

Oxfordshire County Council
Schools Forum – 3 October 2017
School Budget Submission Dates 2018-19

Settings		Sector	
Academies		Foundation Stage	✓
Maintained Schools	✓	Primary	✓
PVI Nurseries		Secondary	✓
Local Authority	✓	16+	✓
Schools Forum	✓	High Needs	

1. Item for Decision

Maintained Schools Forum members eligible to vote in respect of school budget submission dates:

Nursery Headteacher
Primary Headteacher(s) : Primary Governor(s)
Secondary Headteacher : Secondary Governor
Special Headteacher : Special Governor

2. Purpose of Report

To recommend to and seek School Forum agreement to the budget submission timetable for maintained schools 2018-19.

3. Recommendations/Actions/Decisions for Schools Forum

- 3.1 Schools Forum is asked agree the school budget submission timetable stated below and the communication strategy to schools outlined in section 5 below for 2018-19.
- 3.2 Schools Forum is also asked to agree that this timetable should be communicated to all maintained schools via both e-mail and School News in October 2017.

4. Budget Submission Background

- 4.1 Under section 2.7 Submission of budget plans of Scheme for Financing Schools each school maintained school must submit a budget plan to the Chief Finance Officer by a specified date in each financial year. The date by which budget plans must be submitted is to be annually agreed between the local authority and Schools Forum.
- 4.2 The agreed date will then be communicated to all schools by the most appropriate means also agreed with Schools Forum.
- 4.3 The statutory guidance relating to local authority schemes for financing schools continues to stipulate that the initial submission of the school budget plan should not be earlier than 1 May or later than 30 June. For

Oxfordshire, the agreed budget submission date must fall in the period 1 and 31 May.

- 4.4 The local authority is to prescribe the format of the budget plan and the budget information to be provided. The reasoning behind the dates being recommended remains unchanged from the previous four financial years. Members can access this information in the papers dated 3 October 2013 and 2 October 2014. Links to these two documents is again provided at section 6 of this paper.
- 4.5 At the beginning of August 2017 the DfE issued “Schools revenue funding 2018 to 2019 operational guide”, documentation governing how the local authority is to proceed in its deliberations, calculations, agreement and issue of its schools funding for 2018-19. The timeframe set for issuing maintained schools budget allocations remains as for the 2017-18 financial year, school budgets are to be issued by 28 February.

5. Budget Submission Timetable

- 5.1 Given the above and the previously referred to Forum papers, the local authority is recommending that the budget submission date will be set as early and as practically as possible. The recommended date for all maintained primary and secondary schools to submit their governor approved budget to the local authority covering the period 2018-19 to 2020-21 is to be Tuesday 1 May 2018 while for maintained special schools the date is to be set as Friday 18 May 2018.
- 5.2 The above timetable and information will be sent to all maintained schools via e-mail and School News during the first week of October 2017.

6. Documents

Schools Forum paper 5c, 3 October 2013

Schools Forum paper 4, 2 October 2014

<https://www.oxfordshire.gov.uk/cms/content/oxfordshire-schools-forum>

7. Contact Details of Lead Officers/Authors

If you have any queries or comments in advance of the Schools Forum meeting about this report, please contact:

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