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THE SCHOOLS FORUM

Wednesday, 5th October, 2022 at 5.30 pm - Teams / Virtual

- 1. APOLOGIES FOR ABSENCE (Pages 1 - 4)**
- 2. DECLARATION OF INTEREST**
- 3. MINUTES AND MATTERS ARISING FROM THE MINUTES (Pages 5 - 12)**
- 4. ITEMS FOR PRESENTATION**
- 5. ITEMS FOR DISCUSSION AND/OR DECISION (Pages 13 - 44)**
- 6. WORKPLAN (Pages 45 - 46)**
- 7. ANY OTHER BUSINESS**
- 8. FUTURE MEETINGS**
- 9. CONFIDENTIALITY**

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SCHOOLS FORUM

Meeting to be held from **17:30** on **Wednesday 5 October 2022**

Microsoft Teams Virtual Meeting

Schools Members:

Governors: Ms A Amofo (Primary), Mr T Hellings (Primary), Ms C Davies (Special), Mr J Donnelly (Secondary),
 Headteachers: Ms K Baptiste (Primary), Ms J Gumbrell (Secondary), Ms N Husband (Primary), Mr D Smart (Primary), Ms T Day (Secondary), Ms G Taylor (Special), Ms C Fay (Pupil Referral Unit)
 Academies: Ms H Thomas (Chair), Ms S Ellingham, Mr M Lewis, Ms A Nicou, Ms Z Thompson, Mr S Way, Vacancy

Non-Schools Members:

16 - 19 Partnership	Mr K Hintz
Early Years Provider	Ms A Palmer
Teachers' Committee	Mr T Cuffaro
Education Professional	Mr A Johnson
Head of Admissions	Ms J Fear
Overview and Scrutiny Committee	Cllr S Erbil

Observers:

Cabinet Member	Cllr Abdul Abdullahi
School Business Manager	Vacant
Education & Skills Funding Agency	Mr G Nicolini

MEMBERS ARE ASKED TO TRY AND JOIN THE MEETING FROM 17:20.

THIS WILL ALLOW TIME TO RESOLVE ANY CONNECTION DIFFICULTIES THAT MAY ARISE IN JOINING THIS MEETING AND ENABLE A PROMPT START AT 17:30

AGENDA

(Target time)

(17:30)

1. APOLOGIES FOR ABSENCE AND MEMBERSHIP

(a) Apologies for absence

(b) Membership:

- (i) Ms Carrie Bignell, Broomfield School and Ms Lucy Culora, Enfield Grammar School have been nominated for the School Business Manager vacancy. They will share the role between them.
- (ii) Following the retirement of Ms Kate Turnpenney, the Forum is advised there is a vacancy for an academy representative. A nomination will be sought from an academy trust for this vacancy.

2. DECLARATION OF INTEREST

Members are invited to identify any personal or prejudicial interests relevant to items on the agenda. A definition of personal and prejudicial interests has been attached for members' information.

(17:35)

3. MINUTES AND MATTERS ARISING FROM THE MINUTES

(a) School Forum meetings held on 6 July 2022 (*attached*)

(b) Matters arising from these minutes.

(17:40)

4. ITEMS FOR PRESENTATION

- (a) General 2021 Census – Summary of key findings (To follow)
 – Ms Kate Prior to present this item.

(17:55)

5. ITEMS FOR DISCUSSION AND/OR DECISION

- (a) Outreach Offer for Mainstream Schools – Update (*attached*)
 – Ms Smeeta Modasia to present this item.
- (b) Schools Budget 2022- 23: Monitoring Update (*attached*) (*attached*)
- (c) Extract from Local School Funding Consultation (2023/24) (*attached*)
- (d) Dedicated Schools Grant 2023- 24: Update (*attached*)
- (e) Annual Schools Audit Report (2021/22) Outreach (*attached*)

(19:05)

6. WORKPLAN (*attached*)**7. ANY OTHER BUSINESS****8. FUTURE MEETINGS**

- (a) Date of next meeting is Wednesday 7 December 2022 at 5.30pm.
 The Forum are asked to confirm if this meeting should be held virtually or in person.
- (b) Dates of future meetings are detailed below.

Date	Time	Venue
09 March 2022	5:30 - 7:30 PM	Virtual meeting
11 May 2022	5:30 - 7:30 PM	CANCELLED
06 July 2022	5:30 - 7:30 PM	Virtual meeting
05 October 2022	5:30 - 7:30 PM	Virtual meeting
07 December 2022	5:30 - 7:30 PM	
18 January 2023	5:30 - 7:30 PM	
08 March 2023	5:30 - 7:30 PM	
05 July 2023	5:30 - 7:30 PM	
04 October 2023	5:30 - 7:30 PM	
06 December 2023	5:30 - 7:30 PM	

9. CONFIDENTIALITY

To consider which items should be treated as confidential.

Schools Forum Membership List

Name		Sector	Organisation	Member / Sub Since	End of Term
Ms A Amofo	G	P	Freezywater St Georges / Latymer All Saints	Summer 2022	Spring 2026
Mr T Hellings	G	P	Tottenham Infant	Spring 2020	Summer 2024
Ms C Davies	G	Sp	Russet House	Spring 2021	Autumn 2024
Mr J Donnelly	G	S	St Ignatius	Spring 2019	Summer 2023
Ms C Fay	H	PRU	Orchardside	Required	
Mr D Smart	G	P	De Bohun	Autumn 2019	Summer 2023
Ms N Husband	G	P	Firs Farm	Autumn 2019	Summer 2023
Ms K Baptiste	H	P	St Monica's	Spring 2022	Autumn 2026
Ms T Day	H	S	Bishop Stopford's	Spring 2021	Autumn 2024
Ms J Gumbrell	H	S	Enfield County School	Spring 2022	Autumn 2025
Ms G Taylor	H	Sp	Russet House	Autumn 2020	Summer 2024
Ms H Thomas	H	A	Alma - Attigo	Autumn 2018	Summer 2022
VACANCY					
Ms A Nicou	CEO	A	ELT Partnership	Autumn 2019	Summer 2023
Ms Z Thompson	H	A	Oasis Hadley	Summer 2020	Summer 2024
Ms S Ellingham	CFO	A	North Star Academy Trust	Spring 2021	Autumn 2024
Mr M Lewis	CFO	A	Wren Academy	Spring 2021	Autumn 2024
Mr S Way	G	A	ELT Partnership	Summer 22	Spring 16
Ms A Palmer		EY	Right Start Montessori	Autumn 2017	Summer 2021
Mr K Hintz		P16	CONEL	Autumn 2015	Summer 2019
Mr T Cuffaro		All	Union	Summer 2017	Spring 2024
Ms J Fear		All	Local Authority	By Appointment	
Ms A Johnson		All	Local Authority	By Appointment	
Cllr M Greer		All	Chair of Overview & Scrutiny	By Appointment	
Cllr A Abdullahi	O	All	Cabinet Member	By Appointment	
VACANT	O	All	School Business Manager	Nominated	
Mr G Nicolini	O	All	EFSA	By Appointment	

Key

G – Governor
 H – Headteacher
 O - Observer
 P – Primary
 S – Secondary
 Sp – Special
 Ac – Academy
 EY – Early Years
 P16 – Post 16

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MINUTES OF THE SCHOOLS FORUM MEETING

Held on Wednesday, 6 July 2022 at 17:30 on Microsoft Teams

Governors:

Ms Adelaide Amofo
Mr T Hellings
*Ms C Davies **
*Mr J Donnelly**

Headteachers

Ms T Day
*Ms J Gumbrell**
*Ms K Baptiste**
Ms C Fay
*Ms N Husband**
Mr D Smart
Ms G Taylor

Academies:

Ms H Thomas (Chair)
*Ms S Ellingham**
Mr M Lewis
Ms A Nicou
Ms Z Thompson
*Ms K Turnpenney **
*Mr S Way**

Mr K Hintz
Ms A Palmer
Mr T Cuffaro was substituted by Mr K Kilkenny
Mr A Johnson
Ms J Fear
*Cllr M Greer **
*Cllr A Abdullahi**
Vacancy

Also present:

Mr P Nathan, Director of Education
Mrs L McNamara, Finance Manager
Mrs S Brown, Education Resources Manager

Clerk's notes

Mr Smart left the meeting at 5.35pm and joined again at 5.50pm and then left at 6.27pm
Ms Thompson joined the meeting at 5.51pm
Ms Taylor left the meeting at 6.37pm

Schools' Members

Primary
Primary
Special
Secondary

Secondary
Secondary
Primary
Pupil Referral Unit
Primary
Primary
Special

Non-School Members

16-19 Partnership
Early Years Provider
Teachers' Committee
Education Professional
Head of Admissions
Overview & Scrutiny Committee
Cabinet Member
School Business Manager

**Indicates Absence*

Mr Nathan chaired the meeting until the Schools Forum had elected a Chair elected for the municipal year 2022/23.

1. APOLOGIES FOR ABSENCE AND MEMBERSHIP

(a) Apologies for absence were received from Mr Donnelly, Ms Gumbrell, Ms Baptiste, Ms Husband Ms Ellingham, Ms Turnpenney, Mr Way, Cllr Abdullahi and Cllr Greer.

(b) Noted:

- (i) Mr Stephen Way had joined the Forum as an academy representative;
- (ii) Cllr Margaret Greer had joined the Forum as Chair of Oversight and Scrutiny;
- (iii) Cllr Abdul Abdullahi, Cabinet Member, had joined the Forum as an observer,
- (iv) Nominations were being sought for a school business manager to join the Forum as an observer

- (v) Following an assessment of the January Pupil Census, it was confirmed that no changes were required to the composition of the Forum to reflect the current pupil numbers.

2. DECLARATION OF INTEREST

Members were invited to identify any personal or prejudicial interest relevant to items on the agenda.

No declarations were received.

3. ITEM FOR DECISION

RESOLVED that;

1. Ms Thomas was elected Chair of Schools Forum for the municipal year (2022/23).

NOTED that Ms Thomas's microphone had broken so was unable to chair the meeting. Therefore, Mr Nathan sought nominations for the Vice Chair.

2. Ms Nicou was elected Vice Chair of Schools Forum for the municipal year (2022/23).

Ms Nicou chaired the meeting from this point.

4. MINUTES AND MATTERS ARISING FROM THE MINUTES

RECEIVED the minutes of the Schools Forum meeting held on 9 March 2022.

NOTED that:

- (a) The Minutes were a correct record of the meeting
- (b) Matters arising from the Minutes:

Meeting Attendance: Noted Mr Cato's first name should have been spelled Mervyn and not Mervin.

5. ITEMS FOR DISCUSSION & DECISION

(a) Dedicated Schools Grant Budget Outturn Report 2021/22

This item was presented by Ms McNamara

RECEIVED the Dedicated Schools Grant (DSG) Budget Outturn Report 2021/22.

REPORTED that the report detailed the final position of the DSG for the year ending 31 March 2022. The cumulative deficit balance brought forward into 2021/22 was £8.05m before a negative adjustment by the ESFA of the Early Years funding.

The DSG budget was monitored on a monthly basis and variances were presented to the Forum. The final position was an overall deficit of £12.62m. An adjustment was anticipated during 2022/23 to reflect an increase in the numbers taking up of nursery entitlement.

NOTED

- (i) The change from the Quarter 3 monitoring report presented to the Forum was a decrease in the anticipated expenditure for pupils placed in out borough provision, but this was offset by an increase in spend in the latter part of the year to support pupils with Education Health Care Plans in mainstream schools and Post 16. The final position was lower than projected as at Quarter 3.
- (ii) In response to a **question**, it was stated that £8.05m was the deficit amount reported as at year-end. This did not include the adjustment post year end by the ESFA to recoup funding from the Early Years block for the lower take up of the nursery provision.

The Forum noted the accumulative deficit position as at 31 March 2022.

(b) School Balances 2021/22

This item was presented by Mrs Brown

RECEIVED a report detailing the balances held by maintained schools at 2021/22 year-end.

REPORTED the total balances held by schools as at 31 March 2022 was **-£387k** (including community facilities). The balances held by secondary increased by £1.36m, primary decreased by £1.366m and special schools by £0.151m.

The report also detailed net movement of balances between 2020/21 and 2021/22 for the three sectors and other data analysis.

NOTED

(i) The balances held by:

- Primary schools had been decreasing since 2018/19 when the first phase of the national funding changes were introduced and also at the same time there was a decline in primary pupil numbers. The main concern was the percentage range of balances held by schools in deficits and those reporting a surplus widening.
- Secondary schools indicated an improved position with the percentage range of balances held by schools in deficits and those reporting a surplus narrowing.
- Special schools balances in total had decreased from the amount reported in 2020/21, but the percentage range of balances held by schools had widened

(ii) In total five schools reported balances above the thresholds of £100k and 5%. The request for retaining the surplus balances above the thresholds were assessed and a recommendation to recycle balances was presented to the Education Resources Group and this was supported by the Education Resources Group.

RESOLVED to note and accept the Authority's recommendation not to recycle surplus balances above the thresholds from schools.

(iii) The number of schools reporting a deficit had reduced from thirteen to eleven. The total amount of deficit had reduced from £7.72m to £5.83m, a net reduction of £1.89m with six schools continuing to report an in-year deficit.

(iv) The three year budget plans for 2022/23 returned by schools forecasted twelve schools reporting a deficit by the year-end. The Forum was informed of the forecasts for schools in deficits as detailed in their three year budget plans:

- four schools projected to be in a balanced position within three years,
- two schools projected their deficit decreasing, but would not achieve a balanced position within three years
- five schools projected their deficit increasing.

It was stated the Authority would continue to work with all schools in deficit and support them to move to an in-year balanced position.

(v) There were a number of other schools reporting a deficit either in year two or three of their three year budget plan.

In response to a question, it was advised that information on how many schools were reporting a deficit in years two or three was not available for this meeting but could be provided to Forum members. The position reported could be partly due to the assumptions used in relation to cost pressures to inform income and expenditure. It was requested that schools should be provided with guidance on the assumptions to use.

(vi) An ESFA's School Management Resource Advisor (SMRA) was engaged to carry out financial reviews at seven schools in deficit and also asked to produce a local Integrated

Curriculum Financial Planning (ICFP) tool for all schools to use. The aim was for the tool to support schools with financial planning and present a financial report from the tool with the Schools Financial Value Statement to their Governing Body and then submit to the Authority. Once developed, Schools were invited to attend training on how to use it.

- (vii) The draft 2022/23 training programme presented to the Forum was devised following feedback from the 2021/22 training sessions, a survey of all schools and audit findings.

RESOLVED to note the update and confirm the support of the Schools Forum maintained schools representatives for the report generated by the ICFP tool to be submitted by schools with their SFVS Checklist and Related Party Transaction returns .

- (viii) Analysis of mainstream pupil numbers showed that pupil numbers were declining. The Forum was informed the decline experienced by primary would begin to impact secondary schools partly from September 2022 and more significantly from September 2023. This change was reflected in a report recently published on the National Census 2021.

It was requested that information on the in-year position on pupil numbers shared with the Place Planning and Admissions Board be shared with all schools. It was stated that all schools should have this information from the Cluster meetings held prior to the Place Planning and Admissions Board but could be recirculated.

RESOLVED to:

- circulate the information presented to the Place Planning and Admissions Board on the in-year position on pupil numbers;

ACTION: MR BEST

- present the report on the National Census at the next meeting of the Forum

ACTION: MRS BROWN

(c) DfE Consultation: Implementing the Direct National Funding Formula

This item was presented by Mrs Brown.

RECEIVED a paper with a brief overview and initial thoughts of proposals detailed in a DfE consultation on Implementing the Direct National Funding Formula for 2024/25.

NOTED:

(i) Special Educational Needs and Disability (SEND)

A. Block Transfers

REPORTED the document detailed proposals for continuing with the 0.5% transfer from the Schools to the High Needs block. The proposals included potential requirements and the level of local flexibility to enable a block transfer.

The Forum was informed currently 0.5% was transferred from Schools to High Needs block to support schools with high number of pupils with EHCPs. For 2023/24, the Education Resources Group was asked, and they confirmed their support to continue to transfer 0.5% and for same methodology be used to allocate money transferred.

RESOLVED to include, in the 2023/24 local funding consultation document, the continuation of the 0.5% transfer from the Schools to the High Needs block.

ACTION: MRS BROWN

B. Notional SEND

REPORTED the document proposed using some of the proxy factors that informed the national funding formula to calculate a notional amount to support pupils with SEND within an individual school's delegated budget.

The Forum was informed the notional SEND amount did not provide additional money but was a rough indicator of the proportion of the delegated budget that supported pupils with SEND. Locally, the emphasis has and continued to be for schools to determine how the delegated budget was allocated to support educational needs of the pupils at their school.

(ii) Growth and Falling Roll Funding

REPORTED the document outlined expectations for schools, academies and other partners to support LAs to fulfil their statutory duties to deliver sufficient school places in their local area. The document detailed the following proposals:

Growth and Falling Roll Fund:

- Two approaches for allocating growth and falling roll funds with preference being highlighted for the approach which provided local flexibility to determine and allocate funding.
- Removing the criteria that falling rolls funding could only be provided to schools with a “Good” or “Outstanding” Ofsted judgment.

The Forum was informed:

- Enabling local flexibilities was a positive way forward but to fully understand the proposals further information on the regulatory criteria and restrictions was required;
- Removing “Good” or “Outstanding” Ofsted judgement from the falling roll criteria was a positive move forward.
- Re-baselining 2023/24 spend on growth could disadvantage some areas that may experience a change. Also, how the allocation will interact between growth and falling rolls and whether this would provide sufficient funding.

Popular Growth:

ESFA currently funded popular academies with significant forecast growth to reflect their increased costs and now proposing to extend access of this fund to maintained schools.

The Forum raised concerns over the concept of popular growth when other schools in the area were facing falling rolls. It was also questioned how this fitted in with proposals for growth and falling roll fund and expectation that academies and schools would work with the LA to ensure sufficiency duties were being managed and met.

(iii) Premises Funding

REPORTED there were some central premises costs that were funded on historical costs. It was being proposed that these would be brought into the national funding framework and include:

Split Sites:

It was proposed to introduce a national formula based on distance and eligibility. The issues were that:

- Threshold for distance was set at 500 metres (0.3 miles) by road;
- proposed maximum funding available would be around £75,000, with £25,000 allocated through eligibility and an additional £50,000 on the distance threshold.

REPORTED the current split site funding was £55k for primary and £164k for secondary.

The Forum raised their concerns about distance and how funding would be allocated. All schools on split site incurred additional infrastructure costs irrespective of distance such as provision of IT, administration and site management. Therefore, it was inappropriate to apply a distance measure that could be seen as punitive for schools that were impacted

by the proposed measure.

The proposals sought LAs to engage with all schools and academies on split sites between now and October 2022 to collect data on split sites.

Minimum Funding Guarantee (MFG):

The proposals consider merging the MFG with the funding floor and having a single protection measure. The protection arrangements would now be extended to include split sites and amalgamated schools.

Future Funding Arrangements

If implemented as proposed will result ESFA managing and calculating delegated funding and LAs passporting to maintained schools with no further local flexibility.

(iv) De-delegation

REPORTED the proposal was to continue to enable LAs to de-delegate funding to provide central services to maintained schools.

RESOLVED to share draft response with Forum members.

ACTION: MRS BROWN

6. DE-DELEGATION OF CENTRAL SERVICES

This item was presented by Mrs Brown.

RECEIVED a report detailing the services and funding de-delegated for 2022/23 and services available for de-delegation for 2023/24.

NOTED secondary headteachers had started to review and assess services offered by other providers. This may result in a change in services agreed for de-delegation in the Autumn term.

RESOLVED to note the update.

7. ENFIELD'S OUTREACH PROVISION PROPOSAL

This item was presented by Mrs Brown.

RECEIVED a report outlining outreach provision and associated funding that special schools will be asked to deliver during the academic year 2022-23.

REPORTED the interim outreach offer in place would enable a thorough review to be carried out of the longer term outreach provision required to address the priorities in the SEND strategy and meet the needs of pupils with SEND in mainstream settings.

RESOLVED to note and agree for the proposal for interim outreach provision whilst the longer offer was being reviewed and then developed.

8. ANY OTHER BUSINESS

REPORTED the DfE published two early years consultation documents on 4 July, the first on staff : child ratios when caring for 2-year-olds in group-based settings and the second on amendments to how the Early Years National Funding Formula is calculated. The deadline for responses was 16 September 2022.

NOTED the concerns raised by Forum members regarding the proposals to change the staff : child ratios.

RESOLVED to arrange a meeting with Christiana Kromidias, Ms Thompson and Ms Palmer .

ACTION: MRS BROWN

9. WORKPLAN

RECEIVED and resolved to update Workplan from this meeting.

10. FUTURE MEETINGS

(a) The date of the next meeting of the Forum will be 5 October 2022 to be held virtually on MS Teams.

(b) NOTED dates of future meetings as detailed:

Date	Time	Venue
07/12/2022	5:30 - 7:30 PM	TBC
18/01/2023	5:30 - 7:30 PM	TBC
08/03/2023	5:30 - 7:30 PM	TBC
05/07/2023	5:30 - 7:30 PM	TBC
04/10/2023	5:30 - 7:30 PM	TBC
06/12/2023	5:30 - 7:30 PM	TBC

11. CONFIDENTIALITY

No items discussed within the agenda were to be treated as confidential.

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London Borough of Enfield

**Education Resources Group
Schools Forum**

**Meeting Date 20 September 2022
Meeting Date 5 October 2022**

Subject: DSG Budget Monitoring Report 2022/23

Cabinet Member: Cllr Abdul Abdullahi

Report Number: 9

Item: 5b

Purpose of Report

This report provides details of the latest DSG budget monitoring position for 2022/23 including confirmation of the latest DSG allocation from the EFA as at July 2022.

Proposal

To note the contents of the report and the projected DSG cumulative deficit position for 31 March 2023.

Relevance to the Council's Council Plan

The Dedicated Schools Grant (DSG) is a ringfenced grant which funds schools and some central education functions. Updates on the DSG position are provided on a quarterly basis to EMT and Cabinet as part of the council's overall financial monitoring reports.

Main Considerations for ERG and Schools Forum

1. Cumulative DSG Deficit Position

Table 1 sets out the cumulative DSG deficit position as at 31 March 2022 as presented at the last meeting.

Table 1 – Accumulated DSG Carry Forward 2021/22

		£'000s
Balance brought forward 1 April 2021		(8.048)
Net Overspend 2021/22		(4.570)
Cumulative Deficit Balance 31 March 2021		(12.618)

Whilst the increase in the deficit during 2021/22 is significant, it should be noted that the final overspend of £4.570m is £0.654m lower than the position reported at Quarter 3. A comparison of the outturn and Q3 position was included in the papers for the last meeting and the improved position was largely due a reduction in the overspend on out of borough placements.

2. DSG Allocation 2022/23

The original estimate of gross DSG resources for 2022/23 amounted to £380.978m and initial budget allocations for 2022/23 were agreed within this level of resources. Of this amount £2.2m will be recouped and used by the Education and Skills Funding Agency (ESFA) to directly fund places in mainstream academy units, academy special schools and FE colleges. In 2022/23, £3.273m of this amount will also be retained centrally by ESFA to pay NNDR bills for schools and academies directly to the Local Authority, reflecting the new arrangements introduced from April 2022.

In March and July 2022, revised DSG allocations for 2022/23 were published. These allocations reflected updated academy and college recoupment for the Schools Block and High Needs Block and an updated allocation for the Early Years Block. The latest DSG position for 2022/23 is summarised in Table 2 below and indicates that we will receive a net allocation of £228.272m.

Table 2 – DSG Allocation 2022/23

DSG Summary 2022/23	ORIG 2022/23	Academy Recoup	Import/Export Adj 22/23	Early Years Adj 22/23	REVISED 2022/23
	£0	£0	£0	£0	£0
SCHOOLS BLOCK	285.544	-147.757			137.787
CENTRAL SERVICES	2.486				2.486
EARLY YEARS BLOCK	24.958				24.958
HIGH NEEDS BLOCK	67.990		0.258	0.435	68.683
GROSS DSG	380.978	-147.757	0.258	0.435	233.914
High Needs Recoupment	-2.208	-0.160334			-2.368
NNDR Held Centrally	-3.273				-3.273
NET TOTAL DSG	375.497	-147.917	0.258	0.435	228.272

Further DSG allocation updates could be received between now and the end of the financial year and any changes will be shared at future meetings.

3. DSG Monitoring Update 2022/23

The DSG budget is monitored on a monthly basis and any variances are shared with DMT quarterly. Table 3 shows the monitoring position to the end of June 2022, Quarter 1.

Table 3 – DSG Monitor 2022/22 as at 30/06/2022

DSG Monitor 2021/22		June22
	£000	£000
DSG Deficit b/f 01/04/2022	12,618	
Schools Block		
Bulge Class at Hazelwood		61
Central Schools Services Block		
Appeals Service vacancy		(14)
Early Years Block		
- Backdated Funding Adj 21/22		(105)
High Needs Block		
- Variance from initial 21/22		1,121
- Special Schools revised Top Up rates		480
- Nurture Groups		(341)
- Outborough Placements		(473)
- Home & Hospital enhanced provision		155
- SEN Team mat cover/agency staff		60
- Parenting Support		133
High Needs Block Variance		1,135
Total Variance Q1		1,077
Cumulative DSG TOTAL 22/23		13,695

Since the Q1 monitoring position, 4 new Nurture Groups have been confirmed which will reduce the underspend and an update will be provided at the next meeting.

The Outborough Placements underspend at Q1 reflects a reduction in independent residential placements and the cessation of additional support for some pupils in special

schools which was agreed as part of the Special School Funding Review and will offset the increased Top Up rates implemented from September 2022.

The High Needs Block overspend may increase over the next 2 terms as additional EHCPs are agreed and placements made. Some financial provision was built into the 2022/23 budget to allow for the expected increase in EHCP pupils in mainstream schools and the planned increase in special school and ARP places with effect from September 2022. The position for the new academic year is currently being updated to assess whether the provisions made are sufficient or whether there are any increased pressures on the High Needs Block. Further updates will be provided at each meeting.

Conclusions

The DSG budget remains under considerable pressure due to ongoing high needs overspends. As part of an ongoing programme, additional in borough places have been made available from September 2022, including 40 places at the new Salmons Brook Special School, providing the most cost effective way of meeting pupil needs. New early intervention programmes were also been introduced from September 2021 and will become fully embedded in 2022/23. These will identify pupils with special needs as early as possible and provide them with support with the aim of reducing the longer term financial impact. Updates on the monitoring position will be provided at future meetings.

Report Author: Louise McNamara
Finance Manager – Schools and Education
Louise.mcnamara@enfield.gov.uk
0208 132 1272

Date of report Sept 2022

Appendices

None

Background Papers

DSG Updates to ERG/Schools Forum during Summer term 2021/22.

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London Borough of Enfield

Education Resources Group
Schools Forum

Meeting Date 20 September 2022
Meeting Date 5 October 2022

Subject: School Funding Consultation Document

Cabinet Member: Cllr Abdul Abdullahi

Report Number: 10

Item: 5c

Proposal

Below is an extract from proposals for the local funding consultation document.

4.2 Mainstream Schools – Pupils with EHCPs (Element 2)

4.2.1 The NFF should enable all mainstream schools to fund from their delegated budget:

- basic per pupil costs of approximately £4,000 per pupil (described as Element 1)
- additional educational needs (AEN) and SEND cost up to £6,000 (described as Element 2) per pupils.

Any costs above £6,000 for pupils with EHCPs are met by the LA from the HNB (described as Element 3). Appendix C: a diagram explaining separation of funding to support a pupil with SEND.

4.2.2 Current Arrangements

In Enfield, the funding arrangements outlined above were not implemented because the Government was still providing annual increases to the DSG and there was sufficient local flexibility to decide the allocation of the DSG to meet local needs. Locally, it was agreed to transfer funding from the Schools Block to the High Needs block to fund additional £6,000 (Element 2) per pupil to schools with above average number of pupils with EHCPs.

The Government then introduced restriction on the use of the DSG, which included restricting movement of funding from the Schools to the High Needs block to 0.5%. For a number of years, funding has been transferred from the Schools Block to the High Needs block to support schools with high number of pupils with EHCPs. The transfer enables schools with above average number of pupils with EHCPs to be supported by providing a contribution towards the £6,000 per pupil (Element 2) for the number of pupils above a calculated average for each school

It was expected that outcomes from the DfE Call for Evidence would be published, and these should address the pressure being faced by schools to support pupils with SEND needs. However, the SEND Green Paper published in March 2022 does not address this pressure. Other information published by the DfE confirms that 0.5% can continue to be transferred to support pupils with SEND in mainstream schools.

4.2.3 Proposal

Following discussion with the Education Resources Group and Schools Forum, it is proposed, for 2023/24, the 0.5% transfer from the Schools to the High Needs continues for 2023/24. The rationale for this suggestion is that as the SEND Green papers evolves into proposed policies, it is unclear whether it will address the current requirement for schools to fund Element 2 (£6,000) from within their delegated budget. By continuing to support the transfer, It will act as evidence of how this element has been and is being managed by schools with a high number of pupils with EHCPs and the need for this element of the funding framework to be reviewed and resolved at a national level.

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London Borough of Enfield

**Education Resources Group
Schools Forum**

**Meeting Date: 20 September 2022
Meeting Date: 05 October 2022**

Subject: Dedicated Schools Grant 2023/24 – Update
Cabinet Member: Cllr Abdullahi
Report No: 11

Item No: 5d

Purpose of Report

1. This report provides details of the indicative Dedicated Schools Grant (DSG) budget position for 2023/24 based on initial funding announcements made in July 2022. The government funding settlement for 2023/24 is expected in mid to late December.
2. A draft budget has been prepared based on initial projections of Dedicated Schools Grant (DSG) for 2023/24 and pupil data from the 2022/23 dataset (Oct21 census). The budget will be revised based on the actual funding settlement and the Oct22 census dataset when this is published in order to finalise the allocations for 2023/24.
3. Further reports will be presented to the Education Resources Group and Schools Forum in January 2023 to agree the application of the DSG for 2023/34, including finalisation of the Schools Funding Formula.

Proposal

3. The Schools Forum is asked to note the draft budget position for the Schools Block for 2023/24.
4. The Schools Forum is asked to agree, for 2023/24, the following recommendations:
 - a) transfer of 0.5% from the School's Block to the High Needs Block to support the current arrangements for exceptional needs pupils in mainstream schools
 - b) no Growth Fund required for 2023/24

Relevance to the Council's Council Plan

5. The Dedicated Schools Grant (DSG) is a ringfenced grant which funds schools and some central education functions. Updates on the DSG position are provided on a quarterly basis to EMT and Cabinet as part of the council's overall financial monitoring reports.

Main Considerations for ERG and Schools Forum

6. DSB Budget – Monitoring Position 2022/23

The DSG budget monitoring position as at the end of Quarter 1 (June 2022) is detailed in a separate report. A summary of the position is shown in Table 1 below and indicates a projected overspend for 2022/23 of £1.077m and a projected cumulative deficit of £13.7m.

Table 1: Summary Monitoring Position 2022/23

		£000
DSG Accumulated b/f 21/22		12.618
2022/23 MONITORING POSITION		
Schools Block		0.061
Central Schools Services Block		(0.014)
Early Years Block		(0.105)
High Needs Block		1.135
TOTAL NET PRESSURES 22/23		1.077
NET MONITORING POSITION 22/23		13.695

The DSG budgets will continue to be closely monitored for the remainder of the financial year and some further pressures are expected, particularly in relation to high needs placements and exceptional needs funding adjustments for the Autumn and Spring terms. Updates will be presented to ERG and Forum at future meetings.

7. Schools Funding 2023/24

7.1 Indicative DSG Allocation 2023/24

The 2022 Spending Review confirmed an overall increase in school funding (mainstream schools and high needs) split over three years with £4 billion provided in 2022-23, £1.5billion in 2023-24, and totalling £7billion by 2024-25. The total increase encompasses the 2022/23 increase announced as part of the 2019 Spending Review.

As in previous years, the DSG settlement and datasets will not be announced until mid to late December, following which the funding formula and budget allocations will be reviewed and reported back to Schools Forum in January 2023. Indicative DSG funding allocations for 2023/24 were published by the ESFA in July 2022 and are summarised in Table 2 below. This information indicated a net increase in funding of £10.972m across the 4 funding blocks.

Table 2 – Indicative DSG Allocation 2023/24 (ESFA July 2022)

Blocks	2022/23 Actual Allocation	2023/24 Indicative Allocation		Variance	Variance
	£m	£m		£m	%
Schools**	293.199	299.917		6.718	2.29%
High Needs	67.99	72.286		4.296	6.32%
Early Years*	25.392	25.392		0	0%
CSSB	2.486	2.444		(0.042)	(1.69%)
Total	389.067	400.039		10.972	2.82%

*Early Years Block – no indicative allocation for 23/24 at this stage

**Schools Block – 21/22 alloc includes £8.5m allocated via Schl Supp Grant. Alloc exclude growth funding in both years

7.2 Pupil Number Data

At this stage of the budget process, calculations have been made using the October 2021 census data. When indicative pupil number data is available from the October 2022 census this will be shared so that trends can be identified and the impact on the 2023/24 budget position can be assessed.

The impact of changing pupil numbers can vary significantly between individual schools. Schools have been advised that the year on year change in pupil numbers and other factors can have a significant impact on their formula funding allocations and that this should be factored this into their budget planning for 2023/24 and future years.

7.3 Schools Block

The ESFA have confirmed that the implementation of a direct NFF for the School Block will be postponed until 2024/25 at the earliest. Funding allocations to LAs will continue on the same basis as 2022/23, where the total funding allocation is based on the NFF, but individual authorities retain some flexibility regarding the distribution of these funds. There is a requirement in 2023/24 that LAs can only use the NFF proxy factors and, if appropriate, move local unit rates closer to the NFF. This requirement does not impact Enfield schools because the local funding formula uses NFF unit rates.

Indicative allocations for 2023/24, indicate that funding for mainstream schools through the NFF is increasing by an average of 1.9% per pupil compared to 2022/23. In Enfield the indicative increase is just under 2.3%. It should be noted that the school supplementary grant allocated to schools in 2022/23 has now been subsumed into the DSG Schools Block allocation and has formed part of the baseline for the 23/24 allocations.

It should be noted that not all schools may receive this level of increase due to the inter-relationship between the funding formula and individual school's contextual data. Authorities are required to set a Minimum Funding Guarantee (MFG) between 0% and 0.5%.

A detailed breakdown of the Indicative Schools Block allocation is shown in Table 3 below. The primary and secondary units of funding are fixed but the actual allocation will be based on October 2022 pupil numbers once these have been validated. In 2022/23 the ESFA provided the School Supplementary Grant to support the 1.25% national insurance increase for 2022/23 but at this stage no additional funding to support cost pressures has been announced for 2023/24 on top of the basic DSG increase.

Table 3: Schools Block Breakdown

Sector	Prim	Sec	TOTAL
Pupil Nos	29,665	19,453	49,118
Unit of Funding	5281.78	7057.55	
TOTAL	56,684,035	137,290,518	293,974,554
Premises			5,942,312
Schools Block pre growth			299,916,886
Estimated Growth Funding			607,440
School Block incl est Growth			300,524,305
0.5% to HNB tbc			1,502,622
Growth Fund tbc			0
TOTAL Funding Formula			299,021,684

7.4 Formula Modelling

Formula modelling has been carried out based on the estimated Schools Block funding available of £299.022m and the 2023/24 NFF unit rates as detailed in Appendix A.

The NFF Unit Rates for 23/24 reflect

- An increase in the core factors (AWPU and Lump Sum) of 2.4%
- An average increase in Ever6 and IDACI deprivation factors of 4.3%
- An increase in the minimum per pupil funding levels of 0.5%

The Area Cost Adjustment for Enfield has increased slightly from 1.08410 to 1.08553 which results in an additional increase to the general unit rate increases.

Of the total Schools Block Allocation received

- Growth Funding will not be retained centrally as it is not expected that any additional classes will be required outside the formula process

- 0.5% will be transferred to the High Needs Block to support inclusive schools, dependent on the outcome of the consultation exercise and affordability

Formula modelling has been carried out via the ESFA Authority Proforma Tool (APT) on the same basis as previous financial years. The unit rates detailed in Appendix A have been applied to the Oct21 census dataset to calculate indicative formula allocations for 2023/24.

Other factors considered in this exercise include

- A review of the split site allocations to ensure they meet the agreed criteria
- Rates allocations as at 22/23 levels
- PFI shortfall allocations as at 22/23 levels
- Removal of additional lump sum protection for schools amalgamated in 22/23
- Removal of MFG protection for Wren academy (dependent on disapplication request)
- An MFG set at 0%

The outcome of the modelling exercise is detailed in Appendix B.

The data indicates a funding shortfall of £530k, based on the indicative funding available. If this position arises when the actual formula allocations for 23/24 are calculated it would need to be addressed by reducing the HNB transfer, adjusting one of more of the unit rates or a combination of these options.

On average the modelling indicates a 2.5% per pupil increase but this varies between schools from 0% to 2.9%. Schools that have a 0% increase are those who received MFG allocations in 2022/23 and this allocation reduces in 2023/24 due to a higher level of funding being attracted via the formula allocations and an MFG of 0%.

A disapplication request will be submitted to the ESFA to remove the remaining MFG protection from the funding allocation for Wren Academy. The ESFA agreed a phased adjustment for 2022/23 so we would hope that this application would be agreed as the second stage of the process. An update will be provided in due course.

There can be significant variations between the indicative and actual formula funding allocations due to a variety of factors including

- Variation in Schools Block due to pupil numbers and final growth allocation
- Change in pupil nos between Oct 21 and Oct 22
- Variation in percentage of pupils attracting funding through other factors
- Final formula unit rates
- Estimated NNDR cost for 23/24
- PFI Shortfall
- Academy Growth
- MFG rate and impact for individual schools

7.5 High Needs Block

High Needs Funding is increasing by a further £570m, or 6.3%, in 2023/24. This follows the £2.6b increase over the last 3 years. All LAs will receive at least a 5% increase per head of their 2-18 population, compared to their 2022/23 allocations, with some LAs receiving gains of up to 7%. The indicative increase for Enfield is 6.32% but it is expected that demand for support will continue to increase at a higher rate than funding allocations.

Officers are starting to assess the expected expenditure from the High Needs Block for 2023/24 based on current trends and the in year monitoring position. Early indications are that pressures are likely to exceed the additional funding available and will include

- Full year effect of 2022/23 expansions/additional places
- Full year effect of special schools' review
 - Additional in-borough provision planned 2023/24

- Full year effect and new out of borough placements
- Increased demand of Post 16 SEN placements
- Increased in pupils with EHCP in mainstream eligible for exceptional needs funding

Updates will be shared at future meetings when more detailed information is available.

7.6 CSSB

An update on the Central School Service Block is included in a separate report.

7.7 Early Years Block

The July22 DSG announcement for 2023/24 did not include an update for the funding rates for the Early Years Block. This will be expected later in the term or as part of the final DSG Allocations for 2023/24 due in Dec22, following the outcome of the Early Years consultation. Current funding rates are as follows

- 2 year olds – £6.03 per hour
- 3 and 4 year olds – £5.93 per hour
- Disability Access Fund – £800 per eligible pupil

An initial Early Years Block allocation will be announced in December 22 as part of the DSG notification for 2023/24.

Updates will be shared at future meetings when more detailed information is available.

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Date of report Sept 2022

Appendices

A – Unit Rates and B – Indicative Formula Allocations

Background Papers

DSG Updates to ERG/Schools Forum during Summer Term 2022/23.

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School Formula Modelling 2023/24 - Summary

Appendix B

<div>Schools Block incl est growth alloc</div> <div>0.5% to HNB</div> <div>Growth Fund</div> <div>Via Formula</div>						Indic 23/24		TBC			
						300,524,305					
						1,502,622					
						0					
						299,021,684					
Minimum Funding Guarantee						- 530,058					
						0.00%					
as 2022/23 APT as 2023/24 APT as 2022/23 APT											
	22/23 Formula Allocation	22/23 Supplementary School Grant	TOTAL Formula & SSG 22/23	22/23 Pupil Nos (Oct 2021)	22/23 Funding Per Pupil	23/24 Indicative Formula Allocation	23/24 Pupil Nos for Model (Oct 2021)	Formula Variance Indic23/24 to Act22/23	23/24 Funding Per Pupil	% Vari Formula Alloc	% Vari Per Pupil
School	284,116,233	8,260,881	292,377,114	49,322	5,928	299,551,741	49,322	7,174,627	6,073	2.5%	2.5%
Alma Primary School	2,191,078	61,626	2,252,704	400	5,632	2,317,789	400	65,085	5,794	3.0%	2.9%
Ark John Keats Academy	9,556,769	295,144	9,851,913	1,563	6,303	10,141,533	1,563	289,620	6,489	3.0%	2.9%
Aylward Academy	8,205,442	252,903	8,458,345	1,164	7,267	8,705,174	1,164	246,829	7,479	3.0%	2.9%
Bishop Stopford's School	4,611,183	138,499	4,749,682	625	7,599	4,887,223	625	137,540	7,820	3.0%	2.9%
Bowes Primary School	2,446,234	71,122	2,517,357	535	4,705	2,530,756	535	13,399	4,730	0.5%	0.5%
Brettenham Primary School	2,180,204	58,938	2,239,143	413	5,422	2,304,252	413	65,109	5,579	3.0%	2.9%
Brimsdown Primary School	2,755,385	79,921	2,835,306	503	5,637	2,918,051	503	82,745	5,801	3.0%	2.9%
Broomfield School	5,286,992	153,077	5,440,069	732	7,432	5,594,122	732	154,053	7,642	2.9%	2.8%
Bush Hill Park Primary School	2,219,391	65,599	2,284,990	415	5,506	2,349,743	415	64,753	5,662	2.9%	2.8%
Capel Manor Primary School	2,050,000	60,510	2,110,510	378	5,583	2,170,061	378	59,551	5,741	2.9%	2.8%
Carterhatch Infant School	1,481,047	39,953	1,521,001	257	5,918	1,558,323	257	37,322	6,064	2.5%	2.5%
Carterhatch Junior School	1,766,833	53,146	1,819,978	329	5,532	1,873,013	329	53,035	5,693	3.0%	2.9%
Chace Community School	6,191,809	188,846	6,380,655	888	7,185	6,557,895	888	177,239	7,385	2.9%	2.8%
Chase Side Primary School	1,914,555	57,111	1,971,666	393	5,017	2,026,264	393	54,598	5,156	2.9%	2.8%
Chesterfield Primary School	2,962,370	87,760	3,050,130	546	5,586	3,139,159	546	89,029	5,749	3.0%	2.9%
Churchfield Primary School	2,777,180	79,246	2,856,425	529	5,400	2,938,760	529	82,335	5,555	3.0%	2.9%
De Bohun Primary School	1,774,965	48,973	1,823,938	327	5,578	1,823,938	327	0	5,578	0.0%	0.0%
Delta Primary School (Bowes Edmonto	774,524	22,505	797,029	127	6,276	819,861	127	22,832	6,456	2.9%	2.9%
Eastfield Primary School	2,273,964	64,664	2,338,629	414	5,649	2,406,492	414	67,863	5,813	3.0%	2.9%
Edmonton County School	10,619,166	321,466	10,940,632	1,598	6,846	11,254,454	1,598	313,822	7,043	3.0%	2.9%
Eldon Primary School	4,280,743	116,917	4,397,660	811	5,423	4,522,653	811	124,994	5,577	2.9%	2.8%
Enfield County School	6,118,891	179,409	6,298,300	899	7,006	6,469,608	899	171,308	7,196	2.8%	2.7%
Enfield Grammar School	5,718,363	173,579	5,891,942	871	6,765	6,055,183	871	163,242	6,952	2.9%	2.8%
Enfield Heights Academy	1,107,556	31,090	1,138,646	199	5,722	1,171,371	199	32,725	5,886	3.0%	2.9%
Eversley Primary School	2,722,585	75,663	2,798,248	629	4,449	2,817,497	629	19,249	4,479	0.7%	0.7%
Firs Farm Primary School	2,842,855	79,458	2,922,313	602	4,854	3,003,224	602	80,911	4,989	2.8%	2.8%
Fleecefield Primary School	2,122,968	58,193	2,181,161	377	5,786	2,244,847	377	63,686	5,955	3.0%	2.9%
Forty Hill CofE Primary School	1,036,304	29,746	1,066,049	209	5,101	1,096,016	209	29,967	5,244	2.9%	2.8%
Freezywater St George's CofE Primary	1,067,000	30,930	1,097,930	208	5,279	1,129,333	208	31,403	5,429	2.9%	2.9%
Galliard Primary School	3,063,745	88,239	3,151,985	597	5,280	3,243,120	597	91,135	5,432	3.0%	2.9%
Garfield Primary School	1,763,726	49,304	1,813,030	317	5,719	1,863,609	317	50,580	5,879	2.9%	2.8%
George Spicer Primary School	4,053,990	113,386	4,167,376	830	5,021	4,281,861	830	114,485	5,159	2.8%	2.7%
Grange Park Primary School	3,321,875	96,479	3,418,354	770	4,439	3,434,951	770	16,596	4,461	0.5%	0.5%
Hadley Wood Primary School	1,031,991	26,994	1,058,985	210	5,043	1,058,985	210	0	5,043	0.0%	0.0%
Hazelbury Primary School	4,811,354	139,276	4,950,630	936	5,289	5,094,195	936	143,565	5,443	3.0%	2.9%
Hazelwood Infant School	1,338,244	35,371	1,373,615	266	5,164	1,410,932	266	37,317	5,304	2.8%	2.7%
Hazelwood Junior School	1,590,485	45,943	1,636,429	342	4,785	1,664,179	342	27,750	4,866	1.7%	1.7%
Heron Hall Academy	7,624,099	235,231	7,859,330	1,096	7,168	8,089,698	1,096	230,368	7,378	3.0%	2.9%
Highfield Primary School	2,996,550	83,587	3,080,137	629	4,897	3,080,137	629	0	4,897	0.0%	0.0%
Highlands School	8,165,142	224,691	8,389,832	1,230	6,821	8,596,086	1,230	206,254	6,989	2.5%	2.5%
Honilands Primary School	2,306,205	64,729	2,370,935	419	5,659	2,438,702	419	67,767	5,820	2.9%	2.9%
Houndsfield Primary School	2,594,532	68,422	2,662,953	462	5,764	2,739,119	462	76,165	5,929	2.9%	2.9%
Keys Meadow School	1,983,502	54,943	2,038,446	368	5,539	2,097,349	368	58,903	5,699	3.0%	2.9%
Kingfisher Hall Primary Academy	1,998,498	56,743	2,055,241	393	5,230	2,114,558	393	59,316	5,381	3.0%	2.9%
Kingsmead School	8,525,540	264,209	8,789,749	1,291	6,808	9,044,031	1,291	254,282	7,005	3.0%	2.9%
Latymer All Saints CofE Primary School	2,719,968	76,258	2,796,226	526	5,316	2,876,867	526	80,641	5,469	3.0%	2.9%
Lavender Primary School	1,910,773	55,621	1,966,394	413	4,761	1,989,680	413	23,286	4,818	1.2%	1.2%
Lea Valley High School	6,430,351	172,896	6,603,247	751	8,793	6,769,450	751	166,203	9,014	2.6%	2.5%
Meridian Angel Primary School	987,949	28,186	1,016,134	167	6,085	1,045,359	167	29,225	6,260	3.0%	2.9%
Merryhills Primary School	2,763,985	76,940	2,840,924	628	4,524	2,840,924	628	0	4,524	0.0%	0.0%
Aim North London	4,581,800	128,380	4,710,181	591	7,970	4,845,356	591	135,176	8,199	3.0%	2.9%
Oakthorpe Primary School	2,542,274	71,363	2,613,637	511	5,115	2,671,655	511	58,018	5,228	2.3%	2.2%
Oasis Academy Enfield	5,081,829	159,292	5,241,121	675	7,765	5,393,975	675	152,853	7,991	3.0%	2.9%
Oasis Academy Hadley	8,573,086	263,945	8,837,031	1,285	6,877	9,094,376	1,285	257,345	7,077	3.0%	2.9%
One Degree Academy	1,417,156	38,281	1,455,437	237	6,137	1,455,437	237	0	6,137	0.0%	0.0%
Our Lady of Lourdes Catholic Primary S	963,172	27,088	990,260	196	5,052	1,017,822	196	27,562	5,193	2.9%	2.8%
Prince of Wales Primary School	2,987,651	85,403	3,073,054	549	5,598	3,161,598	549	88,543	5,759	3.0%	2.9%
Raglan Infant School	1,733,956	45,743	1,779,699	362	4,916	1,828,135	362	48,437	5,050	2.8%	2.7%
Raynham Primary School	3,291,283	92,370	3,383,652	617	5,484	3,482,677	617	99,024	5,645	3.0%	2.9%
Southbury Primary School	1,972,584	53,285	2,025,869	368	5,505	2,083,178	368	57,310	5,661	2.9%	2.8%
Southgate School	7,529,523	235,408	7,764,931	1,242	6,252	7,980,111	1,242	215,179	6,425	2.9%	2.8%
St Andrew's CofE Primary School	1,805,784	52,738	1,858,522	411	4,522	1,909,962	411	51,439	4,647	2.8%	2.8%
St Andrew's Southgate Primary School	1,003,244	28,877	1,032,121	206	5,010	1,032,121	206	0	5,010	0.0%	0.0%

St Anne's Catholic High School for Girls	5,826,910	175,700	6,002,610	888	6,760	6,170,721	888	168,111	6,949	2.9%	2.8%
St Edmunds Catholic Primary School	2,090,035	58,966	2,149,001	401	5,359	2,211,109	401	62,108	5,514	3.0%	2.9%
St George's Catholic Primary School	2,552,580	71,916	2,624,496	596	4,404	2,696,757	596	72,261	4,525	2.8%	2.8%
St Ignatius College	5,634,809	173,436	5,808,246	860	6,754	5,976,079	860	167,833	6,949	3.0%	2.9%
St James CofE Primary School	947,126	26,711	973,837	167	5,831	1,001,594	167	27,757	5,998	2.9%	2.9%
St John and St James CofE Primary School	1,481,536	41,913	1,523,449	266	5,727	1,567,545	266	44,095	5,893	3.0%	2.9%
St John's CofE Primary School	594,898	15,218	610,115	91	6,705	610,115	91	- 0	6,705	0.0%	0.0%
St Mary's Catholic Primary School	1,761,861	49,865	1,811,727	346	5,236	1,863,875	346	52,149	5,387	3.0%	2.9%
St Matthew's CofE Primary School	1,103,448	31,892	1,135,340	204	5,565	1,167,698	204	32,358	5,724	2.9%	2.9%
St Michael at Bowes CofE Junior School	1,509,194	43,094	1,552,289	293	5,298	1,572,595	293	20,307	5,367	1.3%	1.3%
St Michael's CofE Primary School	1,850,444	52,133	1,902,577	407	4,675	1,938,625	407	36,048	4,763	1.9%	1.9%
St Monica's RC Primary School	1,817,923	50,078	1,868,001	419	4,458	1,868,001	419	- 0	4,458	0.0%	0.0%
St Paul's CofE Primary School	1,798,263	49,262	1,847,525	420	4,399	1,857,063	420	9,538	4,422	0.5%	0.5%
Starks Field Primary School	1,476,695	34,773	1,511,468	220	6,870	1,548,044	220	36,576	7,037	2.5%	2.4%
Suffolks Primary School	1,421,219	39,745	1,460,964	241	6,062	1,501,876	241	40,912	6,232	2.9%	2.8%
The Latymer School	5,400,550	163,978	5,564,528	959	5,802	5,719,698	959	155,170	5,964	2.9%	2.8%
The Raglan Junior School	2,194,318	62,746	2,257,063	479	4,712	2,295,895	479	38,832	4,793	1.8%	1.7%
Tottenham Infant School	1,362,974	32,863	1,395,837	222	6,288	1,431,297	222	35,459	6,447	2.6%	2.5%
Walker Primary School	1,836,680	50,644	1,887,324	420	4,494	1,887,324	420	- 0	4,494	0.0%	0.0%
West Grove Primary School	1,763,944	49,772	1,813,716	353	5,138	1,862,375	353	48,659	5,276	2.8%	2.7%
Wilbury Primary School	4,025,057	115,383	4,140,440	771	5,370	4,260,303	771	119,863	5,526	3.0%	2.9%
Winchmore School	7,588,071	228,884	7,816,955	1,198	6,525	8,032,446	1,198	215,491	6,705	2.8%	2.8%
Wolfson Hillel Primary School	1,782,855	47,815	1,830,671	408	4,487	1,830,671	408	- 0	4,487	0.0%	0.0%
Woodpecker Hall Primary Academy	4,056,743	112,050	4,168,793	784	5,317	4,193,943	784	25,149	5,349	0.6%	0.6%
Worcesters Primary School	2,891,053	85,908	2,976,962	602	4,945	3,062,418	602	85,457	5,087	3.0%	2.9%
Wren Academy Enfield	2,824,842	80,519	2,905,362	474	6,125	2,866,884	474	- 38,477	6,044	-1.4%	-1.3%



All Headteachers
All Chairs of Governors
All Chairs of Finance/Resources

Please reply to: Gemma Young

E-mail: gemma.young@enfield.gov.uk

Phone: 07900 168938

Textphone:

Fax:

My Ref:

Your Ref:

Date: July 2021

Dear Headteacher, Chair of Governors and Chair of Finance/Resources

2021/22 Annual School Audit Report

As part of the 2021/22 Internal Audit Plan approved by the Council's General Purposes Committee, Internal Audit carried out reviews in 11 schools across the borough, which were full scope governance and financial reviews.

In addition, we also conducted the physical asset verification testing we unable to complete in 2020/21 due to COVID-19 restrictions. During most of 2020/21 school audits were carried out remotely, meaning we were unable to complete the on-site physical asset verification testing required. Given the limited scope of these reviews in 2021/22, management letters were issued to the schools concerned and therefore no assurance opinion was given. We have included the individual findings from this testing in the overall summaries and charts below.

We examined major processes to assess compliance with the Scheme for Financing Schools and the Council's Finance Manual for Schools, including the Contract Procedure Rules and General Data Protection Regulations, to confirm that good governance and operational and financial practices were applied throughout. Our work involved carrying out targeted internal audit testing to assess the adequacy and effectiveness of financial management within each school visited.

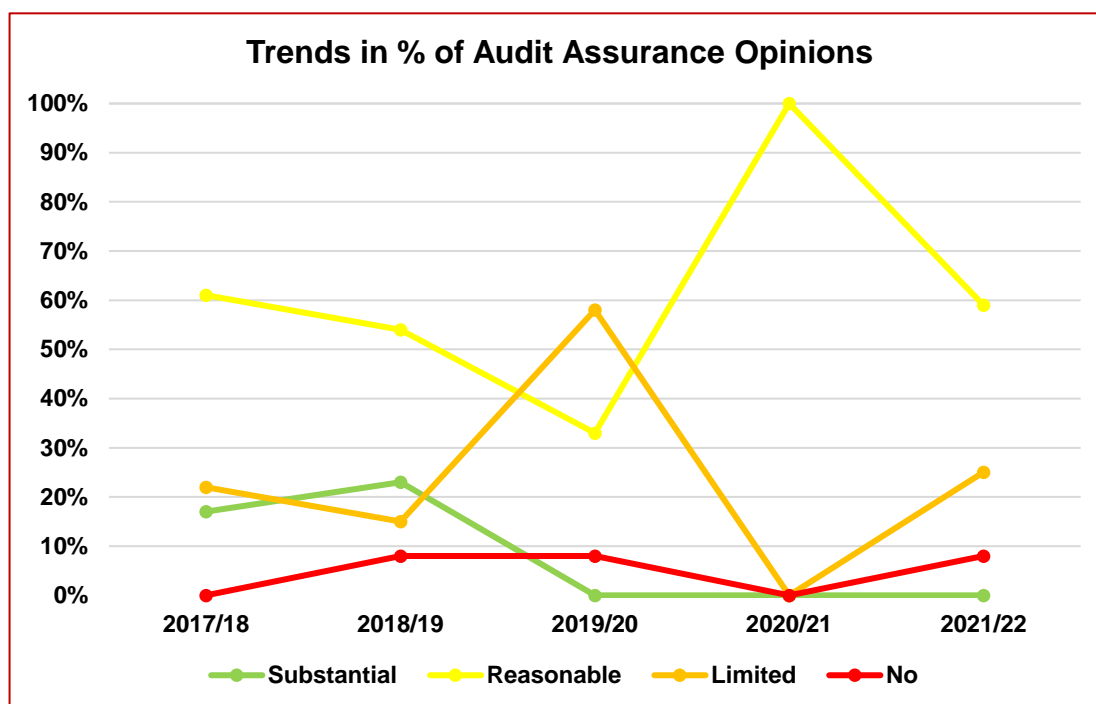
The Council's school audit programme follows the SFVS headings. This can be viewed on the School Audit Framework ('Framework') available on the Schools' HUB. The Framework outlines the areas covered in audits and key documentation that will be required as part of the audit. We hope schools continue to find the Framework useful and that School Leadership Teams will use this report to identify potential risk areas in their school, or opportunities to make improvements as necessary. It may also help as a prompt when completing the 2022/23 SFVS return.

As we review our audit programme to ensure it continues to reflect the keys risks identified in schools, changing requirements and on-going good financial practice, the Framework will be updated annually to ensure it remains a relevant and useful reference for schools.

Overall report opinions

The 11 full scope reviews undertaken covered the operating effectiveness of processes and controls falling under 9 scope areas. These scope areas are detailed in **Appendix 1**.

The trends in assurance opinions over the past five years, are shown in the charts below:



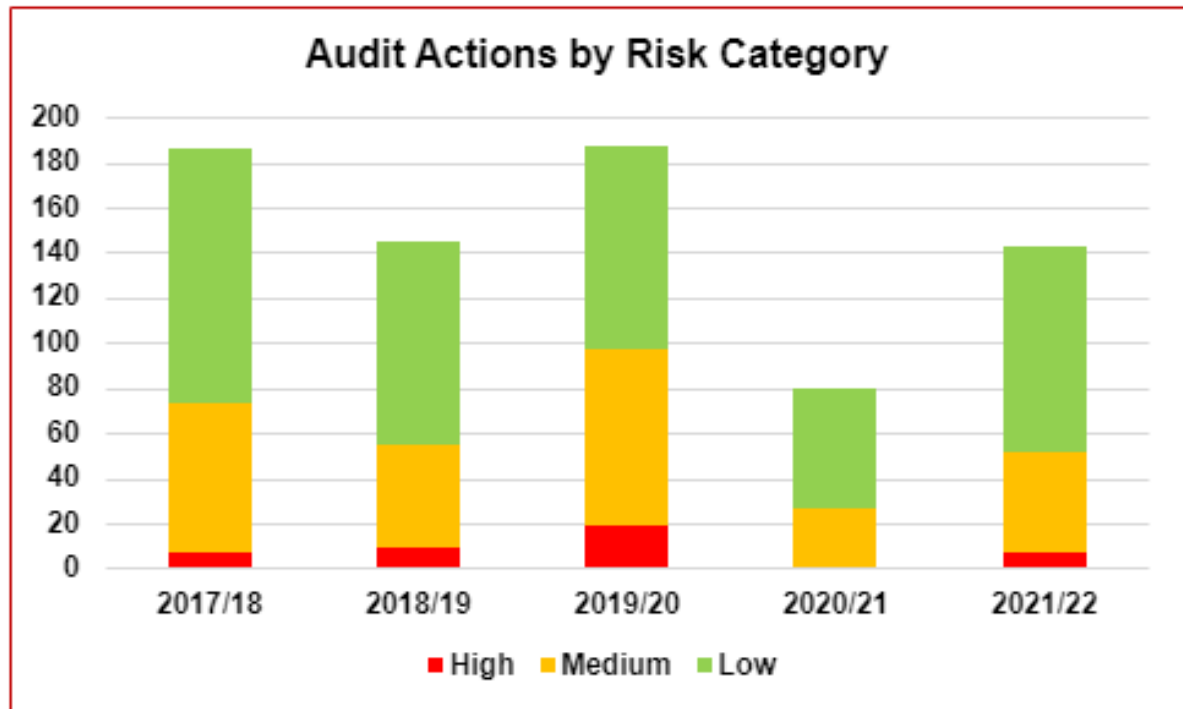
We saw a slight increase in negative assurance opinions during 2021/22, which is a result of weaker controls in the schools tested.

The pressure in schools due to Covid 19 was still a factor during 2021/22 and whilst we do understand this, it is important for school leadership teams to ensure that appropriate financial controls are in place at all times. Although most people will behave ethically, weak controls, more so during periods of crisis, change and uncertainty, may lead to error and fraud, which may not be identified and addressed promptly.

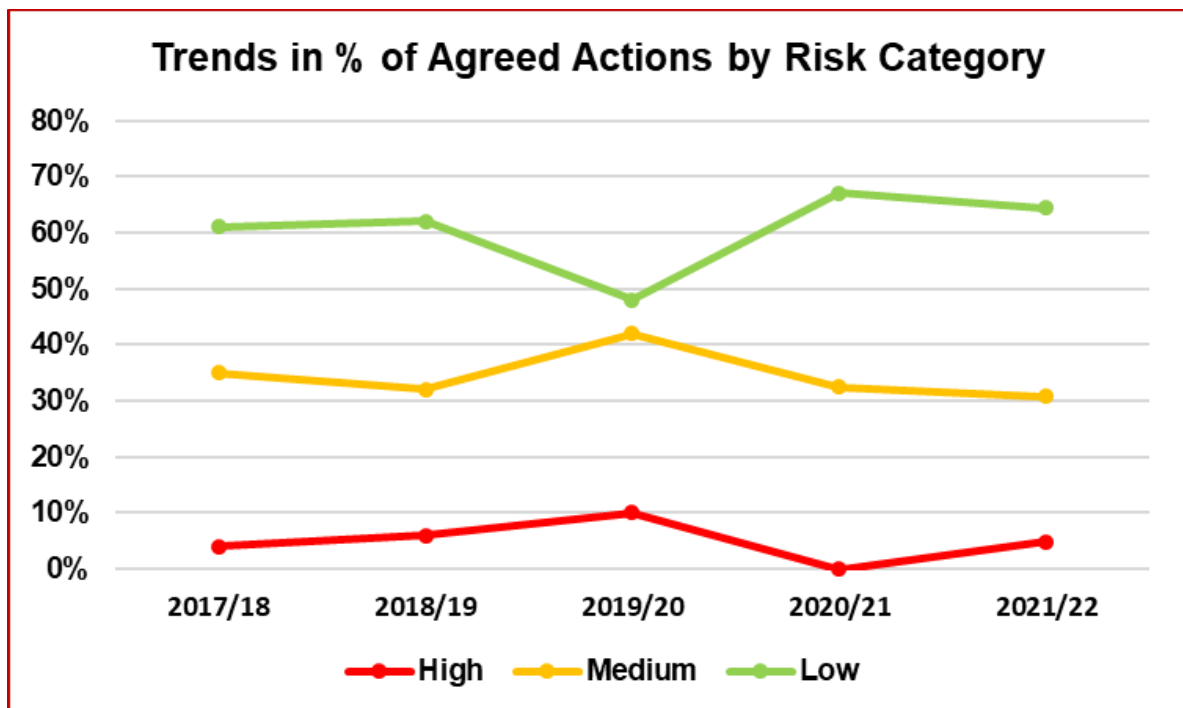
Definitions of risk categories and assurance opinions are detailed in **Appendix 2**.

Analysis of agreed actions

As part of our process, actions to address the risks identified by our audits are agreed with Headteachers and School Business Managers. The total number of actions agreed in 2021/22 increased to 143 from 80 in 2020/21 which is in line with expectations given the increase of reviews carried out in 2021/22. Also, as can be seen from the following graph, seven high risk actions were agreed in 2021/22.

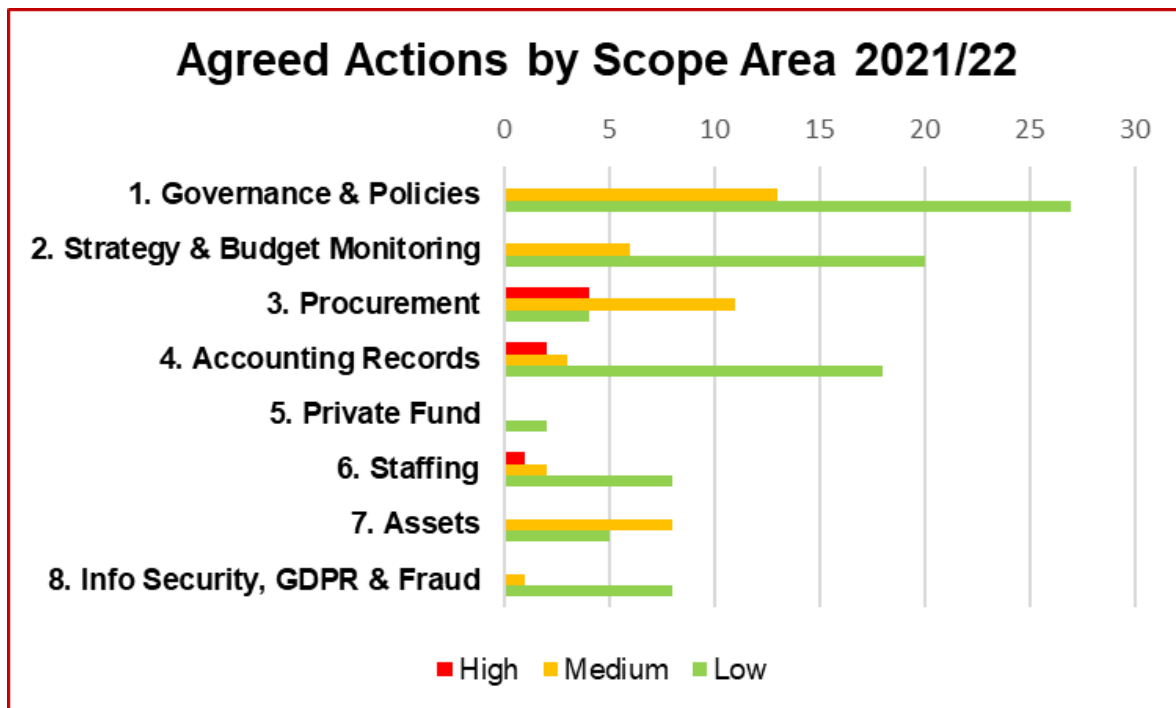


The graph below demonstrates that the reduced number of high and medium risk findings in 2020/21 was atypical and that the 2021/22 number of actions is more in line with previous years.



Summary of findings

The chart below summarises the number of agreed actions identified during the 2021/22 audit year, by scope area:



The main themes and key exceptions identified during our 2021/22 audits are detailed below. We recommend that Governing Bodies review this table against current practices in their schools to ensure, with respect to these common areas, there is compliance with the SFVS requirements.

Theme	Key exceptions identified:
Governance	
Business Continuity and Disaster Recovery Plan	<ul style="list-style-type: none"> Disaster recovery plans were either not in place, not approved or regularly reviewed, or were lacking in key details and review dates.
Delegated Authority	<ul style="list-style-type: none"> <i>Organisational Arrangements</i> were not completed fully, were out of date or were still in draft form and not properly approved. <i>Schemes of Delegation</i> (SoD) did not cover all financial responsibilities, including in some cases the BACs payment process, lacked clear segregation of duties for some key financial processes and were not properly approved.
Register of Business Interests	<ul style="list-style-type: none"> Governor business interest forms were not completed or were out of date. Business interest forms had not been completed by staff with financial responsibilities Information published on the school website was out of date
Minutes of Governing Body Meetings	<ul style="list-style-type: none"> Several key decisions were not clearly recorded in Governing Body Meeting Minutes. Committee minutes were not consistently presented to the

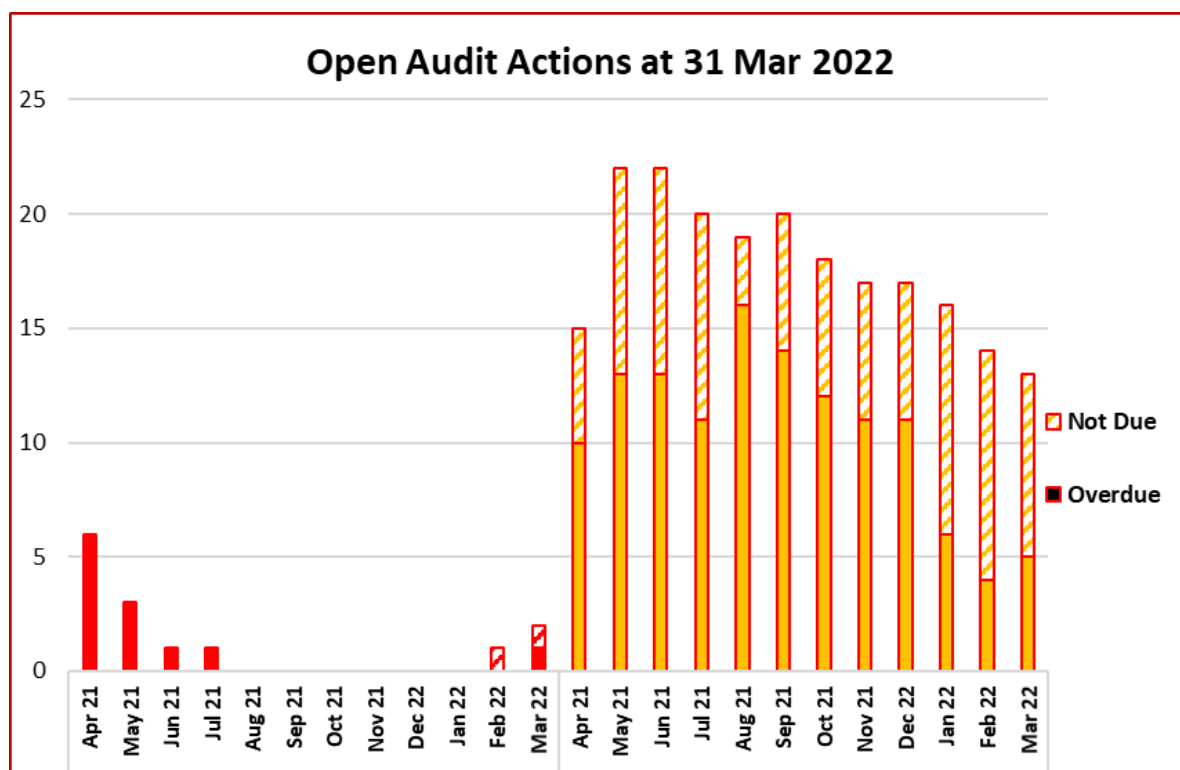
Theme	Key exceptions identified:
	Governing body
Governing Body Skills Assessment	<ul style="list-style-type: none"> A comprehensive review of governors' skills had not been undertaken.
Policies	<ul style="list-style-type: none"> Policies that schools are required to have in place had not been reviewed and approved in line with the requirements.
School website	<ul style="list-style-type: none"> Governor information, including attendance records, was missing or out of date. Website contained broken links. The Accessibility Statement published websites did not confirm whether the websites were 'fully', 'partially' or 'not' compliant with accessibility standards, as per the Web Content Accessibility Guidelines (WCAG) 2.1.
Strategy & Budget	
Budget Monitoring	<ul style="list-style-type: none"> We were unable to confirm from the Governing Body minutes that the three year working budget was properly approved. We were unable to confirm that the quarterly CFR returns were appropriately reviewed and approved by the Governing Body or delegated committee. We were unable to fully reconcile the quarterly CFR returns to the underlying the finance system records.
Pupil Premium	<ul style="list-style-type: none"> Pupil premium reviews and discussions were not approved by the Governing Body. Pupil premium information published on schools' websites was not up to date.
School Development Plan	<ul style="list-style-type: none"> The Plan did not cover at least a three year period. The Plan did not include sufficient financial information to demonstrate that it was aligned to the three year budget.
Benchmarking	<ul style="list-style-type: none"> No benchmarking exercises were carried out.
Procurement	
Related Party Transactions	<ul style="list-style-type: none"> A formal procurement process was not undertaken for a service where a governor was an employee of the supplier. No formal declaration of the interest was made whilst procuring these services. Governing Body approval of related party transactions was not recorded in the minutes.
Contracts	<ul style="list-style-type: none"> The Council's Contract Procedure Rules had not been adhered to. Minutes did not reflect that the Governing Body had approved

Theme	Key exceptions identified:
	<p>contracts with a value over the Headteacher's delegated limit.</p> <ul style="list-style-type: none"> Contracts, signed by both parties, were not in place.
Purchase Testing	<ul style="list-style-type: none"> Anomalies were identified between a separately held transaction listing and the school finance system. Order forms had not been raised, were raised retrospectively or did not include a date to confirm the order was pre-authorised. Order forms did not record key information including date, order number and goods/ service receipt. Written quotations were not made available for our review. Invoices were paid after the due date, with no reasonable explanation noted. IR35 assessments were not undertaken, and confirmation retained, for sole traders/personal service companies. Orders/invoices were not authorised in line with the scheme of delegation.
Accounting records	
BACs	<ul style="list-style-type: none"> Payment runs were authorised after the payment had been processed.
ParentPay Debts	<ul style="list-style-type: none"> Wrap around care was not invoiced promptly. Outstanding ParentPay debts were not pursued in line with the Debt Recovery Policy.
Reconciliations	<ul style="list-style-type: none"> Reconciliations were not completed regularly or where completed there was no evidence of independent review. Unrepresented cheques more than 6 months old were not investigated.
Staff reimbursements	<ul style="list-style-type: none"> Claim vouchers were not properly authorised. Personal credit cards were used to make purchases on behalf of the school. Items were delivered to staff home addresses. Claims made by Headteachers were not signed by the Chair of Governors as required.
Lettings	<ul style="list-style-type: none"> No signed agreements in place for long-term and ad hoc lets. Signed agreements for long term and ad hoc lets were not

Theme	Key exceptions identified:
	<p>available for review. As a consequence, we could not confirm appropriate insurance arrangements were in place.</p> <ul style="list-style-type: none"> • Agreements were not signed by the school's delegated officer(s).
Private fund	
Accounting records	<ul style="list-style-type: none"> • Reconciliations were not completed monthly or where completed there was no evidence of independent review. • The audit statement for the private fund had not been approved by the Governing Body.
Staffing	
Starters and leavers	<ul style="list-style-type: none"> • Pre-employment checks were not completed in full prior to employment commencing. • There was no written evidence of who had carried out and verified pre-employment checks. • Videpay forms for leavers and starters were not supplied to the Schools Personnel Service in sufficient time to ensure necessary action could be taken. • There were delays in issuing contracts of employment. Contracts must be issued by day one of permanent employment. • Videpay forms were signed prior to the employee submitting their termination notice.
Assets	
Fixed Assets	<ul style="list-style-type: none"> • The fixed asset register did not capture key information including the date assets were acquired, purchase costs or disposal details. • There was no evidence that annual fixed assets checks were carried out. • Assets were loaned to staff without this being formally recorded. • Assets were not appropriately security marked.
Information Security, GDPR & Fraud	
Information security	<ul style="list-style-type: none"> • No process or mechanism was in place to prevent staff from using unencrypted removable media on school equipment. • There was no requirement to ensure passwords are changed regularly or have sufficient complexity.

Action Implementation

Schools have continued to make progress on action implementation, and we have made minimal use of the escalation process this year. Progress made can be seen in the following chart:



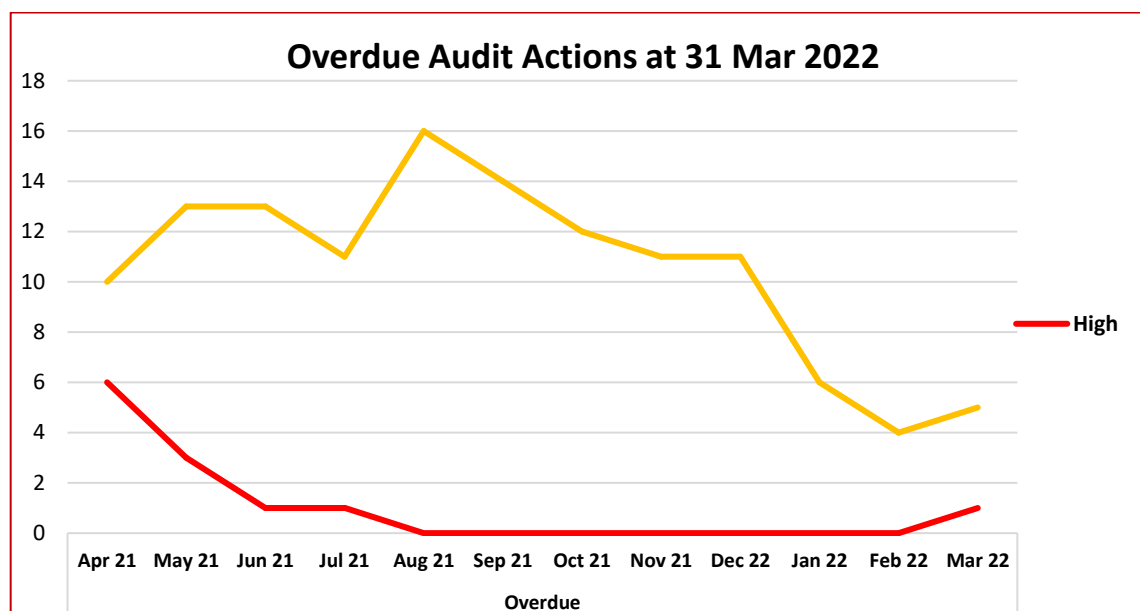
The Council takes the implementation of audit actions seriously and overdue actions are reported to both the Assurance Board and the General Purposes Committee.

Where an adverse internal audit assurance opinion is received by a school, (Limited or No assurance), the following process is applied:

- Findings from the internal audit report are reported to the Assurance Board and the Council's General Purposes Committee.
- Follow up emails and/or visits are undertaken in accordance with the target dates agreed within the report.
- If timely and appropriate responses are not received to the initial request this is escalated to the Audit and Risk Manager and if necessary, to the Director of Education.
- If it is deemed during the follow up process/visit that sufficient responses have not been received, and/or satisfactory progress has not been made to implement the agreed actions, this is followed up with the Director of Education. Actions taken will be reported to the Assurance Board.

The Director of Education will also consider whether the Headteacher and/or the Chair of Governors should attend a future Assurance Board meeting. Attendance would be to advise the Assurance Board of action being taken to address the findings from the internal audit report.

This next chart demonstrates the significant improvement in action implementation made during the year - for seven months no high risk actions were overdue.



Training

We offer audit and fraud training for both Governors and School Business Managers (SBMs). The training provides an overview of the Council's Internal Audit and Counter Fraud services. Training will be delivered by experienced officers and will provide:

- an overview of audit scope areas
- the importance of good controls
- key fraud risks faced by schools, with a particular focus on cybercrime.

Further information on the audit and fraud training can be found on the Schools' HUB.

Acknowledgement

We would like to take this opportunity to thank those schools who were included in the audit programme in 2021/22. We recognise and appreciate the additional work and effort involved during this difficult period when you have been dealing with the impact of Covid-19.

Should you have any comments on this report, require further clarification, or wish to raise any concerns, the Internal Audit team would be happy to discuss these with you (please see below for contact details).

Yours sincerely,

Gemma Young
Head of Internal Audit and Risk Management

cc: Peter Nathan, Director of Education
Lucy Nutt, Head of Early Years and School Improvement
Felicia Ferraro, School & Early Years Improvement Service Business Support Team Manager
Sarah Fryer, Head of Schools Personnel Service
Louise McNamara, Finance Manager – Schools & Education
Sangeeta Brown, Education Resources Manager
Tony Theodoulou, Executive Director People
Fay Hammond, Executive Director Resources
Marion Cameron, Deputy Head of Audit and Risk Management Service
Lisa Byrne, Audit and Risk Manager

Contact Details:




Internal Audit: internal.audit@enfield.gov.uk
Audit and Risk Manager: lisa.byrne@enfield.gov.uk
020 8132 1064



APPENDIX 1 – Audit Scope Areas

Scope area:	To ensure that:
Governance	<ul style="list-style-type: none"> • Appropriate Governance structures are in place; are appropriately resourced; and operate in line with Council regulations and best practice. • Relevant policies are in place; are reviewed and up to date; and are available on the school's website. Website content complies with DfE requirements. • The school has up to date business continuity and disaster recovery plans in place.
Strategy and Budget	<ul style="list-style-type: none"> • The School has a realistic, sustainable and flexible financial strategy in place for at least the next 3 years which has a demonstrable link to the school development plan. • The school sets a well-informed and balanced budget each year and this budget is scrutinised and approved by the Governing Body. The budget includes realistic assumptions and can be flexed if required. • Performance against budget is monitored throughout the year; variances are investigated; and remedial actions are taken where necessary.
Procurement	<ul style="list-style-type: none"> • All expenditure incurred: <ul style="list-style-type: none"> ○ Is necessary for the running of the school; ○ Complies with the Council's Finance Manual for Schools' and the Council's Contract Procedure Rules (CPRs); and ○ Is appropriately authorised and is supported by appropriate documentation.
Accounting Records	<ul style="list-style-type: none"> • All transactions are authorised and are supported by appropriate documentation. • Regular reconciliations are made between the accounting records and supporting information. • Payments are made within agreed timescales; are made in line with policy; and are appropriately authorised. • All adjustments to the financial records are appropriately recorded and authorised. • VAT is appropriately accounted for. • Income is fully accounted for and is banked promptly. • Debts are reviewed to ensure prompt payment is received.
Private Fund	<ul style="list-style-type: none"> • The standard for the governance of the private fund is as rigorous as that for the administration of the school's





Scope area:	To ensure that:
	delegated budget and complies with the Council's Finance Manual for Schools
Staffing	<ul style="list-style-type: none"> • The school reviews and challenges its staffing structure regularly to ensure it is the best structure to meet the needs of the school whilst maintaining financial integrity. • Staff are adequately vetted to ensure their suitability for employment. • Payments to permanent, supply and agency staff are valid and are appropriately authorised. • IR35 assessments are carried out as necessary.
Assets	<ul style="list-style-type: none"> • Fixed assets and stock are properly accounted for; are kept securely; and are periodically checked for existence and condition.
Information Security, GDPR and Fraud	<ul style="list-style-type: none"> • Access to the school's systems and data is well controlled. • The school complies with GDPR legislation and best practice. • All appropriate steps are taken to reduce the likelihood of fraud.
SVFS and Risk Assessment Returns	<ul style="list-style-type: none"> • The Governing Body has approved the final checklist and dashboard. • Follow up actions have been identified and actioned. • Approved returns are submitted to the Council by the required deadlines.

APPENDIX 2 - Definition of Risk and Assurance Ratings

Risk rating	
Critical 	<p>Life threatening or multiple serious injuries or prolonged workplace stress. Severe impact on morale & service performance. Mass strike actions etc.</p> <p>Critical impact on the reputation or brand of the organisation which could threaten its future viability. Intense political and media scrutiny i.e. front-page headlines, TV. Possible criminal, or high profile, civil action against the Council, members or officers.</p> <p>Cessation of core activities, Strategies not consistent with government's agenda, trends show service is degraded. Failure of major Projects – elected Members & SMBs are required to intervene</p> <p>Major financial loss – Significant, material increase on project budget/cost. Statutory intervention triggered. Impact the whole Council; Critical breach in laws and regulations that could result in material fines or consequences</p>
High 	<p>Serious injuries or stressful experience requiring medical many workdays lost. Major impact on morale & performance of staff.</p> <p>Significant impact on the reputation or brand of the organisation; Scrutiny required by external agencies, Audit Commission etc. Unfavourable external media coverage. Noticeable impact on public opinion</p> <p>Significant disruption of core activities. Key targets missed; some services compromised. Management action required to overcome med – term difficulties High financial loss Significant increase on project budget/cost. Service budgets exceeded. Significant breach in laws and regulations resulting in significant fines and consequences</p>
Medium 	<p>Injuries or stress level requiring some medical treatment, potentially some workdays lost. Some impact on morale & performance of staff.</p> <p>Moderate impact on the reputation or brand of the organisation; Scrutiny required by internal committees or internal audit to prevent escalation. Probable limited unfavourable media coverage.</p> <p>Significant short-term disruption of non-core activities. Standing Orders occasionally not complied with, or services do not fully meet needs. Service action will be required.</p> <p>Medium financial loss - Small increase on project budget/cost. Handled within the team. Moderate breach in laws and regulations resulting in fines and consequences</p>

<p>Low</p> 	<p>Minor injuries or stress with no workdays lost or minimal medical treatment. No impact on staff morale</p> <p>Internal Review, unlikely to have impact on the corporate image. Minor impact on the reputation of the organisation</p> <p>Minor errors in systems/operations or processes requiring action or minor delay without impact on overall schedule. Handled within normal day to day routines.</p> <p>Minimal financial loss – Minimal effect on project budget/cost. Minor breach in laws and regulations with limited consequences</p>
<p>Advisory</p> 	<p>Advisory findings or observation that would help to improve the system or process being reviewed or align it to good practice seen elsewhere.</p>

APPENDIX 2 (cont'd) - Definition of Risk and Assurance Ratings

Level of assurance	
Substantial 	No significant improvements are required. There is a sound control environment with risks to key service objectives being well managed. Any deficiencies identified are not cause for major concern.
Reasonable 	Scope for improvement in existing arrangements has been identified and action is required to enhance the likelihood that business objectives will be achieved.
Limited 	The achievement of business objectives is threatened and action to improve the adequacy and effectiveness of the risk management, control, and governance arrangements is required. Failure to act may result in error, fraud, loss or reputational damage.
No 	There is a fundamental risk that business objectives will not be achieved, and urgent action is required to improve the control environment. Failure to act is likely to result in error, fraud, loss or reputational damage.

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London Borough of Enfield

Schools Forum
Meeting Date 5 October 2022

Subject: Workplan
Cabinet Member: Cllr Abdullahi
Report Number: 13

Item: 6

Recommendation

To note the workplan.

Meetings		Officer
July 2022	Schools Budget – Outturn (2021/22) School Balances (2020/21) & Budget Review (2021/22) DfE Consultation: Direct NFF De-delegation - update Special School Outreach	LM SB SB SB SB
October 2022	Schools Budget: 2022/23 – Monitoring School Funding Arrangements (2023/24) Schools Budget: 2023/24 – Update General 2021 Census - Presentation Outreach Offer for Mainstream Schools Audit – Annual Update	LM SB LW KP SM LB
December 2022	Annual reports: BSS & SWIRREL 2021-22 Schools Budget: 2022/23 – Monitoring School Funding Arrangements (2023/24) Schools Budget: 2023/24: Update Central Services Budgets & De-delegation	MC / NE-J LM SB LM SB
January 2023	Schools Budget: 2022/23 – Monitoring Schools Budget: 2023/24: Update High Needs Strategy – Update Annual reports: ECASS, E-TIPPS, EASA	LM LM SB Var
March 2023	Schools Budget: 2023/24: Update High Needs Places Annual Reports: West Lea Annual Report 2021-22, Orchardside Scheme for Financing - Revisions	LM SB Var SB
July 2023	Schools Budget – Outturn (2022/23) School Balances (2022/23) & Budget Review (2023/24) Annual report: Outreach Services Annual Audit – Update	LM SB Var LB

Dates of Meetings

Date	Time	Venue	Comment
09 March 2022	5:30 - 7:30 PM	Virtual meeting	
11 May 2022	5:30 - 7:30 PM	CANCELLED	
06 July 2022	5:30 - 7:30 PM	Virtual meeting	
05 October 2022	5:30 - 7:30 PM	Virtual meeting	
07 December 2022	5:30 - 7:30 PM		
18 January 2023	5:30 - 7:30 PM		
08 March 2023	5:30 - 7:30 PM		
05 July 2023	5:30 - 7:30 PM		
04 October 2023	5:30 - 7:30 PM		
06 December 2023	5:30 - 7:30 PM		

Report Author: Sangeeta Brown, Education Resources Manager
sangeeta.brown@enfield.gov.uk / 0208 132 0450
Date of report 26 September 2022

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