

MINUTES OF THE SCHOOLS FORUM MEETING

Held on Wednesday 10 December 2014 at Enfield County School

Schools Members:

Governors: Ms I Cranfield (Primary) Forum Chair, Mrs J Leach (Special), Mrs L Sless (Primary), Mr T McGee (Secondary), Mr G Stubberfield (Secondary), Mr Clark (Primary), Vacancy (Primary)

Headteachers: Ms M Hurst (Pupil Referral Unit), *Ms A Gaudencio* (Primary), *Mr B Goddard* (Secondary), Ms A Nicou (Primary), Mrs P Rutherford (Secondary), *Mr P Smith* (Primary), Mr P De Rosa (Special), *Mrs S Warrington* (Secondary), Mr R Yarwood (Primary)

Academies: Ms A Burgess, *Ms R Stanley-McKenzie*

Non-Schools Members:

Chair of Overview and Scrutiny Committee

Cllr N Keazor

16 - 19 Partnership

Mr K Hintz

Teachers' Committee

Mr S McNamara

Assistant Director Education

Ms J Tosh

Head of Behaviour Support

Mr J Carrick

Early Years Provider

Mrs S Roberts

Observers:

Cabinet Member

Cllr A Orhan

Assistant Director Commissioning & Community Engagement

Ms E Stickler

Finance Business Partner

Ms J Fitzgerald

Assistant Finance Business Partner

Mrs Y Medlam

Assistant Finance Business Partner

Mrs L McNamara

Resources Development Manager

Mrs S Brown

Resources Development Officer

Ms J Bedford

Italics denote absence

1. Membership and Apologies for Absence

a) Apologies for Absence

Apologies for absence were received from Ms Gaudencio, Mrs Warrington, Mr Goddard and Mr Hintz.

Noted the absence of Mr Smith and Ms Stanley-McKenzie.

b) Membership

Reported as agreed by the Member Governor Forum nominations for the two primary governor vacancies were sought. A nomination from Mr Charles Clark was received. Mr Clark sent his apologies for the meeting and a supporting personal biography.

Ms Cranfield shared Mr Clark's biography with the Schools Forum.

Resolved to accept Mr Clark's nomination as Primary Governor Representative on the Schools Forum.

2. DECLARATION OF INTEREST

Received the following declarations of interest:

DSG Central Budgets (Item 5b Appendix G):

Mrs Leach and Mr De Rosa declared an interest in this item.

DSG Central Budgets – (Item 5b):

Ms Tosh declared an interest in this item.

DSG Central Budgets – (Item 5J):

Mr S McNamara declared an interest in this item

Resolved to note these declarations.

3. MINUTES AND MATTERS ARISING FROM THE MINUTES

a) Schools Forum Meeting held 15 October 2014

Received and agreed the minutes of the meeting of the Schools Forum held on 15 October 2014, a copy of which is included in the Minute Book.

Clerk's Note: Mr Stubberfield, Mr Yarwood and Mr McNamara arrived at this point.

b) Matters arising from these minutes

c) Fairer School Funding (2015/16) – (Item 5a):

(i) **Reported** the DfE had recently confirmed that the growth funding would be provided for NRAs for 2015/16 only. Mr Fraser, Director of Schools & Children's Services, was keen to work with ALDCS to lobby the Government to confirm growth funding would be provided in future years.

(ii) Workplan – (Item 6):

Reported the report on Outreach had been deferred to the meeting.

4. Presentation

a) 'SUCCEED' – Ambition for All: Enfield Schools Promotional Campaign

Received a presentation from Mr Neil Best.

Mr Best explained that the Enfield Schools Promotional Campaign was aiming to raise the profile of Enfield Schools and encourage children of all ages to attend and remain in Enfield schools.

Noted:

(i) The Campaign had three phases. These were:

- **Phase 1** of the campaign will be launched in January 2015: this phase would include addressing any misconceptions surrounding school results and informing and clarifying the level of investment made to improve the school environment.
- **Phase 2** will share personal statements from children, teaching staff, and anyone who works or has been involved in Enfield schools.

It was questioned whether the use of personal statements could be extended to include community players, such as local shops.

- **Phase 3** will seek for individual schools to become involved in the campaign and begin to use it to promote their school by sharing good experiences.

(i) It was important to get maximum coverage and this could be done using in various ways. This included:

- Billboards to promote and share facts about Enfield schools
- Bus campaign
- Magazine supplement
- Web page
- Social media
- YouTube

(ii) The campaign would look to follow the journey of school life starting at age 4 through to 18. Mr Best said that, to capture this journey, officers had been working on producing short videos of students receiving their exam results and sharing their individual experiences of school life.

It was observed that the videos shown to the Forum did not include pupils with physical or learning disabilities and their school experiences. It was stated that the Council was keen for all Enfield schools to participate and share their good news stories and this included special schools and their pupils.

It was questioned how the Forum members or any other member of the public would view the videos. It was stated that the videos would be available to view from January 2015 on the Council's main web page, YouTube and other individual webpages.

- (iii) It was queried how other local authorities were marketing their schools. It was stated that the local authorities surrounding Enfield had developed marketing campaigns and each one was slightly different. Waltham Forest had a particularly good campaign which relied on a poster and bus campaign. This was visually good but was followed with other types of media. Enfield was focussing on social media and YouTube to provide good news stories.

Clerk's Note: Cllr Orhan arrived at this point.

- (iv) The Local Authority was not always aware of the positive stories at individual schools so it was important to share these with officers working in the Succeed campaign. An example of where this worked was the recent visit to the City Learning Centre (CLC) from Professor Winston. The visit got front page coverage in the local press. It was stated that on the same page there was an article placed directly underneath reporting that a school in Edmonton had provided a Christmas party for local elderly residents.
- (v) It was questioned how schools could get involved in the campaign. It was stated that a letter explaining the campaign had been sent to all Headteachers. They had been informed to email the generic email address either with their stories or to ask the office to contact them. It was confirmed the email address to use was succeed@enfield.gov.uk.

The Forum thanked Mr Best for his presentation.

b) School Expansion Programme - Update

Received a paper providing an update on the School Expansion Programme, a copy of which is included in the Minute Book.

Reported the Bowes Learning Alliance was working successfully in its partnership.

The Schools Forum noted the update provided in the report.

5. ITEMS FOR INFORMATION

Local Authority Budget (2015-2016)

Ms Stickler and Ms Fitzgerald provided a verbal update.

Ms Fitzgerald reported that the current projections were that the Council would be required to find a further £80 million in savings over the next four years. This was in addition to the £75 million in savings already made over the last four years. By 2017/18, the funding from Central Government to Enfield will have been reduced by a further 25%.

Noted:

- (i) The arrangement for the Local Authority Budget Consultation had changed from previous years. The Local Authority had arranged focus groups to seek the views of residents and key stakeholders on their views on what should be the priorities for the Local Authority. Ms Stickler asked the Forum whether the members would like a separate focus group arranged for them to discuss and comment on the priorities for the future. If not, then individual members could attend one of the planned focus groups or instead of attending a focus group use an on-line budget simulator. The online budget simulator is available on <https://yourenfieldyoursay.budgetsimulator.com>.
- (ii) The feedback from the focus groups would be used to inform the services to prioritise for the future.

The Forum confirmed that they did not require a focus group to be arranged.

- (iii) The picture going forward was bleak with reducing funding to support a growing population with increasing levels of poverty.

It was questioned whether it was still the case, as previously reported, that the increase in the population included over 100 families moving into the borough each month. It was stated that this continued to be the case.

- (iv) The Local Authority had not increased the Council Tax for local residents since 2009/10 and, whilst this had benefited local residents, it did mean the Local Authority was facing a worse financial position.
- (v) It was difficult to isolate individual services when considering savings, as they were interlinked.
- (vi) Officers were working with other Local Authorities to consider best practice and learning in relation to early intervention whilst still addressing the savings challenge.

The Forum noted the update provided on the Local Authority budget position.

6. ITEMS FOR DECISION AND INFORMATION

a) Schools Budget: (2015/16) - Update

Received a paper providing an update on the Dedicated Schools Grant (DSG) for 2015/16, a copy of which is included in the Minute Book.

Reported the information included on the proposed allocation of the DSG was based on estimated pupil numbers using the local data available from the October Census. Information on the datasets to be used for the local funding formula and the final funding settlement for the DSG would be announced in mid-December 2015.

Since the last meeting, the Government had confirmed they would, for 2015/16, fund the growth for non-recoupment academies. This had resulted in reducing the levels of savings required to balance the budget for next year.

Other factors, which also supported a reduced savings target, included a requirement for less funding for the local agreed growth fund and a reduction in the amount required to support funding for deprivation due to a decrease in the number of pupils eligible for free school meals.

The current estimated draft Schools Budget 2015/16 was indicating a potential deficit of £0.745m. The Forum was being asked to consider the draft budget position and provide comment on the options included in the paper to address the potential budget gap.

Noted:

- (i) The estimated budget included the effects of the funding for two-year-olds being based on actual take up and also additional funding to support the pressure arising from the increased number of pupils with high needs.
- (ii) There was a small overall increase in pupil numbers. This was due to an increase of 602 in the primary sector and a decrease of 361 within the secondary sector.
- (iii) No changes had been proposed to the funding required for the de-delegated services.
The level of funding identified for maternity services was questioned as it seemed like a considerable amount of money. It was stated that this funding was used as a reimbursement scheme to support schools with the cost of maternity cover. The scheme was helpful to smaller schools and those schools experiencing a large number of staff on maternity leave.
- (iv) There was a slight increase in the Pupil Premium funding from primary-aged pupils. The primary rate was going to increase from £1,300 to £1,320 per pupil, with no change to the rate for secondary-aged pupils.

- (v) The EFA would be releasing the Post 16 student numbers in January 2015; once these had been agreed with individual institutes, and notification of the final funding would be provided in March 2015.
- (vi) Following discussion at the Commissioning Group, the factors used for the local funding formula had been modelled using various scenarios. The data used to inform these factors was based on the local dataset and there was a risk that this may vary considerably from the final data which will be provided by the DfE. The data was indicating the reduction in the number of pupils eligible for free school meals, meaning a reduction of £1m required overall to fund the factor to support pupils from a deprived background. This factor, together with falling number of pupils on roll, was having a negative impact on the funding for some schools.

Clerk's Note: Mr McNamara left at this point.

- (vii) To address the budget gap and also the significant losses at individual school level, the Forum was asked to consider various options. These included reducing the per-pupil funding or the lump sum but also reviewing the overall funding required for supporting pupils from a deprived background.

It was questioned what the effect would be of reducing the per-pupil funding. It was stated that, generally, this would mean a reduction for all schools leading to potentially a greater impact for small schools and schools with falling number of pupils on roll. However, due to the use of the minimum funding guarantee, the change would affect each school differently.

It was commented the unit rate used to allocate deprivation funding for pupils on free school meals be increased. It was stated that this had been considered but the outcome did not achieve the required results, with funding not being allocated to the most affected schools.

It was queried whether Income Deprivation Affecting Children Index (IDACI) was used. It was stated that IDACI was used to a small extent but there was a greater emphasis on the use of free school meals for the local funding formula. The reason for this was questioned. The Forum was advised that there was greater correlation in the use of free school meals than IDACI. This was because free school meals eligibility was attributable to individual pupils, whereas IDACI was based on pupils living in a particular post code.

It was questioned if there were any particular reasons for the large decrease in the number of pupils eligible for free school meals. It was stated that, while the reasons were still being assessed, there was a concern this was the outcome of the introduction of the welfare benefit reforms. The current research published on child poverty was showing that there was an increase in the number of children living in deprivation.

There was a discussion on the various models that had been provided to the Forum.

Clerk's Note: Mr Stubberfield left at this point.

The models included reducing the per-pupil unit rate with a compensating increase in the rate used for free school meals eligibility. The Forum was of the view that the funding formula should provide a sustainable outcome, with the least impact on supporting pupils from a deprived background.

It was observed from the information provided that there needed to be some change to the local funding formula. A way forward would be to move funding on the per-pupil factor to the free school meals eligibility factor, finding a point where there was least turbulence.

- (viii) It was questioned what the reason was for schools retaining high levels of balances. It was stated that the reasons were assessed as part of the report provided to the Forum earlier in the year. Many of the schools with high balances were using the money to fund particular projects or to support changes to staffing structures.

Resolved:

- A. Officers would continue to refine the funding formula to incorporate the comments from the Forum.
- B. To continue to fund for the coming financial year:
 - The de-delegated services at the same level as this year (2015/16)
 - The growth fund at a cost of £1.4m

Clerk's Note: Ms Stickler and Mrs Leach left at this point

b) **Dedicated Schools Grant (DSG): Central Budgets 2015/16**

Received a paper providing details of Dedicated Schools Grant (DSG): Central Budgets, a copy of which is included in the Minute Book.

Reported the paper included an update and information on the central services that had been agreed by the Schools Forum, to be funded from the DSG for 2014/15. These services fell into the permitted categories of statutory functions and historical commitments.

Noted:

The Commissioning Group had discussed the information provided on central services and had sought to seek the views of their Headteacher colleagues.

It was reported that the secondary Headteachers had had a brief discussion. The secondary Headteachers had questioned the capital contribution and had suggested this be removed. It was stated that this funding had been previously agreed to support the large increase in the number of primary pupils and had supported the revenue costs associated with capital projects, including providing individual schools with funding for setting up temporary provision. In future, this funding would be required to support the pupil number increases forecast for secondary schools and pupils with special educational needs.

Cllr Orhan commented that the Administration had recently agreed a programme to support the improvement works required in schools to support the increases in pupil numbers. This programme was being supported by this funding and may be jeopardised if there was any change to the funding. The Forum were asked to consider no change to contribution to the capital programme at this stage but once building works were completed, then develop a strategy to phase out this support from the DSG.

Resolved to approve as outlined in the report the central budget allocation for 2015-16.

7. Workplan

Noted the items identified for the workplan.

8. Any Other Business

Cllr Orhan extended best wishes from the Administration to the Forum members for a Merry Christmas and a Happy New Year.

9. Future Meetings

- (a) Date for next meeting is 21 January 2015 from 5.30pm at Enfield County School.
- (b) Proposed dates for future meetings:
 - 4 March 2015

10. Confidentiality

To consider which items should be treated as confidential.

MUNICIPAL YEAR 2014/2015 REPORT NO. 21

MEETING TITLE AND DATE:

Schools Forum – 21 January 2015

REPORT OF:

Director of Finance, Resources & Customer Services

Contact officer: Jayne Fitzgerald

E-mail: jayne.fitzgerald@enfield.gov.uk

Item: 4a

Subject:

**Schools Budget 2015/16 and
Formula Factors**

Wards: All

1. EXECUTIVE SUMMARY

This report sets out details of the initial 2015-16 Dedicated Schools Grant (DSG), which was announced on December 17th, together with the data-set to be used to calculate 2015-16 formula budget shares for primary and secondary schools.

Information on the proposed formula factors and associated unit values as detailed in the report will be submitted to DfE on 20th January 2015 for approval, subject to ratification by Schools Forum.

The report provides updated information on the proposed budget for 2015-16 including budget pressures to be funded from the 2015-16 DSG and forecast balances at 31st March 2015.

The report seeks the support of Schools Forum to finalise the unit values for the primary and secondary funding formula. A further report will be presented to Schools Forum in March 2015 to agree the final application of the DSG for 2015-16 for the Early Years and High Needs Blocks.

2. RECOMMENDATIONS

The Schools Forum is asked to note and agree:

- The unit values for the primary and secondary funding formula as set out in **Appendix B**
- The proposed application of DSG reserves in 2015/16 in order to balance the budget.

The Schools Forum is asked to note:

- The 2015-16 DSG settlement and draft budget set out in **Appendix A**
- The formula allocations to schools based on the proposed formula factors as set out in **Appendix C**

3. DEDICATED SCHOOLS GRANT (DSG) 2015-16

3.1 DSG Settlement

The current “spend-plus” methodology introduced in 2015-16 has been continued for 2015-16, set out in three spending blocks for each authority: an early years block, a schools block and a high needs block. The underlying schools budget will

be kept at flat cash per pupil for 2015-16. The minimum funding guarantee (MFG) is to be continued, meaning no school or academy will see a reduction compared with its 2014/15 budget (excluding sixth form funding) of more than 1.5% per pupil before the Pupil Premium is applied.

Enfield's initial 2015-16 DSG settlement was announced on 17th December 2014 as £299.062m. This includes the transfer into DSG of Non-Recoupment Academies (NRAs) but excludes funding for the revised Two Year Old offer which will not be announced until June. Including estimates for pupil number growth in NRAs (which will be funded in retrospect for 2015-16 only); our forecast of the increase in Early Years places for three and four year olds; and a forecast of the Two Year Old funding, the total DSG available to fund expenditure in 2015/16 is forecast to increase to **£307.804m**, as set out in **Appendix A**. Excluding the DSG allocated for NRAs, **Appendix A** shows that the forecast DSG resources available in 2015/16 are £0.408m less than in 2014/15, compared to a net increase in spend requirements of £0.348m, resulting in a total budget gap of £0.757m. High Needs pressures are still under review and this gap may therefore change before the budget is finalised in March.

3.2 Schools Block

The value of the schools block in the settlement is £254.608m including £10.979m for NRAs and £0.070m for training for NQT. This is based on a Guaranteed Unit of Funding (GUF) per pupil of £5,194 and the pupil count from the October 2014 census for primary, secondary schools and academies, uplifted by the increase in reception pupils from October to January the previous year. This will reflect the fact that the January pupil count for reception pupils is usually higher than it is in October. For 2015/16 the DfE will fund NRA growth which we have estimated as £1.361m; this sum has therefore been included in the draft budget with funding assumed to follow.

3.3 Early Years Block

The value of the Early Years Block in the settlement is £13.517 m and is based on a Guaranteed Unit of Funding (GUF) per pupil of £3,948.

The announcement for the Early Years block is provisional as the figure is based on the January 2014 census and will be revised when the January 2015 pupil counts are available. The actual grant for 2015/16 will be calculated as 5/12 of January 2014 plus 7/12 of January 2015. The total DSG stated in **Appendix A** includes an estimate of £0.302m to reflect this adjustment, giving a total Early Years block estimate of £13.819m.

Funding for the Two Year Old free entitlement is part of the EY block also but was not announced as part of the settlement. The hourly rates were announced in October 2014 and initial allocations will be made in June 2015. An estimated sum of £6.953m has been included in the draft budget, based on our forecast of the number of places that will be provided and our hourly rate of £5.28. For budgeting purposes it has been assumed that funding will match places; in practice this will vary depending on the number of place recorded on the census dates and the movement in places as the year progresses.

3.4 High Needs Block

The value of the High Needs Block in the settlement is £31.454m. This includes funding for special schools and ARPs.

The starting point for the High Needs block settlement was the 2014/15 base position adjusted for the full year effect of approved new places in 2014/15 and for approved increases in places for academic year 2015/16 resulting from the exceptions process. LBE made an exceptional case bid for funding 93 additional places based on our estimates of new provision that will be needed in 2015/16. This was unsuccessful, with only part year funding for one new place being agreed. We are awaiting detailed feedback on why the bid was unsuccessful but the EFA have indicated that places will only be funded when filled in the previous year, in other words they will be funded on a time lagged basis but with no retrospective funding of the in-year costs.

There is also an additional top-up of £47m to be distributed in 2015/16 based on the 2-19 aged population in each local authority. Enfield's share of this funding is £0.330m.

The draft budget included in **Appendix A** includes £800k of High Needs budget pressures based on current forecasts. The forecasts for 2015/16 are currently being reviewed to assess whether this additional amount needs revising and this will be reported back to Schools Forum in March when the final application of the DSG is approved.

4 DRAFT BUDGET AND FORMULA FACTORS 2015/16

4.1 Draft Budget

A revised budget has been produced based on the DSG settlement data and revised estimates of pressures and other budget changes. This is shown in **Appendix A**. The budget gap is currently estimated as approximately £855k.

4.2 Proposed Formula Factors 2015/16

At the end of October 2014 the authority submitted a provisional pro-forma to the DfE detailing the national formula factors and indicative unit values for the primary and secondary funding formula based on 2013 data. Since the last Schools Forum meeting the formula has been updated to reflect the October 2014 dataset which shows

- Increase in primary pupils
- Decrease in secondary pupils
- Decrease in FSM eligibility
- Increase in EAL
- Prior Attainment - increase foundation stage decrease at KS2

Formula Factors for 2015/16 are set out in **Appendix B**. The proposed factors have not changed from 2014/15 apart from two minor changes to the AWPU: The first of these is the removal of the £17 which was added to AWPU in 2014/15 in order to create the contingency for schools in financial difficulties. This was a one-off

allocation from balances in order to provide funds for creation of this fund through de-delegation and its removal does not affect individual schools' budgets. The second change is the addition of £1.22 to AWPU to cover the increased costs of de-delegated licence fees (which are set centrally by the DfE) and union duties as agreed by Schools Forum at the 11th July 2013 meeting. This increase in AWPU will cover the increased de-delegation for these items.

As discussed at the December forum, in view of the expected reduction in FSM numbers modelling was carried out to assess the impact of adjusting factor rates to increase FSM and decrease AWPU. Although this did partly compensate some schools for loss in FSM this was not consistent across the board and had a distorting effect due to the impossibility of targeting any additional funding at the schools most in need. It is therefore proposed that we should instead look at ways of supporting schools who find themselves in financial difficulties.

Recommendation: Schools Forum is asked to note and agree the formula factors and unit rates detailed in Appendix B which were provisionally submitted to the DfE by their deadline of 20th January 2015.

4.3 Schools Formula Budget Shares

The application of the formula factors in **Appendix B** and the revised data set issued by the DfE in December produce the schools formula budget shares as set out in **Appendix C**. This appendix also notes the revenue balances held and the estimated pupil premium that will be received by schools. These budgets include MFG allocations, where applicable, and the impact of the funding cap for schools who gain more than 3%. It should be noted that these figures exclude any allocations from the Early Years or High Needs Blocks

4.4 Budget Gap

As shown in **Appendix A** there remains a budget gap of approximately £855k. As noted above High Needs pressures of £800k based on current placements have been included in the draft budget shown in **Appendix A**. As pressures are continuing to rise and the demand in this area is quite volatile it is also considered prudent to build in a further contingency of £500k or more if resources allow when the budget is finalised and reported to March Schools Forum.

December Schools Forum considered options for closing the budget gap including reducing formula funding, reducing central budgets and applying reserves. As Schools Forum agreed the proposed central budgets for 2015/16 at the December meeting, the options remaining are to reduce the formula funding or use reserves or a combination of the two.

These options have been further considered by Commissioning Group on 13th January. In view of the reduction in funding going through the FSM factor in 2015/16 it was not considered appropriate to further reduce school funding for 2015/16. The recommended option for bridging the gap in 2015/16 is therefore to use uncommitted balances.

Uncommitted DSG Balances are forecast to be approximately £3.5m to £4m at 31st March 2015. Whilst a proportion of these balances could be used to bridge the budget gap in 2015/16, and to create a contingency for 2015/16, it should be noted

that this is one-off funding and the underlying pressure on the budget would remain. This would mean that budget savings may be needed in future years to balance the budget, if DSG balances are no longer available. It should also be noted that in 2014/15 we used balances to fund one-off initiatives in year, including creating funds for autism and schools in financial difficulties. Applying balances to fund the budget gap in 2015/16 will restrict our ability to fund such work should a need arise in year.

Recommendation: Schools Forum to agree the application of DSG balances to bridge the budget gap in 2015/16 and to create a contingency for High Needs pressures. Details and amounts to be reported back to Forum in March for agreement

5.0 OTHER SCHOOLS FUNDING

5.1 Pupil Premium

As previously reported it has been confirmed that the level of the Pupil Premium has been increased in 2015/16 from £1300 to £1320 for qualifying primary school pupils, with all other rates remaining at 2014/15 levels. A total of £22m has been provisionally allocated to LBE for 2015/16 and provisional allocations per schools are shown in **Appendix C**.

5.2 Sixth Form Funding

Allocations will be confirmed to institutions by the DfE by the end of March.

MUNICIPAL YEAR 2014/2015 REPORT NO. 22

MEETING TITLE AND DATE:

Schools Forum – 21 January 2015

REPORT OF:

Director of Schools & Children's Services

Contact officer: James Carrick

E-mail: james.carrick@enfield.gov.uk

Item: 4b (i)

Subject:
Special School Outreach Funding

Wards: All

1. EXECUTIVE SUMMARY

- 1.1 This report outlines the proposed bidding process for the funding allocation for the Special Schools Outreach funding 2015-2016.

2. RECOMMENDATIONS

Members are asked to agree:

- 2.1 the pro forma for the Special School Outreach funding bids (Appendix A)
2.2 the adjudication panel for the bids
2.3 the monitoring framework for the Special School Outreach programme (Appendix B)

3. BACKGROUND

- 3.1 Enfield Special School Outreach Support is designed to provide training, development and support for schools and staff in both the primary and secondary phases of all Enfield Schools. The work is to focus on the children and young people in these settings whose needs can be described as complex and where a school would benefit from specialist advice on how best to support them.

The majority of this cohort will have had their needs assessed through:

- Early years identification
- Statutory Assessment resulting in a Statement of SEN or Education, health and Care Plan (EHCP)
- The annual review process

The support on offer is designed to:

- Support mainstream schools in the early identification and meeting the precise and specific needs of pupils with a range of complex learning needs
- Ensure successful outcomes for these pupils.
- Further develop partnership between special schools and mainstream schools in a strategic, planned and transparent way and build capacity in both the specialist and mainstream sector.
- Increase staff awareness in both special and mainstream schools

The range of needs supported by this intervention would include:

- Cognition and learning
- Multiple Learning needs
- Communication and interaction needs-Autism

- Physical/medical needs
- Social, Emotional and Mental Health needs

The focus is practical help for individual pupils and the staff who teach and support them.

The form the help will take might include:

- modelling of learning and teaching
- advice on curriculum content and design
- guidance on differentiation and formulating individual education plan targets
- support in the assessment of needs
- advice on appropriate resources as well as more specialist materials and equipment
- information and advice about how to manage the education of pupils with specific conditions and syndromes
- guidance at transition times
- training
- observation of pupils and suggested interventions
- observation and feedback to teachers and intervention staff
- in reach visits to special schools for staff to observe lessons and work shadow

3.2 Each of the Enfield Special Schools is given funding of £112,000 each financial year to provide Outreach support to the mainstream. During the summer term 2014 a paper review of the Special Schools Outreach Programme was conducted by the Local Authority. Each of the 6 special schools was asked to outline what the allocated £112,000 had been spent on and what provision had been implemented under 3 main headings:

- Advice and guidance
- Training
- Interventions

A variety of responses were received ranging from the comprehensive to the incomplete. Up until now there has been no monitoring framework in place to enable the Local Authority to audit the money spent and the efficacy of the work being undertaken. It is recommended that from 2015-2016 the Outreach money for each Special School is allocated through a bidding process. This would set out in detail the planned expenditure, the work that will be undertaken for 2015-2016 and the proposed outcomes for children and young people.

4 PROPOSAL

- 4.1 It is proposed all of the Enfield Special School are invited to bid for the allocated funding of £112,000 per school using the agreed pro-forma (Appendix A). The bidding process will be open from Monday January 26th until noon on Friday February 6th. No bids received after this will be considered.
- 4.2 A panel consisting of the Assistant Director for Education, the Acting Head of SEN and the SEN Manager will review the bids and notify the schools by Friday February 13th as to whether they have been successful
- 4.3 The successful schools will be monitored on a termly basis using the bidding pro forma (Appendix B).

4.4 These proposals were considered and supported by the Commissioning Group at their meeting on 13 January 2015. However, the Commissioning Group suggested that the Local Authority monitoring process should require the special schools to include feedback from the users of the outreach service to determine whether the agreed outcomes / impact have been achieved. This feedback would be required from all users of the outreach service and could include mainstream schools, parents groups, any other professionals and learners. This suggestion is supported by officers and with the agreement of the Forum; the monitoring form will be amended to include this feedback and will be used to inform future funding decisions.

ENFIELD SPECIAL SCHOOLS PROPOSED OUTREACH PROGRAMME FINANCIAL YEAR 2015-2016 (Appendix A)

School:

The funding for the Special School Outreach programme remains the same for each school: £112,000. The format below is designed to encapsulate the Outreach programme from each school and will be used to judge the efficacy of the proposal.

Proposed Special School Outreach Activities	Proposed Activity/Intervention Detail Proposed Outcomes/Impact and how success will be measured	Funding Expenditure 2015-2016 (How will the funding be allocated?)
Advice and Information (Telephone contact/Visits/Meetings/ Assessments/Information Packs)		
Training (Twilight sessions in school/LA/Parents. INSET days in schools/Courses in Schools/LA/Parents. Work shadowing/Placement. Resource Packs)		
Interventions (Support in class/Team Teaching/Project work/ Pupil Placement In reach-individual-group/ Outreach individual/group)		

Signed:.....

Dated:

Special School Outreach Review (APPENDIX B)

Outreach Activities	SUMMER TERM 2015 Description of Activity/Intervention	Detail Outcomes/Impact (Data/Evidence showing quantifiable impact of activities)
Advice and Information (Telephone contact/Visits/Meetings/ Assessments/Information Packs)		
Training (Twilight sessions in school/LA/Parents. INSET days in schools/Courses in Schools/LA/Parents. Work shadowing/Placement. Resource Packs)		
Interventions (Support in class/Team Teaching/Project work/ Pupil Placement In reach-individual-group/ Outreach individual/group)		

Special School Outreach Review

Outreach Activities	AUTUMN TERM 2015 Description of Activity/Intervention	Detail Outcomes/Impact (Data/Evidence showing quantifiable impact of activities)
Advice and Information (Telephone contact/Visits/Meetings/ Assessments/Information Packs)		
Training (Twilight sessions in school/LA/Parents. INSET days in schools/Courses in Schools/LA/Parents. Work shadowing/Placement. Resource Packs)		
Interventions (Support in class/Team Teaching/Project work/ Pupil Placement In reach-individual-group/ Outreach individual/group)		

Special School Outreach Review

Outreach Activities	SPRINGTERM 2016 Description of Activity/Intervention	Detail Outcomes/Impact (Data/Evidence showing quantifiable impact of activities)
Advice and Information (Telephone contact/Visits/Meetings/ Assessments/Information Packs)		
Training (Twilight sessions in school/LA/Parents. INSET days in schools/Courses in Schools/LA/Parents. Work shadowing/Placement. Resource Packs)		
Interventions (Support in class/Team Teaching/Project work/ Pupil Placement In reach-individual-group/ Outreach individual/group)		

MUNICIPAL YEAR 2014/2015 REPORT NO. 23

MEETING TITLE AND DATE:

Schools Forum – 21 January 2015

REPORT OF:

Director of Schools & Children's Services

Contact officer: Janet Leach

E-mail: janet.leach@enfield.gov.uk

	Item: 5
Subject: Update on the SEND Reforms	
Wards: All	

1. EXECUTIVE SUMMARY

- 1.1 This paper provides an update on the implementation of the Special Educational Needs & Disability Reforms.

2. RECOMMENDATIONS

Members are asked to note and comment on the update.

	Strategy Focus Area	Update
1.	Local Offer	<p>This document was published on-line in accordance with DfE guidelines by 01/09/14 and a limited number of printed copies are available due to parental requests for hard copies.</p> <p>It is a working document which is regularly up-dated and contains the conversion timetable of Statements to EHCPs. It is expected that feedback from parents/young people on the Local Offer will help to inform commissioning arrangements going forward.</p> <p>A review of the website/Local Offer is arranged for 30 January. All partners have been invited to participate including Health, parents and young people.</p>
2.	EHCP Process	<p>Process for the EHCP within the 20 week statutory timeframe designed and implemented with completion of the IT workflow and associated letters.</p> <p>EHCP Pathway booklet for parents schools and services designed, printed, distributed and available from the Local Offer.</p> <p>All documentation designed and implemented. This includes 3 request templates, 1 common advice template, the EHCP template and a consultation form for schools. The EHCP template has been confirmed as meeting statutory requirements by DfE.</p> <p>All documentation and steps within the process have been subject to consultation with parents and relevant services and agencies with amendments/additions considered and</p>

	Strategy Focus Area	Update
		implemented if appropriate.
3.	Information Awareness Training re EHCP Pathway/Process	<p>9 formal sessions for schools, services, and FE Colleges taken by SEN Service (Sept-Oct 2014)</p> <p>4 formal sessions to help SENCOs and other professionals prepare for the conversions have taken place. These have been led by SIS. A total number of 202 school staff has attended these sessions.</p> <p>A number of other training sessions for School/PVI SENCOs about the reforms more generally have taken place and have been facilitated by an outside consultant.</p> <p>5 training sessions for Year 6 parents have been held facilitated by the Change Management and Parent Engagement Consultant. These were attended by a total of 63 parents.</p> <p>7 training sessions for Years 11,12,13 & 14 parents have been arranged, although 2 have been cancelled due to poor take up. To-date, only 16 parents have signed up for training.</p> <p>Face Front Inclusive Theatre has been commissioned to run a series of 2 hour workshops for young people throughout February and March. The aim of the workshops is:</p> <ul style="list-style-type: none"> • To help the young people understand the reforms and be confident to give their views and wishes about their future aspirations at their multi-agency meeting • For the young person to leave the workshop with a brief outline of what they would like to include in the All About Me Section. <p>Independent Supporters, LDD Careers Advisers and school support staff will all participate in the workshops so that they can hear what the young people are saying and then help them to start thinking about what they might want to include in the All About Me section. They will follow up with the young people after the workshop.</p> <p>To-date, a total of 265 participants have attended training.</p>
4.	Three Agency Panel	<p>Terms of reference for this Panel has been agreed among relevant parties.</p> <p>Template for the Panel has been devised.</p> <p>First Panel sat on 16th December and continues on a weekly basis.</p>
5.	Conversion of Statements to EHCP	<p>Letters of explanation sent to schools and parents.</p> <p>Currently 90/123 conversions completed and consultations</p>

	Strategy Focus Area	Update
	<p>(Year 6)</p> <p>Conversion of Statements to EHCP (Years 11-14 for those pupils remaining in education)</p>	<p>have begun.</p> <p>Timetable devised to stagger conversions for Years 11-14 and disseminated.</p> <p>In accordance with the timetable, letters of explanation and start of process for Year 11 -14 leavers moving on within education have been sent and is an on-going process.</p>
6.	Electronic EHCP	<p>Work is progressing in relation to developing an “electronic EHCP”. A workflow process has been completed and the documentation is in the process of being finalised in order to start the corporate process for new IT software systems. It is envisaged that this system will enable all partners/agencies, including parents and young people to contribute to the development of an EHCP electronically and securely. This development obviously will contribute to the Enfield 2017 agenda when the Council is looking for us to be working digitally wherever possible. There will also be savings to be made from postage costs and the storage of files electronically.</p>
7.	Champion Status	<p>Enfield is partnered with Bromley and Bexley for 2014/15 as Pathfinder Champion supporting London Region 1. This contract is currently up for renewal and Enfield is currently in the process of applying for 2015/2016 with Bromley.</p>
8.	SEND Implementation Grant Funding	<p>On the 17 December 2014 the DfE announced a further £31.7m of non-ring fenced funding in 2015/2016 to help Local Authorities in England continue to meet the costs of implementing the SEND reforms. For Enfield the amount is £228,691. A DAR will need to be completed to secure this funding.</p>
9.	To be completed by 31/08/15	<ul style="list-style-type: none"> • Design and implementation of Annual Review process and documentation for EHCP. • Review of EHCP documentation

MUNICIPAL YEAR 2014/2015 – REPORT NO. 24

MEETING TITLE AND DATE:

Schools Forum – 21 January 2015

REPORT OF:

Director of Schools & Children’s Services

Contact officer: Sangeeta Brown

E-mail: sangeeta.brown@enfield.gov.uk

Agenda – Part:	Item: 6
Subject: Schools Forum: Workplan	
Wards: All	

Recommendation

To note the workplan.

<u>Meetings</u>		<u>Officer</u>
January 2014	Schools Budget: 2014/15: Update	JF
March 2014	School Budget 2014/15: Update Additionally Resourced Provision Autism Scheme for Financing Enfield Traded Services to Schools	JF JT JT SB SB
April 2014	Fairer School Funding – 2015/16: DfE Consultation Universal Free School Meals Welfare Benefit – Update SEND Reforms Scheme for Financing Schools	SB SB KR JL SB
July 2014	Schools Budget – Update (2014/15) School Funding Review (2014/15) Response DfE Consultation on School Funding Arrangements (2015/16) Autism Update Support for Schools in Financial Difficulties	JF SB SB JT SB
October 2014	Schools Budget: 2015/16: Update Fairer School Funding – review (2015/16) Early Years - Update DSG Monitoring and Final Notification Outturn Report 2013/14 Schools Balances 2013/14	JF YM / SB SB JF JF SB
December 2014	Schools Budget: 2015/16: Update, Inc. De-delegation Central Budgets: Annual Report Local Authority Budget (2014/15) Pupil Places strategy	JF JT ES JT
January 2015	Schools Budget: 2015/16: Update SEN - Autism & ARP Update SEND Reforms - Update	JF JT JT
March 2015	School Budget 2015/16: Update Enfield Traded Services to Schools Scheme for Financing	JF SB SB

Dates of Meetings

Date	Time	Venue	Comment
22 January 2014	5.30pm – 7.30pm	Enfield County School	
5 March 2014	5.30pm – 7.30pm	Enfield County School	
2 April 2014	5.30pm – 7.30pm	Enfield County School	
9 July 2014	5.30pm – 7.30pm	Enfield County School	
15 October 2014	5.30pm – 7.30pm	Enfield County School	
10 December 2015	5.30pm – 7.30pm	Enfield County School	
21 January 2015	5.30pm – 7.30pm	Enfield County School	
4 March 2015	5.30pm – 7.30pm	Enfield County School	