

Oxfordshire County Council
Schools Forum 7 November 2018
Schools Forum Budget and Expenditure for 2018-19

For Information and Decision

1. Purpose of Report

- 1.1 To advise the Sub-committee of the budget for 2018-19, expenditure to date and projected carry forward at year end.
- 1.2 Report presented to Schools and High Needs sub-committee on 29 October 2018 with recommendation to full Schools Forum on 7 November 2018

2. Recommendations from Sub-committee to Schools Forum

Schools Forum is asked to confirm the recommendations from Schools and High Needs sub-committee and asked to:

- 2.1 Note this report.
- 2.2 Schools Forum to confirm the financial provision in respect of preparation time be made available to school headteachers attending full Schools Forum meetings as per paragraph 3.4
- 2.3 Forum members are asked to submit for payment all travel and expenses claims as soon as possible.

3 Expenditure to 31 October 2018

- 3.1 The table below sets out the Schools Forum budget for 2018-19 and expenditure that has been incurred. It is, however, expected based on available information and few remaining meetings to be held that the budget will spend as shown. An underspend of £14,700 is projected for the financial year 2018-19.

	Budget £	Actual £	Commitments to year end £	Notes
Supply Cover	13,730		7,125	Supply cover for headteacher attendance [based on up to 7 Forum, 12 Working Group and 2 training meetings assuming ½ day attendance including contingency days. Daily rate £285].
Members expenses	4,700	113	800	Travel, child minding and incidental expenses for Forum members.
Supporting the Schools Forum	4,000	693	2,100	Includes clerking costs [basis 2 days per month].
Meeting expenses	3,000	2,200	2,327	Venue and catering costs [based on number of meetings and two ½ day training sessions].
Conferences	2,100		200	Attendance fees [assumed up to 8

	Budget £	Actual £	Commitments to year end £	Notes
				conference days].
Training provision	2,000			Expenses relating to the training need of Forum members.
Consultancy	1,000			Specific project work undertaken by outside agency.
Contingency	200	500		Forum elections, F40 subscription contribution, F40 charge reduced by 50% for 2018-19
DSG Income	30,730cr	15,365cr	15,365cr	
Total Budget for 2018-19	0	11,859cr	2,813cr	
Underspend from 2017-18	113,913cr			
TOTAL	113,913cr	11,859cr	2,813cr	
Projected Carry Forward		128,585cr		

- 3.2 The budget plan for 2018-19 has been calculated to reflect the maximum number of, and attendance at, Forum and Sub-committee meetings expected in the financial year. Meetings have been generally budgeted at half day duration, though the two Forum meetings arranged to consider the schools funding model and associated approvals are expected to be of a day duration each and budgeted for accordingly. No inflation has been anticipated but both teaching and non-teaching staff received pay awards of between 1.5 and 3.5%. The increase in attendance and administrative costs will be borne by the Forum's budget. This is consistent, in the main, with general schools funding.
- 3.3 With effect from 1 April 2018 the funding for Schools Forum activities is no longer provided by specific contributions from the original three Dedicated Schools Grant's (DSG) blocks (Schools block, Early Years block and High Needs blocks). Schools Forum budget previously identified as falling under the Statutory function commitments category of funding items that the local authority, has with other similarly identified expenditure been transferred to a new specific DSG block called Central Schools Services block. Further detail of this new DSG block can be found in paper 4 of Forum meeting held on 22 November 2017.
- 3.4 With the increasingly shortening time scales between the issue of national funding information and the deadline for formula related decisions and recommendations to be made, it has been noted that is becoming difficult for headteachers to find sufficient time to read, digest and consult (preparation time) colleagues prior to full Forum meetings. Therefore, it is proposed that a further half day, by providing funding for

staff cover, for preparation time (reading, digesting and consulting) be allowed claimable by Forum headteachers attending full Forum meetings. The budgetary impact is estimated to cost a maximum of £2,900 based on the current meetings scheduled and assumes the arrangement is backdated to the start of this financial year. The current budget projection indicates that this change can be managed within projected outturn surplus balance. The Schools Forum expenses guidance will be updated accordingly.

- 3.5 The underspend from 2017-18 of £113,913 has, with prior agreement of Schools Forum been carried forward and the potential use or uses of the surplus is was subject to separate discussion at the Schools and High Needs meeting on 29 October. The outcome was agreement for Forum to request local authority officers to provide, after consideration, further possible uses of these monies, to the benefit of all pupils in all sectors (as the funding came from all, Early Years, Schools and High Needs blocks).
- 3.6 The Schools Forum budget will be reviewed annually.
- 3.7 Further guidance on the use of this budget is given in Annex 1. The Schools Forum (England) Regulations 2010 require that “the authority must reimburse all reasonable expenses of members in connection with their attendance at meetings of the forum and charge expenses to the schools budget”. The guidance has been amended to provide clarification (amendments and additions are underlined). The Schools Forum Chair remains arbitrator of any disputed claim.
- 3.8 As always with this paper, Forum members are asked to submit their travel and other expenses claims to the clerk as soon as possible.

5. 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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Schools Forum Expenses

This statement covers expenses incurred by members of the Schools' Forum and, where appropriate, individuals who may be co-opted onto the Forum, or any Sub-Committee set up by the Forum.

Travel: expenses for members of the Forum will mirror that for employees of the County Council. The current approved rates are as follows:

Car - 45 pence per mile for the first 10,000 miles, reducing to 25 pence per mile over 10,000 miles

Motorcycles - 24 pence per mile.

Bicycles - 20 pence per mile.

Car parking fees will be reimbursed.

Bus, train and other public transport fares will be reimbursed.

Actual cost of parking, with proof of parking fee paid, will be met.

Subsistence (overnight accommodation) will not be paid unless Forum member is attending an out-county meeting or conference on behalf of the Forum.

Supply cover costs: The cost of supply cover will be reimbursed to the school for attendance at Forum meetings, of nursery, primary, secondary and special headteachers. The reimbursement rate will be that as used by the Teaching Staff Absence Insurance Scheme (based on the daily rate). Reimbursement will be based on attendance listing for each meeting and transfer made to school at year-end.

Loss of earnings: An allowance will be paid. Entitlement to this allowance is subject to the respective member incurring any loss of earnings or any individual expenses.

Observers will look to their nominating body for reimbursement of any expenses, which will not be rechargeable to the Forum.

Child care arrangements: Care costs will be reimbursed subject to a maximum of £10.00 per hour per dependant.

Elderly or dependant relatives care arrangements: Care costs will be reimbursed subject to a maximum of £10.00 per hour per dependant.

Other costs: Members may claim reimbursement of reasonable expenses incurred when carrying out their duties, including telephone charges, photocopying, stationery, subsistence, printing costs (3 pence per sheet) and any other justifiable expenses.

Claims should be submitted to the Schools Forum Clerk.

The Schools Forum Chair will arbitrate any disputed claim.