHOOLS FORUM

Meeting to be held in the  
Civic Hall, Leeds  
on  
Thursday 17<sup>th</sup> Jan 2013 at 4.30-6 pm

### MEMBERSHIP

#### GOVERNORS

##### **Primary**

Rod Ash	St. Matthews
Sue Knights	Alwoodley / Little London
Dorothy Charlesworth	Queensway
Janice Rush	Moortown
Fiona Walker	Wetherby St. James'
David Dewhirst	Seven Hills
Carole Hoyle	Westbrook Lane

##### **High**

John Thorne	Priesthorpe
Simon Reversai	Mount St. Mary's
Doug Martin	Pudsey Grangefield

##### **Special**

Susan Morgan	West SILC
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##### **PRU**

Barbara Temple	KS2 / 3 Mgt Ctte
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#### NON SCHOOL

Vacancy	Early Years and Childcare Partnership
Patrick Murphy	Schools JCC
Clive Sedgewick	C of E Diocese
Keith Rogers	Catholic Diocese
Tony Naslas	CRE
Vacancy	PVI providers
Vacancy	16 to 19 partnership

#### HEADTEACHERS

##### **Primary**

Helen Stout	Colton
Gill Young	Rosebank
Alison Chin	Swinnow
Joanne Fiddes	Five Lanes
Shelagh Henderson	Rawdon Littlemoor
Kirsten Finley	Tranmere Park
Danny Kenny	Hollybush

##### **High**

Martin Fleetwood	Temple Moor High
David Gurney	Cockburn School
Ken Cornforth	Pudsey Grangefield School
Mark Cooper	Mount St. Mary's

##### **Special**

Andrew Hodkinson	NE SILC
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#### ACADEMIES

Roland Meridith	Horsforth Academy
Eileen McCarthy	Co-operative Academy
Mike Gidley	Leeds East and Leeds West
Dennis Fisher	Woodkirk Academy

Apologies to Sinead McGuinness	Tel: 0113 247 7592
6 <sup>th</sup> Floor East, Merrion House, Leeds LS2 8DT	Email: Sinead.mcguinness@leeds.gov.uk

## Agenda

Item	Title	Originator	Purpose
1	Apologies & Introductions,		
2	Minutes of meeting of 25 <sup>th</sup> Oct 2012		
3	Matters Arising		
4	Carbon Reduction – presentation on work with schools	P Cook	Information
5	School MIS Contract	P Ross	Information and consultation
6	Central Schools Budget Month 8 Report 2012/13	L Stower	Information
7	School Funding Reform  SEN Funding update	K Quayle / S Morgan	Information and action
8	Cluster Funding Allocations	S Darby	Information and consultation
9	Control Of School Balances	S Darby	Consultation
10	School Funding Reform  Schools Budget update 2013/14 (to follow)	S Darby	Information and action
11	Future meeting dates  28 <sup>th</sup> March 2013 23 <sup>rd</sup> May 2013 11 <sup>th</sup> July 2013		Agenda  Budget 2013/14 Outturn report 2012/13 Meeting if required
12	Items for Future Business	Forum members	

**LEEDS SCHOOLS' FORUM**
**Minutes of the Meeting held on Thursday 17<sup>th</sup> January 2013 at Civic Hall at 4.30pm**
**PRESENT**
**GOVERNORS**
**Primary**

Dorothy Charlesworth	Queensway
Janice Rush	Moortown
David Dewhirst	Seven Hills
Fiona Walker	Wetherby St. James'/Scholes
Carol Hoyle	Westbrook Lane

**High**

John Thorne	Priesthorpe/Southroyd
Doug Martin	Pudsey Grange/field
Simon Revesai	Mount St Marys

**Special**

Susan Morgan	West SILC
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**NON SCHOOL**

Keith Rogers	Leeds Catholic Diocese
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**IN ATTENDANCE**

Simon Darby	Head of Finance (School Services)
Gail Webb	Head of Schools Improvement
Sue Rumbold	Chief Officer, Partnership Development and Business Support
Barbara Newton	Head of Service (Complex Needs)

Sinead McGuinness (administrator to the forum)	Governance and Partnership Team
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**HEADTEACHERS**
**Primary**

Helen Stout	Colton
Shelagh Henderson	Rawdon Littlemoor
Joanne Fiddes	Five Lanes
Danny Kenny	Hollybush

**High**

Martin Fleetwood (Chair)	Temple Moor
Ken Cornforth Pudsey	Grange/field
David Gurney	Cockburn
Mark Cooper	Mount St Marys

**Special**

Diane Reynard (for Andrew Hodkinson NE SILC)
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**PRU Member**

Barbara Temple
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**ACADEMIES**

Ray Agar	Horsforth Academy
Mike Gidley	Leeds East and West
Dennis Fisher	Woodkirk Academy

**APOLOGIES**

Roland Meredith (Ray Agar attending)	Horsforth Academy
Rod Ash	St Matthew's VC
Allison Chin	Swinnow
Sue Knights	Little London/Alwoodley

Item Number	Item	Action
<b>1.0</b>	<b>Apologies, Introductions and Matters Arising</b>	
1.1	Martin Fleetwood welcomed everyone to the meeting and apologies were noted.	
<b>2.0</b>	<b>Minutes of meeting of 25 October 2012</b>	
2.1	<p>The minutes of the meeting held on the 25 October were agreed as a true and accurate record with the following amendments:</p> <ul style="list-style-type: none"> <li>• Item 4.1 (p.2) to record 'responsibilities to schools that must be delegated from <i>April 2013</i>'.</li> </ul>	
<b>3.0</b>	<b>Matters Arising</b>	
3.1	<i>Item 1.1:</i> John Thorne stated that with the departure of Cyril Snell from the Schools Forum that a vacancy for a Schools Forum representative also existed on the Schools and Financial Difficulties sub-committee.	
3.1.2	Martin Fleetwood asked Schools Forum members for a volunteer to replace Cyril Snell. Sue Morgan volunteered for the post. Schools Forum agreed that Sue Morgan would fill this vacancy.	
3.2.1	<p><i>Item 6.3:</i> Sue Rumbold informed Schools Forum that a Task and Finish group had been established to review cluster governance and performance. Sue stated that the group had met once and a paper was circulated prior to the December Schools Forum meeting which was postponed. Sue added that the purpose of the group was to;</p> <ul style="list-style-type: none"> <li>-Ensure that appropriate performance measures are in place in clusters. Each cluster is required to complete a self-assessment prior to the end of the financial year.</li> <li>-Initiate a cluster governance action plan to establish appropriate cluster governance.</li> </ul>	
3.2.2	Schools Forum members welcomed this progress. Martin Fleetwood requested that these measures be completed in conjunction with the AIP report and that clear deadlines for reporting be put in place.	
3.2.3	Ken Cornforth re-iterated Schools Forum request that appropriate governance arrangements be put in place. Ken added that the governance of clusters needed to be the focus of the group.	
3.2.4	Martin Fleetwood stated that the assumption would be that if the clusters did not put sufficient governance and performance arrangements in place that Schools Forum would be informed and the consequence could affect their future funding.	

#### **4.0 Carbon Reduction – presentation on work with schools**

- 4.1 Polly Cook gave a presentation an ‘Overview of low carbon schools programme’. Polly summarised the benefits to schools of the low carbon programme, gave details of local schools initiatives and the challenges to the programme.
- 4.1.2 Polly noted that with rising energy prices and the levy on carbon emissions there was a particular need to reduce carbon emissions in schools. Polly added that a number of initiatives were in place to encourage lower carbon emissions. These include encouraging schools to put an eco-policy in place, highlighting potential savings, a whole school approach and cultural change. Polly stated that Aireborough, Morley and Brigshaw family of schools were involved. Polly added that there was more activity in primary than secondary schools and the aim was to target whole communities. Polly added that ad hoc support was provided as necessary.
- 4.1.3 **Salix Funding**  
Polly stated that Westerton primary school had taken an electricity sample over a 24 hour period. The energy usage data for the period was illustrative of the ‘big switch off’. Polly also noted that Kippax Greenfield had saved five per cent of energy through small scale investment and pupil engagement activities. Polly stated that the focus in secondary schools was to produce additional materials. Polly suggested that any Maths teachers’ assistance with this would be most welcome. Polly stated that the initiative also wished to engage governors through communications and training.
- 4.1.4 **Challenges**  
Polly stated that the main challenges of introducing the programme in primary schools were competing priorities, a whole school approach, sustaining the change and qualifying the impact. Polly stated that secondary schools needed to consider the energy baseline, saving achieved and capital spend. Polly stated that the PFI team were investigating potential funding avenues to support large scale roll outs in secondary schools.
- 4.1.5 **Energy generation**  
Polly stated that there was a Corporate scheme in place for solar panels. For further information schools forum members should email or call Polly on 0113 3952465.
- 4.1.6 Schools Forum members were invited to ask questions and provide feedback. Ken Cornforth raised the question of whether a large proportion of energy consumption in schools was due to the use of IT equipment. Polly stated that this was largely dependent on the equipment and its specification. Polly agreed to investigate this further and report back.

Polly  
Cook

4.1.7 Mike Gidley stated that the West Leeds Academy school had moved into a new building last year and in September 2012 the electricity bill had doubled. Mike stated that RM, the council preferred provider for ICT services to schools had installed computers without an automatic shutdown facility and this facility would need to be paid for separately. Mark Cooper added that the assumption with new builds is that they are energy efficient and this is not always the case. Mark added that service providers have removed some of the controls that were previously held by headteachers and super intendants.

4.1.8 Martin Fleetwood suggested that a centre for excellence that can support all schools in their bid to reduce carbon emissions was necessary. Martin agreed that this item should return to the Schools Forum agenda.

Agenda

## **5 School MIS Contract**

5.1 Simon Darby spoke to this item.

5.1.1 Simon stated that the recommendation of the paper was to request Schools Forum agreement that a mini competition be initiated with MIS suppliers to evaluate whether a more cost effective agreement be reached with an alternative supplier to the current SIMS Capita supplier. Simon added that the current agreement had been in place over the last twenty years and at the time the contract was agreed only two other MIS suppliers existed in the market.

5.1.2 Martin Fleetwood confirmed that the options considered for approval included A – C. Simon Darby summarised that the options included; Option A, continue with the current model, Option B, completing a formal procurement process for Leeds' schools and Option C, run mini competition against the GPS MIS framework. Simon added that the outcome of this recommendation would involve a 4 year commitment compared to the current arrangement which is renewed annually. Martin Fleetwood asked School Forum members for agreement to Option C.

5.1.3 Ken Cornforth requested clarification over what the 'appropriate financial cost to account for LCC's effort in this process made to schools' would be. Simon Darby stated that he was unclear as to these costs and that he would clarify this with Paul Ross and report back to Schools Forum. Danny Kenny also requested details on the amount of potential saving. Martin Fleetwood requested that Simon Darby seek clarification on the costs and whether there would be any flexibility in making shared savings in place of the costs involved.

Simon  
Darby

5.1.4 Schools Forum members also requested details of the time scales in place. Simon Darby stated that there was potential to begin to instigate the programme by 1<sup>st</sup> April 2013. Schools Forum members drew attention to item 3.7.3 which stated that 'a procurement by 1st April looks unlikely to be achieved at this point.' Martin Fleetwood stated that Schools Forum



members would consider the proposal in light of the potential costs and savings and whether these would warrant a change of supplier. Martin added that a decision would be taken at the next Schools Forum meeting.

## **6 Central Schools Budget Month 8 Report 2012/13**

6.1.1 Simon Darby spoke to this item. Simon informed School Forum members that the purpose of the report was to inform Schools Forum members as to the latest budget monitoring as at the end of November for the 2012/13 financial year. Simon summarised the report and noted that the month 8 projection was for an under spend of £305,000 against the 2012/13 budget.

6.1.2 Simon stated that the impact of Equal Pay claims is an on-going issue and that there is still no certainty over what the final position will be. Simon also requested that Schools Forum members consider that an additional £300,000 is provided within the 2013/14 budget for maternity costs. John Thorn asked if the £300,000 figure was an estimate. Simon Darby confirmed that this figure was a best guess estimate. Martin Fleetwood stated that the report was considered and there was agreement by Schools Forum that £300,000 be provided in the 2013/14 budget for maternity costs.

## **7 School Funding Reform: SEN Funding update**

7.1.1 Simon Darby spoke to this item. Simon stated that the purpose was to inform Schools Forum of the changes to the mechanism for delegating funding for additional and special educational needs.

7.1.2 Simon stated that under the new arrangements all Primary and Secondary schools will be required to meet the first £6000 of additional support for each pupil with Special Educational Needs (SEN) before any additional funding is provided. Simon added that the only exception would be when the local authority has more pupils with SEN then the budget can support.

7.1.3 Simon stated that assessments against the new framework of high need pupils was underway and that the local authority hopes to be able to support a form of transitional protection. Simon added that the high needs top up budget should be known by the next meeting.

7.1.4 Simon Darby invited Schools Forum members for any comments or questions. Martin Fleetwood asked if there had been any consultation regarding the changes. Simon Darby stated that there had been numerous meetings with SEN co-ordinators in schools. Sue Morgan added that a consultation on the issue of schools paying the initial £6000 had been carried out via Infobase.

7.1.5 Sue Morgan noted that the criteria were divided into Early Years, Reception to Year 11 and Post 16. Sue also noted that High Needs Top Up Funding criteria did not apply post 16. Sue added that there were

currently 260 learners attending colleges between ages 16 -25. Sue added that as there was no criteria post 16 a description of this provision had been requested. The guidelines currently state that Elements 1 and 2 of the funding will be given to institutions directly from the EFA for every student enrolled on a learning programme of around 600 hours.

- 7.1.6 Sue added that as the arrangements were completely different for schools and there would be a large impact on schools, especially special schools. Jo Fiddes requested clarification as to whether there had been any changes to Band D. Sue Morgan confirmed that only those bands with significant changes had been highlighted.
- 7.1.7 Sue Morgan noted the changes to F Band, Behaviour, Emotional and Social Development. Sue stated that a working group had completed a lot of work in this area to ensure that the criteria applied across all age ranges. School Forum members also welcomed the addition of trauma to the criteria.
- 7.1.8 Martin Fleetwood suggested that the changes would need to be worked through the system before the net affect will be clear. Schools Forum agreed that this area would require close monitoring.
- 7.1.9 Mike Gidley asked if FFI funding applied to Academies. Simon Darby stated that the current funding system would apply until the end of August 2013 and that Academies would move to the new system and have to meet the first £6,000 from GAG from September onwards.

## **8 Cluster Funding Allocations**

- 8.1.1 Simon Darby stated that following the commitment to funding clusters for the next three years it was necessary to determine the formula to allocate funding to the clusters for the next three years. Simon added that the Schools Forum was being consulted on that formula.
- 8.1.2 Simon stated that Schools Forum were being asked to consider whether the current formula should be maintained, or if the level of targeted funding should be reduced. The appendix to the paper informed members of the funding based on a nearest fit model, and reductions in the targeted funding to 70%, 60% and 50% of the total.
- 8.1.3 Barbara Temple raised a concern over the effect on cluster balances and whether any funding had been reserved for staff redundancies. Simon Darby stated that the balances which the clusters hold would allow them to manage any funding changes.
- 8.1.4 Simon Darby confirmed that the data provided applied only to Primary and Secondary schools and that PRU/SILC funding would have to come from the new High Needs budget.
- 8.1.5 Ken Cornforth raised some concern over the focus on deprivation in allocating funding. Ken added that the agenda for clusters for the next

three years was not solely focused on targeting deprived areas. Ken added that forum members should consider what would benefit the clusters overall.

- 8.1.6 Martin Fleetwood suggested that Schools Forum members should consider the impact of changing the budget stream on effective cluster working. For example, the impact on staff could undermine effective cluster work.
- 8.1.7 Ray Agar stated that whilst the proposed best fit formula provided the Horsforth cluster with relatively low funds he agreed that the funding should continue to target the most challenging pupils and the most vulnerable families.
- 8.1.8 Martin Fleetwood invited School Forum members to consider Options 1 – 4. David Dewhirst stated that it was clear that Option 1 would deliver the most benefit to vulnerable children.
- 8.1.9 Martin Fleetwood invited schools form members to vote on Option 1. A majority of Schools Forum members (of 22 votes, 21 in favour, 1 against and 0 abstentions) voted in favour of option 1. Martin Fleetwood confirmed that Option 1, to fund clusters on the simplified formula basis of a nearest fit to the current formula was carried and voting on options 2, 3 and 4 was not necessary.

## **9 Control of School Balances**

- 9.1.1 Simon Darby spoke to this item. Simon noted that the current arrangements within the Leeds Scheme for Financing Schools sets the threshold of 5% in Secondary and 8% in Primary Schools for the surplus balance after removing prior year commitments and funding set aside for particular purposes.
- 9.1.2 Simon added that due to the regulations issued to academy schools and the new DfE assurance system for financial management (appendixes 2 & 3) it was now appropriate for Schools Forum to review the arrangement. The DfE has now determined that the lower threshold for what would be classified as a very high uncommitted surplus would be where a school has carried forward 15 % of its budget for a period of 5 years. Schools Forum members discussed the benefits of increasing the surplus balance threshold to 15%.
- 9.1.3 Martin Fleetwood invited Schools Forum members to vote on the decision to increase the schools surplus budget threshold to 15%. Vote returned 20 in favour and 2 abstentions.
- 9.1.4 Simon informed members of the Schools Forum that he would consult all Schools on the proposal to increase the threshold.

## **10 Schools Funding Reform: Schools Budget Update**

- 10.1.1 Simon Darby presented a paper on 'Schools Funding Reform: Schools Budget Update' and the breakdown of the calculation of school funding allocations between 2012-2012 and 2013-2014. Simon stated that the purpose of the report was to inform Schools Forum of the latest position on the Schools budget for 2013/14. Simon added that Schools Forum were being asked to support the changes to the simple formula that was consulted on in October 2012.
- 10.1.2 Simon stated that the changes to the formula were due to the delegation of services, an increase in the growth fund and changes in the allocation of NQT assessment monitoring funds. Simon noted that there would be an increase of £5.77m in the primary budget and a decrease of £2.7m in the secondary budget.
- 10.1.3 Martin Fleetwood asked members for questions or comments. School Forum members enquired whether the allocation funding for 2013-2014 paper was a draft document. Simon Darby confirmed that this was a draft document with some missing detail. John Thorne requested if this document could be circulated electronically. Martin Fleetwood suggested that when circulating it needed to be clear that this was a draft version.
- 10.1.4 Martin Fleetwood invited Schools Forum members to vote to support the amendments to the initial budget proposal listed in 3.1, 3.2 and 3.3. Schools Forum returned a unanimous vote in support of the amendments to the initial budget proposal listed in 3.1, 3.2 and 3.3.

## **11 Future Meeting Dates**

- 11.1.1 The next meeting of the Schools Forum will take place on Thursday 28<sup>th</sup> March 2013, 4.30pm – 6.00pm (Budget 2013/14) at the Civic Hall.
- 11.1.2 23<sup>rd</sup> May 2013 - Outturn report 2012/13  
 11<sup>th</sup> July 2013 - Meeting if required

## **12 Items for future business**

- 12.1.1 Joanne Fiddes suggested that for a future agenda item Ken Hall could be contacted to report on the review of PE, Sport and Outdoor Education. **Agenda**
- 12.1.2 Schools Forum members agreed that a update on cluster governance arrangements be added to March's agenda. **Sue Rumbold**

**Report to the Leeds Schools Forum**

**Date: 17<sup>th</sup> January 2013**

**Subject: Cluster Funding Allocations**

**Report author: Ken Morton / Simon Darby**

**Contact telephone number: 24750572 / 2475178**

**1.0 Summary of main issues**

At its meeting of 25<sup>th</sup> October the Schools Forum supported the Local Authority in a 'Continuing Commitment' to the funding of Clusters from the Schools Budget for the next three years.

The Schools Forum agreed that the funding should be retained at its 2012/13 level of £5.2m and continue to be devolved to Clusters subject to cluster governance and performance review mechanisms being put in place.

Members of the Schools Forum are requested to comment on the options for allocating funding to clusters for the next three years.

**2.0 Background information**

The formula used to allocate funding to clusters has been a simple continuation of the formulae used to allocate the previous grants. This is based on 23% of funding being allocated by lump sum and per pupil, and 77% of the funding being targeted.

As the funding has been approved for the next three years it is proposed that the distribution between clusters is agreed for the three year period to aid cluster planning.

**2.1 Impact of the Simplified Funding Formula**

The DfE has introduced a simplified funding formula for School Funding from April 2013. Whilst there is no requirement to use the simplified formula to allocate funding to Clusters it is proposed that funding should be allocated to clusters using a formula that complies with the simplified formula requirements.

The rationale for this is as follows:

- Using the simplified formula will ensure that there is no duplication of data, and allocations will be able to be made at the same time as the Schools Budget is allocated each year.
- After the three year period it is assumed that the funding will be delegated to

individual schools. This must be undertaken through the use of the simplified formula. It therefore makes sense to use the formula to provide Cluster level allocations in the next three years to avoid any undue turbulence on delegation.

The attached Appendix shows the implications of the 'nearest fit' use of the simplified formula, compared to the 2012/13 Cluster allocations. This uses October 2012 pupil numbers and other data supplied by the DfE in December 2012.

It is proposed that the cluster allocations are based on pupils aged yr R to Yr 11, as it is recognised that throughout the city a different percentage of pupils attends School Nurseries compared to PVI settings in each cluster. Using pupil numbers yr R to Yr 11 will remove this anomaly in the distribution. It also brings funding in line with the simplified formula that is based on numbers in reception to year 11.

## **2.2 Impact of the Pupil Premium and Changing remit of Clusters.**

It is noted that the only growth in the School Funding system over the four years of this funding cycle is through the Pupil Premium. The final Pupil Premium for 2012/13 is £623 per qualifying pupil, and this will rise to £900 for 2013/14. It is budgeted to be £1,200 per qualifying pupil in 2014/15 and is expected to be embedded into the funding formula in future years. The Pupil Premium is allocated to Schools almost entirely on free school meal eligibility, and it is intended that Schools use the funding on activities expected to raise the educational achievement of deprived pupils.

Roughly half of the Cluster funding is based on a previous Standards Fund Grant allocated on the basis of free school meal eligibility expected to be used to fund activities for deprived pupils.

There has been a change in the remit of clusters over the last three years whereby some of the work may be more readily funded through a lump sum and per pupil allocation. For example all clusters working with targeted services are expected to facilitate a 'care and advice group' with an infrastructure that involves safeguarding requirements, supervision and meetings to discuss cases whatever their size.

## **2.3 Options**

It is proposed that consideration be given to changing the formula used to allocate funding to clusters, reducing the targeted element and increasing the level of funding allocated by lump sum and amount per pupil.

The attached Appendix shows the current allocation to clusters and the distribution based on the use of factors in the simplified formula and also shows the impact of increasing the lump sum and per pupil allocation to 30%, 40% and 50% of the total allocated.

The four options provide a distribution giving the following ratios between the least and most needy clusters:

Option 1.	Nearest Fit	£1 : £3.17
Option 2.	30% lump sum and per pupil	£1 : £2.83
Option 3.	40% lump sum and per pupil	£1 : £2.45

Option 4. 50% lump sum and per pupil £1 : £2.16

For comparison the Pupil Premium allocates additional resources in the following ratio between least and most deprived clusters

£1 : £4.49

(This ratio means that for every £1 per pupil received by the least deprived cluster the most deprived cluster receives £4.49 per pupil.)

### **3.0 Revised Allocations**

The following options for change are proposed:

1. Minimal Change – use simple formula nearest fit (Option 1)
2. Phased change, yr 1 30% (Option 2) , yr 2 and yr 3 40% (Option 3)
3. Immediate change, yr 1,2 and 3 @ 40% (Option 3)

As the funding for clusters has been uncertain clusters have retained a significant level of balances in order to restructure should funding be removed. Having approved the continuation of funding for the following three years these significant balances provide the flexibility for clusters to manage changes in the level of funding.

### **4.0 Recommendation**

Members of the Schools Forum are requested to recommend a preferred funding model to the Director of Children's Services.

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CLUSTER	2012/13		2012/13 Cluster Funding Standards Fund formula absorbed into DSG		2013/14 Cluster Funding with nearest fit Formula		Option 1		Option 2		Option 3		Option 4		Estimated Pupil Premium 2013/14		Estimated Pupil Premium per Pupil 2013/14	
	Formula Used	2012/13	Total Cluster Allocation 2012/13	Funding per Pupil aged 3 to 15	% of Pupils eligible for FSM over past 6 years	% of pupils not achieving L3 or below in E and M at KS2	Pupils Yr R to Yr 11	Total Cluster Allocation 2013/14	Funding per pupil Yr R to Yr 11	Total Cluster Allocation	Funding per pupil Yr R to Yr 11	Total Cluster Allocation	Funding per pupil Yr R to Yr 11	Total Cluster Allocation	Funding per pupil Yr R to Yr 11	Estimated Pupil Premium 2013/14	Estimated Pupil Premium per Pupil 2013/14	
JESS (LS10SX, Beeston and Holbeck)		4,909	£395,252	£81	55.2%	44.9%	4,360	£385,757	£88	£372,062	£85	£354,126	£81	£335,594	£77	£2,141,314	£491	
Oldham		1,398	£122,810	£88	48.4%	37.9%	1,362	£117,866	£87	£114,481	£84	£110,434	£81	£106,271	£78	£580,458	£426	
Inner East		5,979	£513,290	£86	54.6%	37.2%	5,830	£496,005	£85	£476,955	£82	£451,255	£77	£425,760	£73	£2,845,659	£488	
Chorley		2,714	£192,730	£71	43.0%	49.8%	2,555	£207,486	£81	£200,807	£79	£190,025	£74	£178,062	£70	£998,289	£391	
Mirfield, Upper Beeston and Cottingham		3,733	£284,360	£76	49.5%	37.0%	3,663	£279,632	£76	£270,947	£74	£259,139	£71	£247,164	£67	£1,590,120	£434	
Barnley		3,323	£247,970	£75	48.7%	32.6%	3,295	£243,180	£74	£236,863	£72	£229,312	£70	£221,911	£67	£1,424,939	£432	
Seacroft Manston		5,031	£373,870	£74	48.3%	28.7%	4,903	£358,663	£73	£349,710	£71	£339,718	£69	£330,373	£67	£2,149,714	£438	
Inner Armley		3,357	£232,390	£69	43.9%	26.6%	3,008	£206,912	£69	£201,842	£67	£195,292	£65	£189,066	£63	£1,177,970	£392	
Farnley		2,005	£116,180	£58	39.2%	21.9%	2,034	£123,116	£61	£121,590	£60	£120,110	£59	£118,918	£58	£703,330	£346	
NETWORKS		2,645	£172,800	£65	37.8%	21.4%	2,626	£156,266	£60	£153,715	£59	£150,188	£57	£147,001	£56	£921,872	£351	
Temple Newsam / Halton		3,985	£205,040	£51	32.9%	25.8%	3,899	£210,998	£54	£209,510	£54	£206,537	£53	£203,332	£52	£1,094,856	£281	
Inner NW Hub		4,169	£209,150	£50	31.6%	16.9%	4,003	£211,682	£53	£211,712	£53	£212,524	£53	£213,863	£53	£1,166,377	£289	
ES North West		2,656	£130,910	£49	29.2%	21.0%	2,576	£131,113	£51	£132,095	£51	£133,786	£52	£135,457	£53	£649,693	£252	
Rothwell		4,675	£218,358	£47	32.9%	14.1%	4,936	£250,119	£51	£250,091	£51	£251,076	£51	£253,149	£51	£1,339,543	£271	
Brigshaw		2,999	£109,000	£36	22.8%	19.3%	2,840	£118,237	£42	£122,190	£43	£127,950	£45	£133,497	£47	£560,528	£197	
Morley		5,870	£229,060	£39	23.5%	18.3%	5,593	£229,542	£41	£234,730	£42	£240,548	£43	£246,148	£44	£1,129,905	£202	
Pudsey		7,161	£274,620	£38	21.7%	17.0%	6,867	£276,720	£40	£285,078	£42	£295,849	£43	£306,364	£45	£1,332,171	£194	
N.E.X.T		4,992	£192,120	£38	21.1%	17.4%	4,884	£193,884	£40	£198,344	£41	£202,326	£41	£206,022	£42	£912,858	£187	
Alwoodley		3,594	£140,910	£39	21.6%	12.6%	3,529	£137,164	£39	£141,019	£40	£145,714	£41	£150,640	£43	£677,800	£192	
Ardsley and Tingley		3,111	£100,290	£32	18.8%	12.9%	2,999	£101,405	£34	£105,484	£35	£109,861	£37	£114,274	£38	£463,622	£155	
EPOS		5,042	£150,650	£30	14.0%	10.4%	4,815	£154,209	£32	£166,870	£35	£185,873	£39	£204,813	£43	£572,173	£119	
Horforth		2,861	£78,380	£27	14.1%	8.7%	2,850	£85,130	£30	£91,577	£32	£100,322	£35	£109,155	£38	£350,275	£123	
Garforth		3,345	£92,250	£28	13.2%	15.3%	3,264	£95,676	£29	£103,205	£32	£112,651	£35	£121,636	£37	£365,293	£112	
Olney		2,644	£71,800	£27	12.9%	11.6%	2,592	£75,738	£29	£82,326	£32	£91,383	£35	£100,288	£39	£281,827	£109	
Aireborough		5,793	£153,210	£26	13.2%	9.0%	5,777	£160,900	£28	£174,197	£30	£191,400	£33	£208,651	£36	£631,801	£109	
		<b>97,986</b>	<b>£5,007,400</b>	<b>£51</b>	<b>31.1%</b>	<b>22.1%</b>	<b>95,060</b>	<b>£5,007,400</b>	<b>£53</b>	<b>£5,007,400</b>	<b>£53</b>	<b>£5,007,400</b>	<b>£53</b>	<b>£5,007,400</b>	<b>£53</b>	<b>£26,052,387</b>	<b>£274.06</b>	

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