



## Schools Forum

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Date: Monday 15<sup>th</sup> January 2018

Time: 4.00pm

Venue: Council Chamber, Town Hall Extension

Everyone is welcome to attend this committee meeting.

## Membership of the Forum

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**Secondary Sector Headteachers (1)** Gillian Houghton

**Secondary Sector Governors (1)** Fiaz Riasat

**Primary Sector Headteachers (4)** Patricia Adams, Mike Cooke, Sarah Navin, Saeeda Ishaq

**Primary Sector Governors (4)** Brendon Jones, x 2 vacancies, Michael Flanagan

**Special School Headteachers (1)** Alan Braven

**Special School Governor (1)** vacancy

**Academy Representative (6)** Elizabeth Fritchley, Andy Park, Emma Merva, Ian Fenn, Joshua Rowe, vacancy

**Pupil Referral Unit Representative (1)** Helen McAndrew

**Nursery School Representative (1)** Joanne Fenton

**Non-School Members (9)** Isobel Booter, Councillor Stone, Cath Baggaley, John Morgan, Elizabeth Cummings, x 4 vacancies

## Agenda

1. Urgent business  
To consider any items which the Chair has agreed to have submitted as urgent.
2. Appeals  
To consider any appeals from the public against refusal to allow inspection of background documents and/or the inclusion of items in the confidential part of the agenda.
3. Minutes  
To approve as a correct record the minutes and notes of the meeting held on 18<sup>th</sup> December 2017 (enclosed).
4. Dedicated Schools Grant update 2018/19
5. Schools Forum constitution

### Date of next meetings:

5th March 2018

14th May 2018

18th June 2018

16th July 2018

## Information about the Forum

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Schools are represented on the Forum by headteachers and school governors, elected to reflect all categories of school. In Manchester; there are non-school representatives from the teacher associations; additional non-voting places are reserved for invited elected members and representatives of other interested bodies.

The Forum members work together to provide a clear consensus of professional advice to education decision-makers, to achieve a transparent deployment of available resources. The Forum provides a formal channel of communication between the Council and schools for consultation concerning the funding of schools, and aims to agree recommendations which present the best possible compromise between competing claims on limited resources; has strategic oversight of ALL funding decisions affecting schools, and is involved in annual consultation in respect of the Council's functions relating to the schools budget in connection with the following:

- pupils with SEN (Special Educational Needs)
- early years
- revisions to the Council's scheme for the financing of schools
- administration of central government grants to schools including Standards Funds
- arrangements for free school meals

The Forum must be consulted on any proposed changes to the Council's school funding formula, and the financial effects of any proposed changes.

Joanne Roney  
Chief Executive  
Town Hall, Albert Square  
Manchester, M60 2LA

## Further Information

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For help, advice and information about this meeting please contact:  
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## **Manchester Schools Forum**

### **Minutes of the meeting held on 18 December 2017**

#### **Present:**

**Secondary Sector Headteachers:** None

**Secondary Sector Governors:** None

**Primary Sector Headteachers:** Mike Cooke, Sarah Navin, Patricia Adams

**Primary Sector Governors:** Brendon Jones,

**Special School Headteachers:** Alan Braven

**Special School Governor:** None

**Academy Representative:** Ian Fenn (Chair), Emma Mervin

**Pupil Referral Unit Representative:** None

**Nursery School Representative:** Jo Fenton

**Non-school members:** Cath Baggaley, John Morgan, Isobel Booler (Head of Inclusion) and Councillor Stone

**PVI Sector Representative:** Elizabeth Cummings

**Council Officers:** Reena Kohli, (Directorate Financial Lead, Children and Families), Amanda Corcoran (Director of Education)

**Apologies:** Andy Park, Councillor Rahman, Helen McAndrew

#### **SF/17/26 Welcome to new members**

The Chair welcomed the following new members to their first meeting of the Forum.

- Emma Mervin - Academy Representative
- Jo Fenton – Nursery Representative
- Elizabeth Cummings – Private, Voluntary, Independent (PVI) Sector Representative

#### **SF/17/27 Minutes**

The minutes of the last meeting were submitted for consideration as a correct record. Patricia Adams noted that she had been incorrectly recorded as a Primary Sector School Governor instead of Primary Sector Headteacher.

#### **Decision**

To agree the minutes subject to the amendment above.

#### **SF/17/28 Schools Forum Membership Review**

The Forum considered a report of the Head of Finance: Adult Services and Childrens' Services Directorates which discussed a recent review of the Forum's Membership. It was explained that under the relevant regulations (Schools Forum Regulations [2012]) Local Authorities (LA) are required to have a Schools Forum with an established Terms of Reference. Representation must be broadly in line with

pupil numbers across the relevant sectors and must include representatives from the nursery and Private, Voluntary and Independent (PVI) sectors. In view of the volume of Academy conversions, reviews will therefore be required periodically.

As a result of growth in the Academy sector in terms of the percentage of Manchester's pupil population, it was proposed that Forum appoints an additional Academy representative and reduces its secondary sector representation by one. The Forum noted that this was due to a growth in the number of schools that had previously been maintained by the LA but had subsequently converted to Academy status. The establishment of new Academies in the city without an LA maintained predecessor was also described as a contributory factor. It was highlighted that the secondary sector was already carrying a governor vacancy and was therefore proposed that this vacancy be deleted.

As the proposed changes would require an amendment to the Forum's Constitution, members were advised that a revised Constitution would be brought to a future meeting of the Forum so that the proposed changes may be formally adopted.

### **Decision**

To note that an amended Constitution will be brought to a future meeting of the Forum to adopt changes to the formulaic composition of the Forum.

### **SF/17/29 Central Schools Services Block**

The Forum considered a report of the Head of Finance: Adult Services and Children's Services Directorates which discussed the newly created Central Schools Services Block (CSSB) for 2018/19 which forms part of the wider Dedicated Schools Grant. The Forum noted that the CSSB had been created by merging the pre-existing Schools Block and the Education Services Grant (ESG). Its ongoing budget responsibilities would cover:

- Admissions team
- Schools Forum
- Copyright licenses (Schools and Academies)
- All schools responsibilities that are held by the LA in respect of maintained schools (as set out in the report)

The indicative funding for the above areas represented an increase of £124,000 due to an increase in pupil numbers for 2018/19. Within that figure was an additional £65,000 to be allocated to the Admissions team to support its staffing structure. A member asked for clarification on whether the budget for Admissions included that for the Independent School Appeals Service. The Director of Education confirmed this, highlighting that certain schools that are designated their Admission Authority were required to make a contribution to use the service. She also explained that the volume of the admissions (Reception, Year 7 and in-year admissions) had increased significantly and the Admissions team now had additional duties in respect of the management of children who are missing from education in all schools (including independent schools).

The Forum was presented with a line by line breakdown of what is included in the new Central School Services Block (CSSB) for 2018/19 in which it was asked to approve the amounts on each of the following:

- Schools Forum (Associated costs of operating the Forum: £5,000
- Unsupported borrowing against the school capital scheme: £358,000

*All School Forum members were invited to approve the above budgets. The vote was carried unanimously.*

- Admissions team budget: £1.572M

*All School Forum members were invited to approve the above. The vote was carried unanimously.*

- Local Authority All School responsibilities (as set out in the report) £1.260M.

*All School Forum members were invited to approve the above. The vote was carried unanimously.*

The Forum was then invited to submit its view on whether the historic commitment to Private Finance Initiative Funding gap arising from the rebuild of the following schools should be transferred to individual school budget shares

- Temple £170,000

The Forum discussed the amount of time the loan period was expected to last and the impact on the funding commitment should the school choose to become an Academy. *The Forum proceeded to vote and agreed to transfer the PFI funding to individual budgets. Five members abstained from the vote.*

- Wright Robinson £152,000

The Forum asked about the amount of time the loan period was expected to last, however this information was not available at the time of the meeting. *The Forum proceeded to vote and agreed to transfer the PFI funding to individual school budget shares. Five members abstained.*

## Decision

1. To approve the following budgets:

- Schools Forum (associated operating costs) £5,000
- Unsupported borrowing against school capital scheme £358,000
- Admissions team budget £1.572M
- Local Authority all school responsibilities £1.260M

2. To resolve that the Forum's view is that the following Private Finance Initiative funding should be transferred to individual school budget shares.

- Temple Primary School £170,000
- Wright Robinson £152,000

### **SF/17/30 Consultation Outcomes – Early Years Funding Formula & Schools Block Funding Formula 2018/19**

The Forum considered a report of the Head of Finance: Adult Services and Children's Services Directorates which discussed the outcome of the consultation with schools and early years providers about the Authority's recent proposal for calculation of budget shares for mainstream primary and secondary schools for the 2018/19 financial year.

The proposal related to a) how an additional £0.10 per hour would be distributed through the Early Years Formula and b) whether the Local Authority should allocate the Schools Block budget under its local formula or instead move to the National Funding Formula (NFF). At its last meeting, the Forum had recommended an increase in the deprivation rate by £0.10 per hour since it took greater account of the correlation between English as an Additional Language and a take-up of the 15 hour working parent offer. It had also recommended that the Local Authority retains its local formula since it left Manchester schools no better or worse off in comparison with the NFF.

The Directorate Financial Lead explained that the report reflected the responses that had been collated at the point that the report had been issued. She offered to email Forum members with the final outcome later in the week with exact figures. The Forum was informed that indications at this stage were that there was a preference amongst providers that an additional £0.10 per hour in respect of the Deprivation Supplement be applied.

With regard to the matter of whether to retain the Local Authority's local Schools Block Funding formula for 2018/19 as opposed to moving to the NFF, it was reported that this was due to a lack of certainty around when the NFF will be implemented. The Directorate Financial Lead also said that a number of questions had emerged from the consultation which largely centred around the anonymised data that was issued as part of the consultation documents, however officers had elected not to disclose this information. Some respondents had also sought to establish whether the impact of the NFF would be greater on the primary sector rather than secondary sector. However due to lack of certainty around the NFF and the wider budget, officers were unable to provide an accurate answer at this stage.

A member expressed disappointment about the relatively small number of schools that had taken part in the consultation and spoke about the need to motivate more schools to play a greater role.

### **Decision**

To note the outcome of the Early Years Funding Formula Schools Block Funding Formula 2018/19 consultation.

### **SF/17/31 Dedicated Schools Grant 2018/19 update**

The Forum considered a report of the Head of Finance: Adult Services and Children's Services Directorates which presented a revised Dedicated Schools Grant Estimate for 2018/19 in light of introduction of an additional block (Central Services Schools block). It was anticipated that the Local Authority would receive an additional £13M to be allocated to the Schools, High Needs and Central Schools Services block funding based on there being more children in the city and a 0.5% increase in pupil led elements of the Schools Block formula.

In addition to this, Local Authority maintained school primary and secondary sector representatives of the Forum were asked to approve the de-delegation of the following:

- Trade Union facilities management duties of £254,000 (equating to £5.84 per school aged pupil at current pupil levels)

The Forum was asked to note that the amount to be top-sliced had previously been higher, however in view of the greater number of Academies and other sectors that are not maintained, who were required to opt in and make a financial contribution to the service, the amount to be drawn from the DSG had fallen. *The relevant members proceeded to vote. The vote was unanimously carried.*

- Education Services Grant general duties of £500,000 (equating to £11.93 per school aged pupil at current pupil levels)

The Forum was asked to note that a summary of the duties were set out in Table Two of the report were note exhaustive and a further report which set out the duties in full would be sent to a future meeting of the Forum. *The relevant members proceeded to vote. The vote was unanimously carried.*

### **Decisions**

1. To note the Dedicated Schools Grant Estimate for 2018/19
2. To approve the de-delegation of the Trade Union facilities management duties of £254,000
3. To approve the de-delegation of the Education Services Grant General duties of £500,000



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**Manchester City Council  
Report for Resolution**

**Report to:** **Schools Forum**

**Subject:** **Dedicated Schools Grant 2018/19 update**

**Report of:** **Head of Finance for Adult Services Directorate and  
Children's Services Directorate.**

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**Summary**

The Dedicated Schools Grant (DSG) is a ring-fenced grant of which the majority is used to fund individual school budgets in maintained schools, academies and free schools. It also funds Early Years nursery free entitlement places for two, three and four year olds as well as provision for pupils with High Needs including those with Special Educational Needs (SEN) statements and Education Health and Care Plans (EHCPs) in special schools and specialist provision in and out of Manchester.

Dedicated Schools Grant funding is provided to Manchester in two stages: first, the government provides the grant to a local authority to calculate budgets for all schools in that area, and then the local authority (for maintained schools) or the Education and Skills Funding Agency (for academy schools) distributes the grant to the local educational establishments in 2018/19 and 2019/20.

This report provides the confirmed DSG grant allocation announced by the Department for Education on the 19<sup>th</sup> December 2017 and outlines the budget across individual school budgets (ISB) and local authority retained schools budget (RSB).

**Recommendations**

Schools Forum is requested to comment and note:

- The 2018/19 Dedicated Schools Grant settlement;
- Notification of the adjustment to funding of the two, three and four year old offer will be received in June 2018;
- The risk of significant 'working parents offer' clawback in the Early Years block,
- The Council retained element of the Early Years block has shortfall of £222k, due to restriction on the amount that can be retained.
- The formula funding for 60 additional primary places and 240 additional secondary places (funding equivalent 2018/19 39 primary places and 135 secondary places for 7/12ths of year), in line with Department for Education guidance
- Plans to create of an additional 72 specialist school places.

The Local Authority seeks permission from all School Forum members on setting the rate of MFG rate at 0.5%. Forum is asked to note if approved this could potentially lead to a shortfall in the Growth Fund in 2018/19.

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**Background documents (available for public inspection):**

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy please contact one of the contact officers above.

## 1. INTRODUCTION

- 1.1 Dedicated School Grant (DSG) funding is provided in two stages: first, the government provides the grant to a local authority, and then the local authority (LA) determines the grant distribution to the local educational establishments. There is a National Funding Formula (NFF) at LA level, stage one is being introduced for the funding period 2018/19 for both high needs and mainstream schools.
- 1.2 The Government has previously stated that it intends to implement the NFF 'hard' formula which means that school allocations will be determined by the Department of Education rather than the LA from 2020/21 onwards.
- 1.3 This report provides:
  - Summary of stage one grant allocation - Dedicated Schools Grant 2018/19 settlement announced on the 19<sup>th</sup> December 2017
  - Outline of stage two - distribution of grant across educational establishments and local authority retained budgets.
- 1.4 From 2018/19 DSG will be made up of four blocks instead of three blocks: schools block, early years block, high needs block and central services schools block.

## 2. STAGE ONE - LOCAL AUTHORITY AREA LEVEL DEDICATED SCHOOLS GRANT 2018/19

### Manchester's Dedicated Schools Grant 2018/19 Settlement

- 2.1 The 2018/19 Dedicated Schools Grant (DSG) notification was received on the 19<sup>th</sup> December 2017 and totals **£518.57m**.

**Table one: Dedicated Schools Grant settlement 2018/19 and 2017/18**

BLOCK	Schools	Central School Services	High Needs	Early Years	Total
	£m	£m	£m	£m	£m
2018/19	398.47	3.99	73.38	42.73	518.57
2017/18	386.79		70.93	40.27	497.99
<b>Difference</b>		<b>15.67</b>	<b>2.45</b>	<b>2.46</b>	<b>20.58</b>

### Schools Block - £398.47m

- 2.2 The DfE have calculated the schools block as if the national funding formula had been applied at school level in 2018/19. The national funding rates are in the third column in appendix one.
- 2.3 Based on the new approach the new guaranteed unit of funding is **£4,560.72** per primary pupil and **£6,049.44** per secondary pupil plus £13.885m funding for growth, mobility and premises allocation across 75,651 children aged 5-16.

**Table two: Schools Block Allocation**

Schools Block	
<b>Guaranteed Unit of Funding</b>	
Primary	£4,560.72
Secondary	£6,049.44
<b>Number on roll – 75,651</b>	
Primary	49,076
Secondary	26,575
	£384,585,762
Funding - growth, premises, mobility	£13,885,000
<b>Total</b>	<b>£ 398,470,762</b>

- 2.4 Between 2017/18 and 2018/19 there has been an increase of 2,408 pupils, and the funding for this is ring-fenced.

**Table three: Schools Block Funding 2013/14 – 2018/19**

Schools Block	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Primary number on roll	40,198	41,925	43,993	46,643	48,306	49,076
Secondary number on roll	19,696	19,564	19,829	24,195	25,070	26,575
Alternative Provision on roll	16	2	-	-	-	-
Minus Resource Provision places	233	113	129	132	133	
<b>Total</b>	<b>59,677</b>	<b>61,378</b>	<b>63,693</b>	<b>70,706</b>	<b>73,243</b>	<b>75,651</b>
<u>Guaranteed Unit of Funding (£)</u>	5,088	5,088	5,081	5,158	5,281	5,320
Primary						4,561
Secondary						6,049
Non recoupment academy 2015/16 & 2016/17 (£m)			26.52	0.50		
Funding through the growth, premises, mobility – from 2018/19 (£m)						13.885
<b>Block Total (£m)</b>	<b>303.65</b>	<b>312.31</b>	<b>350.13</b>	<b>365.19</b>	<b>386.79</b>	<b>398.47</b>

- 2.5 The £398.47m will be allocated out to schools in individual budget shares or held for the Growth Fund. Prior to 2018/19 some of this funding would have been retained by the Local Authority to carry out certain central functions. The budget for the central school services functions have been lifted out of the schools block and placed in the central schools services block in 2018/19.

**Central School Services Block £3.989m**

- 2.6 This block is split into funding for historic commitments and funding for Local Authority school responsibilities, such as Admissions.

**Table four: Central Schools Service Block - £3.989m**

<b>Central Schools Service Block</b>	
Historic Commitments (£)	<b>680,000</b>
On-going responsibilities:	
Unit of Funding (£)	43.74
Oct. census number on roll	75,651
Total Ongoing (£)	<b>3,308,975</b>
<b>Block Total (£)</b>	<b>3,988,975</b>

- 2.7 2018/19 average unit of funding for the School and Central Schools blocks combined is £5,320 per pupil, 2017/18 equivalent was £5,281 per pupil (see table 3).

- 2.8 Schools Block and Central Schools Block Allocation has increased by £15.67m 2018/19. Manchester has been allocated **£12.79m** for an additional 2,408 pupils in primary and secondary schools between October 2016 and October 2017. The Department for Education has also allocated Manchester's primary and secondary schools a 0.5% per pupil led increase in school budgets in 2018/19. Whilst this will be welcomed by schools, the additional **£1m** in 2018/19 for primary and secondary will not fully fund the real terms pressures faced by schools. **£1.79m** of the increase is as a result of a transfer of resource from the high needs block to the schools block for special educational resource units in primary and secondary schools.

### **High Needs Block - £73.38m**

- 2.9 High needs funding has previously been based on historical allocations plus small annual amounts of growth. The High Needs block allocation increased by £1.8m in 2014/15, £0.97m in 2015/16 and £1.6m in both 2016/17 and 2017/18 in recognition of 2 to 19 year old population and expected pupil number increases. For 2018/19 Manchester has received an additional £2.46m as a result of the change in the way the grant is allocated. From 2020/21 onwards local authorities will retain responsibility for allocating the grant locally, unlike the schools block.
- 2.10 Specialist education provision from age 0 to 25 including special school places and independent specialist placements, special services such as the Sensory Service, resourced provision in mainstream schools and element 3 (top up) funding for mainstream schools and colleges linked to statements/Educaton Health and Care Plans (EHCP) budget is to be met through the high needs block budget of £73.388m.
- 2.11 £31.729m of the £73.388m is based on Manchester's 2017/18 planned spending and population aged 2-18 based on projections for 2018 by the Office of National Statistics rather than census data. Basic entitlement and the import/export adjustment elements of the allocation have recently been updated. The table below outlines the make-up of the grant allocation.

**Table five: High Needs Block**

<b>High Needs Block</b>	<b>Based on:</b>		<b>(£m)</b>
Basic entitlement	£4,062 basic entitlement rate	1,463 Number of pupils in special schools	5.94
Historic spend	2017/18 baseline less basic entitlement, hospital education and import/export adjustment, the result being multiplied by 50%.		31.73
Formulaic elements	Population, FSM, IDACI, Bad Health and Prior Attainment		34.87
Hospital Education			1.34
Import/Export Adjustment			-0.46
<b>Total</b>			<b>73.38</b>

- 2.12 The import/export adjustment will be based on January 2018 census data. It is vital that schools with pupils who reside outside of the city make sure the top-up flag is selected if top-up funding is received for them. Otherwise the LA will not receive enough grant to cover the costs.

**Early Years Block - £42.76m**

- 2.13 The 2018 to 2019 Early Years National Funding Formula (EYNFF) rates for all local authorities were published in November 2017 and the 3 and 4 year old rate for Manchester is unchanged from 2017/18. Final allocations will continue to be based on participation at the January census points and will be finalised in July 2018. In 2018/19, there will be the full year effect of additional funding for the implementation of 30 hours free childcare in September 2017. The new entitlement was introduced in September 2017, and the 2018/19 adjustment will reflect April – August, the months of the year that were unfunded last year.
- 2.14 DfE have estimated 2,024 children are eligible to claim working parents additional 15 hours, yet so far only 800 parents have claimed their entitlement. Forum is asked to note that there is a significant risk that DfE may claw back up to £2m of the Early Years block entitlement next financial year due to under-claiming of working parent 3 and 4 year old entitlement.

**Table six: Early Years Block**

<b>Early Years Block</b>	
<b>3 and 4 year old - initial 15 hours for 38 weeks</b>	
Guaranteed Unit of Funding (hourly rate)	£4.87
Number on roll	9,638
	<b>£26,755,040</b>
<b>3 and 4 year old for working parents offer 15 hours for 38 weeks</b>	
Guaranteed Unit of Funding (hourly rate)	£4.87
Est. of eligible children	2,024
	<b>£5,618,422</b>
<b>2 Year Old Offer - 15 hrs for 38 weeks aged 2</b>	
Guaranteed Unit of Funding (hourly rate)	£5.30
Number on roll	3,029
	<b>£9,150,095</b>
Early Years Pupil Premium	£713,000
Disability Assess Fund	£144,000
Maintained nursery school supplementary funding	£345,000
<b>Total</b>	<b>£42,725,557</b>

2.15 The Schools Settlement is in line with anticipations that were presented to Manchester Schools Forum in December 2017.

### **3. SECOND STAGE – GRANT ALLOCATION ACROSS SCHOOLS, PROVIDERS AND CENTRALLY RETAINED**

#### **SCHOOLS BLOCK**

- 3.1 This block is ring-fenced other than where local authorities, with agreement of the Schools' Forum, may transfer up to 0.5% out of the schools block to any other block.
- 3.2 The Department for Education is encouraging areas to move to the National Funding Formula (NFF) values during 2018/19 – 2019/20. There is an anticipation that this approach will lead to lower levels of change and greater level of stability when transitioning to full implementation NFF after 2020/21.
- 3.3 **Local Formula vs. National Funding Formula** - The Local Authority has recently undertaken a consultation with schools and other key stakeholders. Retaining the Manchester's formula for primary and secondary schools could slightly improve stability in current local funding



levels in the short term. Due to uncertainties around the timing and values to be applied to the National Funding Formula 2020/21 onwards, Manchester's schools and Schools Forum have recommended that Manchester does not move to the National Funding values in 2018/19 and 2019/20.

- 3.4 **0.5% funding increase** - In order to ensure that Manchester schools see the 0.5% pupil led element increase, a 0.5% increase has been applied to the unit values of the parts of the formula that are pupil driven – base entitlement, ever 6 free school meal eligibility, IDACI, prior attainment, English as an additional language 3 and mobility, see appendix one, column 2. The lump sum, rates, mobility and exceptional site factors have not been uplifted by 0.5%, as this has not been funded by the DfE.
- 3.5 Individual school budget shares are the higher of the local funding formula or Minimum Funding Guarantee (MFG). The MFG requires a funding top-up to be paid to schools where the local funding formula results in a reduction in per pupil funding in excess of the maximum determined by the DfE. It compares the final budget from one year to the next and adjusts for changes in the number of pupils. The DfE MFG has set a maximum per pupil reduction of 1.5% or per pupil increase of 0.5%. This protection is designed to ensure a degree of funding stability to schools and the Council does not have permission from DfE to increase the level of MFG protection. In order to ensure the MFG protection and formula is affordable, some schools have had their budget gains capped. Capping may only be applied to the extent that it offsets the cost of the MFG and it must be applied on the same basis to all schools. Manchester's current cap is set at 4%.
- 3.6 If Manchester set a minimum funding guarantee of at least 0%, 72 schools would receive the MFG rather than the formula and would not see a 0.5% per pupil led increase. More schools would be on the MFG than in previous years due to the increase in protection being provided, from -1.5% per pupil to a proposed 0% protection. **If MFG was set at 0% the headroom would be £332k.**

**Table seven: Individual School Budgets Minimum Funding Guarantee 0%**

	Number of Schools		
	Local Formula	Minimum Funding Guarantee	Capped
Primary	73	61	1
Secondary	19	10	0
All-Through	1	1	0
	<b>93</b>	<b>72</b>	<b>1</b>

- 3.7 If the rate is set at 0.5% 111 schools would receive the MFG rather than the formula. More schools would receive the MFG compared to 0% due to

higher level of protection being provided, the cost of the additional protection is **£1m**. This would ensure that all schools receive the 0.5% increase, whereas under 0% protection only 93 schools would see a 0.5% per pupil led increase in their budget. **If MFG was set at 0.5% there would be a shortfall of £673k.**

**Table eight: Individual School Budgets Minimum Funding Guarantee 0.5%**

	Number of Schools		
	Local Formula	Minimum Funding Guarantee	Capped
Primary	40	94	1
Secondary	13	16	0
All-Through	1	1	0
	<b>54</b>	<b>111</b>	<b>1</b>

3.8 The Local Authority recommends that a 0.5% MFG rate is applied and proposes to fund the shortfall from the Growth Fund, see paragraph 3.5.

- MFG rate – 0% or 0.5% rate
- If a 0% MFG rate is applied Forum is asked for their view on how the £332k headroom is re-allocated to schools.

If a 0.5% MFG rate is applied the £673k shortfall would be funded from the Growth Fund. The Local Authority seeks permission from all School Forum members on setting the rate of MFG rate at 0.5%. Forum is asked to note if approved this could potentially lead to a shortfall in the Growth Fund in 2018/19. **3.9 Growth Fund** - The Education Skills Funding Agency (ESFA) has notified the local authority that one secondary (240 places) and one primary (60 places) free School are scheduled to open in September 2018, funding pro-rated for Academic Year. The Local Authority intends to budget for two free schools and 525 places in growing schools through the schools funding formula, this is estimated to cost £3.562m of the £9.382m Growth Fund. The balance of the fund £5.820m (£5.147m if 0.5% MFG rate is applied) will be held for implicit growth and will be retained centrally.

3.10 **Private Finance Initiative (PFI) factor** - The Local Authority is intending to transfer the Temple PFI and Wright Robinson PFI budget to the school's individual budget shares from the central schools services block. The DFE have recognised that PFI contract cost inflation cannot be controlled by councils or schools and therefore the after NFF consultation confirmed that the PFI element of funding would be annually inflated with reference to RPIX (Retail Price Index excluding Housing), and this would be unfunded if these budgets were retained in the Central Schools Block.

Both schools have been consulted on this proposed change.

### CENTRAL SCHOOL SERVICES BLOCK

- 3.11 This block provides funding for LAs to carry out central functions on behalf of pupils in state-funded maintained schools and academies. The block is split into funding for historic commitments and funding for Local Authority school responsibilities, such as Admissions.

### HIGH NEEDS BLOCK

- 3.12 The £2.457m increase in the high needs block funding will not fully meet the demands from additional special school places, increases in number of education, health and care plans and additional duties around 19-25 year olds. Based on the latest position of baseline spend in 2017/18 of £72.240m there is a potential pressure on the Dedicated Schools Grant of £1.3m in 2017/18, rising to £2.5m in 2018/19.
- 3.13 As reported to the Schools' Forum in November key pressures are out of city placements, post-16 special education needs, special school places and education, health and care plan budgets. In order to meet 2018/19 demographic growth of £3.399m in special schools, Education, Health and Care plans and post 16 the Local Authority is providing an extra £2.5m of local authority budget in order to meet demand.

**Table nine: High Needs Demographic pressures**

Demographic Changes	2017/18	2018/19	2019/20	Cost Per Place	Budget Growth	
	Total	Inc in	Inc in		18/19	19/20
	Places/ pupils	Places/ pupils	Places/ pupils			
Population Estimates	77,505	81,590	85,608			
Population increase		4,085	4,018			
Population increase %		5.3%	4.9%			
Specialist School Places 1.9% of population	1,473	78	76	£20,000	£1,560	£3,080
EHC/SEN statement 2.8% of population	2,170	114	112	£6,000	£684	£1,356
Post 16	400	21	21	£55,000	£1,155	£2,310
<b>Total</b>					<b>£3,399</b>	<b>£6,746</b>

- 3.14 **Special school expansion £1.560m** – The school population in Manchester has been increasing significantly since 2008. This has led to an increased demand for school places across Manchester including places offering specialist provision. Currently, 1.9% of the school population attend specialist provision either within a special school or resource provision within a mainstream setting. The 60 special school and 12 resource place expansion planned for 2018/19 mirrors that of mainstream growth and does not increase the proportion of children attending a special or resource school in Manchester. Based on

population estimates it is expected that further places will need to be planned for before the start of the new academic year.

3.15 The planned additional specialist places across type in the new academic year are:

- At Pioneer House (a secondary special free school that opened in September 2016) a further 25 places will be created.
- An additional 15 places will be created in Piper Hill
- An additional 10 places have been created at Manchester Hospital School
- A new class of 10 places will be created at Ashgate, one of the Authority's special (primary) schools.
- A new resource class of 12 places at William Hulme commencing from January 2018.

3.16 **Education, Health, Care Plans £0.684m** - The school population, the May 2017 census showed that 16.3% school population have SEND (13,634 pupils). This was made up of 13.2% (11,078 pupils) who have needs met through SEN support and 3.0% school population who have either a statement of SEN (443 pupils) or an Education, Health and Care Plan (EHCP) (2,113 pupils).

**Table ten: SEN Support**

	2014	2015	2016	2017 (YTD)
EHCP/Statement	2,123	2,276	2,339	2,556
SEN Support	13,590	11,387	10,298	11,078
<b>All SEN</b>	<b>15,713</b>	<b>13,663</b>	<b>12,637</b>	<b>13,634</b>

3.17 **Post-16 with High Needs £1.155m** - The funding source for these students remains a combination of DfE, through funded places at post 16 institutions, and the DSG. For funding purposes, a high needs student is defined as a young person aged 16-18 who requires additional support costing over £6,000; and any young person aged 19-25 subject to an Education, Health and Care plan (EHC plan) that requires additional support costing over £6,000. Post 16 pressures mainly relate to the growth in learner numbers, additional responsibilities for high needs post 19 year olds that came into force September 2013, and increased complexity of need. In 2014/15, 2015/16, 2016/17 and 2017/18 (year to date) Manchester's post 16 learners totalled 308, 325, 361 and 309 post 16 high needs (year to date) respectively.

3.18 **Special School Partnership** - Manchester Special School Partnership is a formal partnership of all special schools who have agreed to work as part of a solution focused, collaborative partnership to enable the pupils with the most complex and exceptional needs to access learning within a Manchester specialist setting. Due to the demographic growth in the city,

and the increasing complex needs of pupils with SEN, the Local Authority is planning to devolve an additional £250k of high needs funding to the partnership for 2018/19, taking the total to £750k which can be allocated to support individual pupils.

### **EARLY YEARS BLOCK**

- 3.19 Manchester seeks to allocate another £0.10 per hour through the Early Years 3 and 4 year old formula. The current Early Years 3 and 4 year old formula is provided in appendix four below. The majority of early years providers indicated their preference to allocate the additional 10p through deprivation. The local authority planned budget for the 2, 3 and 4 year old entitlement and working parent's entitlement totals £40.93m.
- 3.20 In 2018/19 the DfE require 95% of 3 and 4 year old funding to be passed through to providers. As a result of lower than anticipated take-up of the 15 hours for working parents early years offer, there is a £222k shortfall in the retained Early Years budget for 2018/19. In order to continue with the same level of Early Years support in interventions like speech and language and Child and Parenting courses the shortfall will be charged to the High Needs Block 2018/19.

### **4. PUPIL PREMIUM GRANT**

- 4.1 The pupil premium per pupil amounts will be protected at the current rates, with the exception of the pupil premium plus, which will increase from £1,900 per pupil to £2,300, as previously announced. The amounts for 2018/19 will be:

**Table eleven: Pupil Premium Rates**

Pupils	Per Pupil Rate
Disadvantaged: primary	£1,320
Disadvantaged: secondary	£935
Pupil Premium Plus: Looked After Children (LAC) and those adopted from care or who leave care under a Special Guardianship	£2,300
Service Children	£300

### **5. CONCLUSION AND RECOMMENDATIONS**

- 5.1 This report provides a summary of the DSG settlement for 2018/19 and a breakdown of the schools block (5-16 year olds), with overall indicative individual school budgets and overall Early Years block, High Needs block budgets and Central School Services Block.
- 5.2 The proposed DSG budget for 2018/19 for each funding block is set out below, before allocation of headroom or shortfall. Table twelve sets out the grant breakdown of DSG blocks. The table provides a summary of the split between individual school budgets (ISB) and those budgets retained centrally by the authority (RSB) across each of the blocks in 2017/18 and 2018/19. Forum made a number of decisions on the amount of DSG to be centrally retained by the Council in 2018/19 for specified purposes at the December 2017 meeting.

**Table twelve – DSG individual school budgets and retained school budget split MFG 0%**

	Schools	Early Years	Central School Services Block	High Needs	Total
	£m	£m	£m	£m	£m
DSG 2017/18					
Retained School Budgets	12.11	2.07		25.23	39.41
Individual School Budgets	374.68	37.55		45.70	457.93
<b>Total 2017/18</b>	<b>387.79</b>	<b>39.62</b>		<b>70.93</b>	<b>497.34</b>
<b>DSG 2018/19</b>	398.47	42.73	3.989	73.39	518.58
Movement between blocks	+0.32	0	-0.32	0	0
<b>Total</b>	<b>398.79</b>	<b>42.73</b>	<b>3.67</b>	<b>73.39</b>	<b>518.58</b>
Retained School Budgets	6.57	1.79	3.67	21.51	33.54
Individual School Budgets	391.89	40.94	0	51.88	484.71
<b>Headroom – MFG 0%</b>	<b>0.33</b>	<b>0</b>	<b>0</b>	<b>73.39</b>	<b>0.33</b>

**Table thirteen – ISB and RSB Schools block with MFG 0.5%**

<b>Schools Block</b>	<b>£m</b>
Retained Schools Budget	6.57
Individual Schools Budget	392.89
<b>Shortfall – MFG 0.5%</b>	<b>0.67</b>

5.3 Schools Forum is requested to comment and note:

- The 2018/19 Dedicated Schools Grant settlement;
- Notification of the adjustment to funding of the two, three and four year old offer will be received in June 2018;
- The risk of significant early years block, working parents offer clawback;
- Early Years block RSB shortfall of £222k, due to restriction on the amount that can be retained;
- The formula funding for 60 additional primary places and 240 additional secondary places (funding equivalent 2018/19 39 primary places & 135 secondary places for 7/12 of year), in line with Department for Education guidance
- Plans to create of an additional 72 specialist school places.

5.4 The Local Authority seeks permission from all School Forum members on setting the rate of MFG rate at 0.5%. The Local Authority seeks permission from all School Forum members on setting the rate of MFG rate at 0.5%. Forum is asked to note if approved this could potentially lead to a shortfall in the Growth Fund in 2018/19.

**Appendix one**

<b>Primary</b>	<b>LA 17/18</b>	<b>NEW 18/19 LFF</b>	<b>NFF</b>	<b>Diff +/- LA 17/18 &amp; NFF</b>
AWPU Primary (including reception uplift)	£3,120.00	£3,135.00	£2,746.99	-£388.01
Free Schools Meals (FSM6)	£493.00	£495.47	£540.00	£44.53
Pupils Claiming FSM			£440.00	£440.00
IDACI Band F - Score 0.2 - 0.25	£296.00	£297.48	£200.00	-£97.48
IDACI Band E - Score 0.25 - 0.3	£353.00	£354.77	£240.00	-£114.77
IDACI Band D - Score 0.3 - 0.35	£383.00	£384.92	£360.00	-£24.92
IDACI Band C - Score 0.35 - 0.4	£435.00	£437.18	£390.00	-£47.18
IDACI Band B - Score 0.4 - 0.5	£488.00	£490.44	£420.00	-£70.44
IDACI Band A - Score 0.5 - 1	£570.00	£572.85	£575.00	£2.15
Pupils with low prior attainment	£1,308.00	£1,314.54	£1,050.00	-£264.54
EAL for first 3 years in a school	£380.00	£381.90	£515.00	£133.10
Pupils starting school outside normal entry dates (where above 10% of NOR)	£526.00	£528.63	-	-£528.63
Lump Sum	£155,000.00	£155,000.00	£110,000.00	- £45,000.00
Split Sites	£17,796.00	£45,000.00	-	- £45,000.00

Multiplied by Area  
Cost Adjustment



<b>Secondary</b>	<b>17/18 LFF</b>	<b>NEW 18/19 LFF</b>	<b>NFF</b>	<b>Diff +/- LA 18/19 &amp; NFF</b>	
Key Stage 3	£4,130.00	£4,150.65	£3,863.00	-£287.65	} Multiplied by Area Cost Adjustment
Key Stage 4	£4,745.00	£4,768.73	£4,386.00	-£382.73	
Free Schools Meals (FSM6)	£473.00	£475.37	£785.00	£309.63	
Pupils Claiming FSM			£440.00	£440.00	
IDACI Band F - Score 0.2 - 0.25	£142.00	£142.71	£290.00	£147.29	
IDACI Band E - Score 0.25 - 0.3	£199.00	£200.00	£390.00	£190.00	
IDACI Band D - Score 0.3 - 0.35	£235.00	£236.18	£515.00	£278.82	
IDACI Band C - Score 0.35 - 0.4	£375.00	£376.88	£560.00	£183.12	
IDACI Band B - Score 0.4 - 0.5	£439.00	£441.20	£600.00	£158.80	
IDACI Band A - Score 0.5 - 1	£499.00	£501.20	£810.00	£308.80	
Pupils with low prior attainment	£2,801.00	£2,815.01	£1,550.00	-£1,265.01	
EAL for first 3 years in a school	£2,064.00	£2,074.32	£1,385.00	-£689.32	
Pupils starting school outside normal entry dates (where above 10% of NOR)	£1,500.00	£1,507.50	-	-£1,507.50	
Lump Sum	£155,000.00	£155,000.00	£110,000.00	- £45,000.00	
Split Sites	£17,796.00	£45,000.00	-	- £45,000.00	
Area cost adjustment - Adjustment to the funding allocation if the school is in an area of higher labour market costs		1.0054		Proportion of year the school is open (financial year or academic year)	

**Appendix two – Special School  
Places**

	Institution Category	Total Pre-16 Places	Total 16-18 Places	Total 19+ Post School Places	Total High Needs Places
<b>SPECIAL SCHOOLS</b>					
Ashgate Specialist Support Primary School	Maintained Special School	116	-	-	<b>116</b>
Bridgelea Pupil Referral Unit	PRU	70	-	-	<b>70</b>
Camberwell Park Specialist Support School	Maintained Special School	131	-	-	<b>131</b>
Grange School	Maintained Special School	156	15	-	<b>171</b>
Lancasterian School	Maintained Special School	108	-	-	<b>108</b>
Manchester Hospital Schools	Maintained Special School	60	10	-	<b>70</b>
Manchester KS3 And 4 PRU	PRU	448	-	-	<b>448</b>
Meade Hill School	Maintained Special School	38	-	-	<b>38</b>
Melland High School	Academy – Special	106	52	-	<b>158</b>
North Ridge High School	Maintained Special School	104	49	-	<b>153</b>
Piper Hill High School	Academy – Special	142	33	-	<b>175</b>
Pioneer House	Academy – Special	75	-	-	<b>75</b>
Rodney House School	Maintained Special School	60	-	-	<b>60</b>
Southern Cross School	Maintained Special School	53	-	-	<b>53</b>
Castlefield Campus	Maintained Special School	106	-	-	<b>106</b>
The Birches School	Maintained Special School	144	-	-	<b>144</b>
<b>TOTAL SPECIAL SCHOOLS</b>		<b>1,917</b>	<b>159</b>	<b>-</b>	<b>2,076</b>
<b>RESOURCE UNITS IN MAINSTREAM SCHOOLS</b>					
Abraham Moss Community School	Maintained School - Mainstream	22	-	-	<b>22</b>
Alma Park Primary School	Maintained School - Mainstream	10	-	-	<b>10</b>
Barlow Hall Primary School	Maintained School - Mainstream	7	-	-	<b>7</b>
Bowker Vale Primary School	Maintained School - Mainstream	7	-	-	<b>7</b>
Broad Oak Primary School	Maintained School - Mainstream	7	-	-	<b>7</b>
Manchester Academy	Academy - Mainstream	14	-	-	<b>14</b>
Newall Green High School	Academy - Mainstream	12	9	-	<b>21</b>
Pike Fold Primary School	Maintained School - Mainstream	7	-	-	<b>7</b>
Plymouth Grove Primary	Maintained School - Mainstream	7	-	-	<b>7</b>
Rack House Primary School	Maintained School - Mainstream	7	-	-	<b>7</b>
St James' CofE Primary School Gorton	Academy - Mainstream	7	-	-	<b>7</b>
St Peter's RC High School	Maintained School - Mainstream	12	-	-	<b>12</b>
St Willibrord's RC Primary School	Maintained School - Mainstream	7	-	-	<b>7</b>
Webster Primary School	Academy - Mainstream	8	-	-	<b>8</b>

**APPENDIX THREE – Special school average per pupil funding rates**

William Hulme	Academy - Mainstream	12	-	-	<b>12</b>
<b>TOTAL RESOURCE UNITS IN MAINSTREAM SCHOOLS</b>		<b>146</b>	<b>9</b>	<b>-</b>	<b>155</b>
<b>POST-16 PROVIDERS</b>					
Loreto College	Further Education Provider	-	40	20	<b>60</b>
The Manchester College	Further Education Provider	-	113	53	<b>166</b>
Xaverian College	Further Education Provider	-	13	-	<b>13</b>
Manchester Adult Education Services	Further Education Provider	-	-	40	<b>40</b>
<b>TOTAL POST-16 PROVIDERS</b>		<b>-</b>	<b>166</b>	<b>113</b>	<b>279</b>

Appendix three – Place and Top up Values

Category	Need	Details	Average value £
Elements 1 and 2 place funding	Pre and post 16	Funding for all LA commissioned places	10,000
Element 3 top up funding	SEMH	Social, emotional and mental health needs	9,762
	ASD	Autism spectrum disorders	7,677
	MLD	Moderate learning difficulties	1,040
	PD	Physical disabilities	7,614
	PMLD	Profound and multiple learning disabilities	8,741
	SLCN	Speech, language and communication needs	5,077
	SLD	Severe learning difficulties	7,677

Appendix four

**Early Years Block**

<b>Current Formula</b>	<b>Applies to</b>	<b>2018/19 (hourly rate) £</b>
Base Rate	Nursery schools	4.36
	Mainstreams	
	Childminder	
	Playgroup	
	Day Nursery	
Deprivation supplement*	All	0.00 - 0.46

Average Deprivation supplement to be paid is £0.27 per hour.

<b>Deprivation Supplement</b>	
Post code of Child	Hourly Rate (£)
Top 6% most deprived	0.46
7% - 15% most deprived	0.32
16% - 30% most deprived	0.21
31% - 50% most deprived	0.11
51% and above	0

**Manchester City Council  
Report for Resolution**

**Report to:** **Schools Forum – 15<sup>th</sup> January 2018**

**Subject:** **Schools Forum Constitution**

**Report of:** **Head of Finance for Adult Services Directorate and  
Children's Services Directorate.**

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**Summary**

The purpose of this paper is to present to the Schools Funding Forum the Constitution and Procedural Rules of the Forum.

**Recommendations**

Schools Forum members have already approved the recommendation at the December 2017 meeting.

School Forum members are asked to comment on the updated constitution.

**Contact Officers:**

Name: Reena Vandhna Kohli  
Position: Directorate Lead Children and Families Finance  
Telephone: 0161 234 4235  
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**Background documents (available for public inspection):**

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy please contact the officer above.

**1. INTRODUCTION**

- 1.1 The purpose of this paper is to present to the Schools Forum the Constitution and Procedural Rules of the Forum.

**2. PROPOSED CHANGES**

- 2.1 The recent conversions of schools to academies has changed the balance of pupils across sectors significantly; therefore the LA is recommending the membership changes from two to one secondary school governor and increase academy membership.

**3. RECOMMENDATIONS**

- 3.1 All Schools Forum members have already approved the recommendation at the December 2017 meeting.
- 3.2 School Forum members are asked to comment on the updated constitution.

## **Constitution, Membership and Procedural Rules for the Conduct of Meetings 2018**

### **1. Interpretation and Chair's Ruling**

- 1.1 These procedural rules apply to all meetings of the Schools Forum.
- 1.2 References in these rules to the Chair include the appointed Vice Chair, or any other member appointed by the Forum to act in their absence.
- 1.3 Any reference in the rules to "Forum" shall apply to any subgroups where appropriate.
- \*1.4 These rules are subject to any statute or other enactment whether passed before or after they came into effect.
- 1.5 The ruling of the Chair on the application and interpretation of these rules is final.

### **2. Suspension of Rules**

- \*2.1 With the exception of rules marked with an asterisk (\*), any rule may be suspended at a meeting, either by a motion included in the agenda, or by a motion put to the meeting without notice and passed by a majority of those members present and voting.

### **3. Chair and Vice Chair**

- \*3.1 The Chair and Vice Chair will be elected annually at the second meeting after the start of the academic year. At the end of their term, both the Chair and Vice Chair shall be eligible for re-election.
- \*3.2 In the interests of balance, the Forum should try to ensure that the Chair and Vice Chair are drawn from members representing different categories of interest. In addition, the Chair or Vice Chair cannot be an elected member or officer of the Council.
- \*3.3 The Chair and Vice Chair shall be elected by a simple majority of the constituent members defined in rule 4.1 present and voting.
- \*3.4 If there are an equal number of votes between candidates for the office of Chair or Vice Chair, those candidates will be deemed not to have been elected. The Clerk will then invite further nominations.
- \*3.5 In the event of a casual vacancy in the office of Chair or Vice Chair, the Forum should elect a member to fill that vacancy at its next meeting. Any member elected will (subject to rule 4.6) hold office until the date of the meeting at which the Chair or Vice Chair would have held office had the casual vacancy not occurred. This will be subject to the provisions of rule 3.2 above continuing to be observed by such an appointment.



- \*3.6 A Chair or Vice Chair shall cease to hold office if (a) they resign their office by written notice given to appointing authority, or (b) ceases to be a member of the Forum.

#### **4. Membership**

- \*4.1 The Forum shall consist of 29 members to represent the following groups -

- (a) Nine non-school members as appointed by Manchester City Council. This will specifically exclude any Executive member of the Council, and any officer involved with responsibility for strategic resource management.  
(To include two union representatives – see paragraph 4.9, one non executive member, one operational senior manager, one Private, Voluntary & Independent sector representative and one 16-19 representative)
- (b) Four members appointed to represent primary school headteachers;
- (c) One member appointed to represent secondary school headteachers
- (d) One member appointed to represent special school headteachers;
- (e) One member to represent the governing bodies of secondary schools
- (f) Four members appointed to represent the governing bodies of primary schools (\*)
- (g) One member appointed to represent the governing bodies of special schools (\*)
- (h) Six members to represent academies
- (i) One member appointed to represent the governing bodies of nursery schools
- (j) One member appointed to represent the headteachers of pupil referral units

(\*) This excludes Executive Members of the Council who may not be regarded as a schools' member in their capacity of governor of any maintained school.

- 4.2 Manchester City Council will organise the elections for Schools Forum representatives. In doing so, the Council will ensure that all relevant bodies are involved in the election process within the relevant peer groups.

- 4.3 Individuals appointed to be members of the Forum shall hold and vacate office in accordance with their term of appointment which is for a period of 4 years from the date of appointment. Members will then be eligible for re-election. A non-schools' member shall remain in office until they resigns his office or until the relevant authority makes a further appointment to replace him/her or nominate from the relevant body.

- 4.4 Executive members and senior officers with responsibility for resource management are entitled to attend and speak at a Forum meeting.

- 4.5 A member may resign their membership at any time by giving written notice to the Council.
- 4.6 A member must vacate their office where -
- (a) they cease to hold the office by virtue of which they became eligible for appointment to the Forum;
  - (b) their office as a member comes to an end or
  - (c) they resign as a schools' forum member.
- 4.7 A member will be deemed to have vacated their office if they fail to attend Forum meetings on three consecutive occasions without good cause or reason.
- 4.9 The local authority shall invite nominations from the other groups referred to in above and the relevant teacher and non-teaching unions for the two Union representatives, and seek nomination of LA Operational Senior Manager from the Head of Children's Services. The elected member will be appointed annually in May by the Constitutional and Nomination Committee. Rule 4.9 below will apply to these appointments. Non schools' member shall remain in office until they resign their office or until the relevant authority makes a further appointment to replace them or nominate from the relevant body.

## **5. Substitute And Alternate Members**

- \*5.1 A member of the Forum may nominate a substitute member to attend meetings of the Forum in their absence. The absence of members of the Forum will however still be deemed to be accountable in accordance with rule **4.8 above**.

## **6. Clerk**

- 6.1 Manchester City Council will appoint an independent clerk to the Forum

## **7. Notice of Meetings**

- \*7.1 The dates of meetings will be agreed between the Chair and the local authority, but, subject to rule 7.3 below, they shall comply with any direction in the matter -
- (a) given by the Forum at a previous meeting, or
  - (b) given by the Chair, or in their absence, the Vice Chair, so far as such direction is not inconsistent with any direction given at (a) above.
- 7.2 Every member of the Forum shall be given at least five working days before the date of the meeting:
- (a) written notice of the date, time and place of the meeting
  - (b) a copy of the agenda for the meeting and associated papers.
- 7.3 The Chair may cancel or postpone any meeting, prior to the issue of the

agenda, or subsequently, if there is no business to be transacted.

## 8. Urgent Business

8.1 In the exceptional case where there is a genuine business need for a decision or formal view to be expressed by the Forum before the next scheduled meeting, and it is not possible to call an unscheduled meeting, clearance of proposals will be conducted via e-mail with a formal report then being brought to the next scheduled meeting.

## 9. Voting

\*9.1 Each member of the Schools Forum will have a single vote. The decisions on proposals presented to the Forum will be determined by a simple majority vote of those members attending and voting (i.e. excluding abstentions). Where there is an equal number of votes for or against a particular proposal, the Chair can exercise a casting vote.

\*9.2 The voting eligibility for members on different decisions is set out in table one below:

Table One:

Schools Members	Academies Members	Non-School Members
<ul style="list-style-type: none"> <li>• Only primary representatives can vote on primary school de-delegation</li> <li>• Only secondary representatives can vote on secondary school de-delegation</li> <li>• All schools members can vote on any other Schools Forum business, including the consultation on the funding formula</li> </ul>	<ul style="list-style-type: none"> <li>• No voting on de-delegation</li> <li>• All academy members can vote on any other Schools Forum business, including the consultation on the funding formula</li> </ul>	<ul style="list-style-type: none"> <li>• No voting on de-delegation</li> <li>• Only PVI representatives can vote on the consultation on the funding formula.</li> <li>• All non-school members can vote on any other business.</li> </ul>

9.3 The overall vote on the Forum must be recorded in the minutes including details of number of votes for, against and abstaining.

## 10. Quorum

\*10.1 The meeting will be quorate if at least two fifths of the total membership is present at the meeting. For 2014/15 the meeting will be quorate with 12 members.

\*10.2 If the meeting is inquorate it can proceed only in terms of responding to authority consultation and give views to the authority but cannot legally take

any decisions. This rule also applies if the number of members present falls below the quorum level during the course of a meeting.

- 10.3 If the Forum is required to take a vote on a decision, two fifths of the members that are eligible to vote on that decision must be present at the meeting.

## **11. Minutes of meetings**

- 11.1 The Clerk will prepare the minutes of each meeting as soon as practical after the meeting. The minutes will be submitted for approval as a correct record at the following meeting.

## **12. Motions without notice**

- 12.1 The following motions may be moved without prior notice:
- (a) To appoint a member to Chair the meeting;
  - (b) To approve or correct the minutes of the previous meeting;
  - (c) To change the order of business on the agenda;
  - (d) To withdraw an item from the agenda;
  - (e) To require a member to leave the meeting;
  - (f) To suspend particular rules;
  - (g) To go to the next business item of business. If seconded, the vote will then be taken and if carried the item under discussion will be treated as withdrawn;
  - (h) Put the question immediately to a vote. If seconded, the vote will then be taken and if carried the mover of the original motion shall have a right of reply;
  - (i) To adjourn the meeting. If the motion to adjourn is carried, there will be no right of reply allowed;
  - (g) To exclude the public during considerate and confidential business in accordance with access to information regulations.

## **13. Conduct at meetings**

- 13.1 If the Chair calls the meeting to order, members shall be silent.
- 13.2 If a member behaves improperly or offensively, or deliberately obstructs business, the Chair may direct that member to be silent. If the member continues such behaviour, the Chair may direct either that the member leaves the meeting, or that the meeting be adjourned for a specified period.
- 13.3 If a member of the public interrupts the meeting, the Chair will warn the person concerned. If the interruption continues the Chair may order their removal from the meeting.

## **14. Public Admission to Meetings**

- \*14.1 All meetings are open to the public.
- \*14.2 Members of the public can be invited to speak at the Chair's discretion.
- \*14.3 The public may be excluded from a meeting during the consideration of

confidential business. The reasons for confidentiality must be recorded in the minutes.

## **15. Interests**

- 15.1 A member of the Forum must declare an interest in an individual proposal which directly affects:
- An individual school where they work;
  - an individual school at which their children attend, or
  - An individual decision where in which they might have a prejudicial interest in the decision made. A prejudicial interest is defined as one where the personal interest in an item of business could be perceived as prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard this as so significant that it is likely to prejudice your judgment of the public interest. Where such a declaration is made, a member must withdraw from the meeting and take no part in the decision.

## **16. Powers and Duties of the Forum**

- 16.1 The powers and duties of the Forum and its relationship with Manchester City Council and the Department for Education and Skills are set out in table two.

**Table Two – Schools Forum powers and responsibilities 2014/15**

<b>Function</b>	<b>Local Authority</b>	<b>Schools Forum</b>	<b>DfE Role</b>
Formula change (including redistributions)	Proposes and decides	Must be consulted [Voting restrictions to school members] and informs the governing bodies of all consultations	None
Contracts	Propose at least one month prior to invitation to tender, the terms of any proposed contract	Gives a view and informs the governing bodies of all consultations	None
Financial issues relating to: arrangements for pupils with special educational needs; arrangements for use of pupil referral units and the education of children otherwise than at school; arrangements for early years provision; administration arrangements for the allocation of central government grants	Consult annually	Gives a view and informs the governing bodies of all consultations	None
Minimum funding guarantee (MFG)	Proposes any exclusions from MFG for application to DfE	Gives a view	Approval

<b>Function</b>	<b>Local Authority</b>	<b>Schools Forum</b>	<b>DfE Role</b>
De-delegation for mainstream schools for: contingencies, administration of free school meals, insurance licences/subscriptions, staff costs, facility arrangements, supply cover support for minority ethnic pupils/underachieving groups, behaviour support services, library and museum services	Proposes	Primary and secondary school member representatives will decide for their phase	Will adjudicate where Schools Forum does not agree LA proposal
Central spend on and the criteria for allocating funding from: growth fund (to meet requirements for basic need and infant class size regulations), falling rolls fund for surplus places in good or outstanding schools where a population bulge is expected in 2-3 years.	Proposes	Decides	Adjudicates where Schools Forum does not agree LA proposal
Central spend on: funding for significant pre-16 pupil growth, back-pay for equal pay claims, places in independent schools for non-SEN pupils early years expenditure	Proposes	Decides	Adjudicates where Schools Forum does not agree LA proposal

<b>Function</b>	<b>Local Authority</b>	<b>Schools Forum</b>	<b>DfE Role</b>
Central spend on: admissions, servicing of schools forum	Proposes up to the value committed in 2013-14	Decides for each line	Adjudicates where Schools Forum does not agree LA proposal
Central spend on: capital expenditure funded from revenue contribution to combined budgets, schools budget centrally funded termination of employment costs, schools budget funded prudential borrowing costs, special education needs transport costs	Proposes up to the value committed in 2013/14 and where expenditure has already been committed.	Decides for each line	Adjudicates where Schools Forum does not agree LA proposal
Carry forward a deficit on central expenditure to the next year to be funded from the schools budget	Proposes	Decides	Adjudicates where Schools Forum does not agree LA proposal
Scheme of financial management changes	Proposes and consults the governing body and Head of every School	Approves	Adjudicates where Schools Forum does not agree LA proposal
Membership: length of office of members	Decides	None (but good practice would suggest that they gave a view)	None
Voting procedures	None	Determine voting procedures	None
Chair of Schools Forum	Facilitates	Elects ( <i>may not be an elected member of the Council or officer</i> )	None