

Oxfordshire County Council
Schools Forum – 3 October 2018
School Budget Submission Dates 2019-20

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 2019-20.

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 2019-20.
- 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 before the end of October 2018.

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 since April 2014. 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 end of July 2018 the DfE issued “Schools revenue funding 2019 to 2020 operational guide”, documentation governing how the local authority is to proceed in its deliberations, calculations, agreement and issue of its schools funding for 2019-20. The timeframe set for issuing maintained primary and secondary schools budget allocations remains as for the last two financial years, school budgets are to be issued by 28 February with special school budgets being available by mid-March.

5. Budget Submission Timetable

- 5.1 Given no fundamental change to the above operational guidance 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 2019-20 to 2021-22 is to be **Wednesday 1 May 2019** while for maintained special schools the date is to be set as **Friday 17 May 2019**.
- 5.2 The above timetable and information will be sent to all maintained schools via e-mail and School News prior to the October 2018 half term.

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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