
Haringey Schools Forum

WEDNESDAY, 26TH FEBRUARY, 2014 at 16:00 HRS - PROFESSIONAL DEVELOPMENT CENTRE, DOWNHILLS PARK ROAD, TOTTENHAM, LONDON N17 6AR.

AGENDA

1. CHAIR'S WELCOME

2. APOLOGIES AND SUBSTITUTE MEMBERS

Clerk to report.

3. DECLARATION OF INTEREST

Declarations are only required where an individual member of the Forum has a pecuniary interest in an item on the agenda.

4. MINUTES OF THE MEETING OF 16 JANUARY 2014 (PAGES 1 - 10)

5. MATTERS ARISING

6. HARINGEY COUNCIL'S SCHEME FOR FINANCING SCHOOLS (PAGES 11 - 22)

To consult with members of the proposed changes to the local Scheme for Financing Schools and to obtain approval to the changes from members representing maintained schools.

7. CARE PLACEMENTS FOR LOOKED AFTER CHILDREN (PAGES 23 - 26)

To provide further information to Schools Forum in respect of a £1m requested contribution from the Dedicated Schools Budget.

8. UPDATE ON THE IMPLEMENTATION OF CHANGES TO FULL TIME NURSERY CLASS PLACE PROVISION FOR THREE AND FOUR YEAR OLDS IN HARINGEY'S SCHOOLS (PAGES 27 - 40)

To inform Schools Forum members of the final stages to implementing the changes to the full time nursery place provision in Haringey schools agreed by Cabinet in 2012.

9. TRADE UNION FACILITIES AND TIME OFF ARRANGEMENTS (PAGES 41 - 50)

Following the decision by the Schools Forum not to de delegate the budget for trades union facilities time for 2014/15 this report proposes a way forward to enable schools and academies to enter into a service level agreement to “buy back” trade union representation.

10. FEEDBACK FROM WORKING GROUPS/PROJECT

- Alternative Provision

11. WORK PLAN 2013/14 (PAGES 51 - 52)

12. ANY OTHER URGENT BUSINESS

13. DATE OF FUTURE MEETINGS

- 14 May 2014
- 3 July 2014

**MINUTES OF THE SCHOOLS FORUM MEETING
THURSDAY 16 JANUARY 2014**

Schools Members:

Headteachers: **Special (1)** - *Martin Doyle (Riverside),
Children's Centres (1) - Julie Vaggers (A) (Rowland Hill),
Primary (7) * Dawn Ferdinand (The Willow), Fran Hargrove (A) (St Mary's CE), *Will Wawn (Bounds Green) Cal Shaw (A) (Chestnuts), *Julie D'Abreu (Devonshire Hill), * Nic Hunt (Weston Park) James Lane (A) (St Francis de Sales)
Secondary (2) *Helen Anthony (Fortismere), *Tony Hartney (Gladesmore),
Primary Academy (1) *Linda Sarr (St Ann's),
Secondary Academies (2) Simon Garrill Heartlands (A), *Michael McKenzie (Alexandra Park)

Governors:

Special (1) Vacancy
Children's Centres (1) *Melian Mansfield (Pembury)
Primary (7) Miriam Ridge (Our Lady of Muswell), *Asher Jacobsberg (Welbourne), *Louis Fisher (Earlsmead), *Laura Butterfield (Coldfall), *Andreas Adamides, (Stamford Hill), Jan Smosarski (A)(Bruce Grove), *Sandra Carr (St John Vianney)
Secondary (3) *Liz Singleton (Northumberland Park),* Imogen Pennell (Highgate Wood), *Keith Embleton (Hornsey)
Primary Academy (1) Vacancy
Secondary Academy (1) *Marianne McCarthy (Heartlands),

Non School Members:- **Non – Executive Councillor** - Cllr Zena Brabazon (A)
Professional Association Representative - Vacancy
Trade Union Representative - *Pat Forward
14-19 Partnership - *June Jarrett
Early Years Providers - *Susan Tudor-Hart
Faith Schools - *Mark Rowland
Pupil Referral Unit – *Gordon McEwan

Observers:- **Cabinet Member for CYPS** (*Cllr Ann Waters)
Education Funding Agency * Sarah Carrick (for part)

Also attending: Steve Worth, Finance Manager (Schools)
Wendy Sagar, Interim Head Finance (CYPS)
Carolyn Banks, Clerk to Forum
Jon Abbey, Assistant Director, CYPS
Alan Critchley, Interim Assistant Director, Early Help
Anne Woods, Head of Audit and Risk Management
PhilDiLeo, SEN Strategy Manager
Peter Desmond, Head of Music and Performing Arts.
Leon Joseph, Supplementary Schools.

- * Members present
- A Apologies given

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TONY HARTNEY N THE CHAIR

MINUTE NO.	SUBJECT/DECISION	ACTION BY
1.	<p>CHAIR'S WELCOME The Chair welcomed everyone to the meeting. Helen Anthony, newly appointed Secondary Headteacher (maintained schools sector) was particularly welcomed and introductions were made. The Clerk advised that Vik Seeborun, Special school governor had resigned, and a replacement was being sought.</p>	
2.	<p>APOLOGIES AND SUBSTITUTE MEMBERS</p>	
2.1	Apologies for absence were received from Cal Shaw, Zena Brabazon and Jan Smosarski.	
2.2	Mr Latchana was substituting for Simon Garrill, Peter Catling for Julie Vaggars, Christiaan Maree for Fran Hargrove and Jane Flynn for James Lane.	
3.	<p>DECLARATION OF INTEREST (Agenda Item 3)</p>	
3.1	Pat Forward declared an interest in relation to the item relating to Trade Union duties contained within item 9 and offered to leave the meeting during discussions on this item.	
4.	<p>MINUTES OF MEETING HELD ON 2 December 2013 (Agenda Item 5)</p>	
4.1	AGREED: The minutes of the meeting were agreed as a true record.	
5.	<p>MATTERS ARISING: There were no matters arising that were not covered elsewhere on the agenda during this meeting.</p>	
6.	<p>THE SCHOOLS 2014/15 INTERNAL AUDIT PROGRAMME (Agenda Item 6)</p>	
6.1	To assist schools in complying with the requirements of the Schools Finance Manual and in mitigating the risks associated with the key financial and non financial processes a programme of audit inspections had been compiled for 2014/15.	
6.2	A revised system of assurance ratings was noted.	
6.3	In response to some concerns that had been identified in previous inspections, short workshops had been held and it was noted that a further one was due to be held later this month for school staff of schools with planned audit visits.	
6.4	The Forum noted that the outcomes of inspections were reported to the Council's Corporate Committee and Cllr Waters advised that Cllr Meehan, Chair of the Committee, carefully scrutinised the reports. It was noted that IT and data security had been identified as particular areas of concern. AW stated that a self assessment questionnaire was going to be produced to help school staff to provide focus and to help to identify any gaps. It was agreed that this should be shared with governors, especially with the Chair.	AW

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6.5	In response to a query around quality assurance of the process, AW advised that if there was a disagreement between the school and the external auditor, then the Council's audit service would try to resolve the matter. Any inaccuracies in the report would be corrected, but resolutions of differences in opinion could take longer to resolve and if not resolved then the comments from the school would be included in the management report. The Forum was of the view that Cllr Meehan should also view the management responses to the Audit. Cllr Waters stated that it was a priority to ensure that schools received good audit reports.	
7.	GROWTH FUND 2013/14 (Agenda Item 7)	
7.1	The meeting was reminded of the request from St Thomas More for an increase in funding arising from their increase in pupils' numbers as a result of taking on additional pupils from the former JLS. The Forum received details of where all former JLS pupils had been placed, together with potential additional costs of applying the formula allocation for bulge or expansion classes, a pro-rata Age Weighted Pupil Unit (AWPU) plus £500 per pupil.	
7.2	SW advised the meeting that pupils placed at Greig City Academy should be disregarded as the school was funded through a different mechanism. The Forum noted that any money remaining at the end of the financial year from the Growth Fund would be rolled over into the 2014/15 school budget shares. The meeting queried whether Grieg City could be provided with additional financial support and asked for a report back on this possibility. JA also assured the Forum that the LA was tracking the progress of all former JLS pupils.	SW
7.3	The Forum was of the view that these were exceptional circumstances, which were different to Park View who had taken on bulge classes and it was accepted that many of the former JLS pupils required a lot of support. Cllr Waters also stated that the decision to close JLS had been taken for good reason and the Local Authority had promised to provide the displaced pupils with additional support.	
7.4	The Forum was advised that they would not be liable to provide any additional funding for students that had been placed at out of borough schools.	
7.5	Further clarification was given around the circumstances in which KS1 classes could be forced to exceed 30 pupils, including the legal position around infant class size. It was noted that in these circumstances although it was not necessary to take on an additional teacher, Haringey did provide funding for KS1 classes forced to exceed 30 pupils. The KS1 class size funding recognised the local arrangements that required a school to take a twin even, when this put the school over number. It was agreed that only one enhancement be made per school, even if more than one KS1 class was over- size. SW confirmed that this expenditure from the Growth Fund was permissible by the DfE.	

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7.6	WW queried whether there should be different arrangements for circumstances where the numbers were exceeded at Foundation stage as there they had a different pupil/teacher ratio.	
	<p>RESOLVED:-</p> <ol style="list-style-type: none"> 1. That an exceptional allocation using the criteria for bulge and expanding classes be used, with the £500 representing other funding elements and additional work relating to the exceptional circumstances and it be noted that £54K (double check after exclusion of GCA) remained as carry over. 2. That class size funding continues in the circumstances as set out in the report. 3. That KS1 class size funding recognise the local agreement that required a school to take a twin even when this put the school over number. 4. That only one enhancement be made per school even if more than one KS1 class is over size. 	
8.	HIGH NEEDS BLOCK 2013/14 AND 2014/15 (Agenda item 8)	
8.1	Changes were introduced in 2013-14 to the way special schools, special units and alternative providers are funded, replacing comprehensive planned place funding with a 'Place Plus' approach. This provides a fixed amount of delegated funding per place plus a 'top-up' paid by a commissioner when placing pupils. This approach, with its direct relationship between commissioner and provider, removed the need for the former process of 'recoupment. PdL updated Forum further on the changes to SEN and pressures for the budget for 2014/15. It was agreed that there was a need to keep track on the expenditure as the new system is embedded. The HNB also took on responsibility for the funding of 19-25 year olds with Special Educational Needs (SEN) in institutions of further education with a significant change in the area of statemented funding.	
8.2	Under the new approach to statemented funding, mainstream providers (schools, Academies, FE colleges) were expected to contribute the first £6,000 of the additional educational support provision for high needs pupils and students from their notional SEN budget (pre-16) or a specific additional education support allocation of £6,000 for each high needs student on roll during the last academic year (post-16) – this is over and above the costs of per-pupil or per-student teaching and learning provided by the educating institution. Top-up funding above these levels for high needs pupils and students would be provided on a per-pupil basis by the commissioner placing the pupil and this would be agreed between the commissioner and educating institution and set out in the child's statement of special educational needs. In preparation for the change and the new responsibilities for schools the Forum had agreed to transfer money from the High Needs to the Schools Block for delegation to schools. The transfer of £4.1m was based on the number of pupils with statements in schools at a point in time multiplied by £6,000.	
8.3	PdL expressed concerns to the Forum over the pressures on the budgets and concern that the formula was not sufficiently sensitive to be able to direct the funds to statemented pupils. To help those schools with a	

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	disproportionate number of statements the Forum had further agreed that £3.6m would be delegated and the remaining £0.5m retained as a contingency. Whilst this would help schools to meet their statutory duties it would reduce resilience within the HNB and the experience of 2013-14 indicates there is a need to reconsider the balance of funding between blocks.	
8.4	The High Needs Block Working Party set up last year had been regularly monitoring information on the progress of the budget in relation to centrally retained services, commissioning budgets and delegated budgets.	
8.5	With regard to centrally retained services there was a projected underspend of £14k.	
8.6	The commissioning budgets were, however, areas of concern, particularly around the unknown responsibilities for students aged 19-25 in further education, and the new regime in special schools and units and top ups for statemented pupils in mainstream schools. Both statemented top ups and post 16 top up were projecting overspends in the current year. The net overspend in commissioning was £791K.	
8.7	The working group had also received regular updates on the delegated budgets. The forum was reminded of their agreement to set aside the cumulative DSG underspend of £1.1m brought forward from previous years as a contingency for the HNB. It was agreed that the projected net overspend of £777K be met from this money and the remaining balance rolled forward into 2014-15 as a HNB contingency for that year.	
8.8	The indicative HNB for 2014/15 was set out, together with movement from 2013/14 to 2014/15, which showed an increase in funding of £0.91m which was for the full year impact of the post 16 changes, offset by the carbon reduction commitment.	
8.9	In response to a query around the overhead costs the Forum was advised that this covered all premises costs including staffing, ICT and Finance. The Forum sought assurances that this provided value for money and asked for a further breakdown.	SW/Pd L
8.10	MMC advised that it was important to ensure that the High Needs Block was fit for purpose and properly funded ahead of the introduction of the National Formula. TH also stated that the level of accuracy of the funding was a credit to the officers. SW advised that the Forum would be regularly updated on any changes.	
8.11	The Forum agreed to transfer the centrally retained capital expenditure from the revenue account from the schools block to the High Needs block; this had been made possible by the announcement in late December that local authorities in England were to share in an additional £2.35bn in capital funding over three years to help them create the extra school places that will be needed by 2017. The HNWG believed that the transfer of this provision to be the preferable option given the availability	

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	of additional capital funding. There was also the desire to leave as much funding as possible in schools to meet the SEN needs of statemented and non-statemented pupils and to avoid reducing the level of top-up.	
8.12	The balance of the projected shortfall in 2014/15 of £288K would be deducted from the £3.6m delegated to schools to provide for the required top up. This would have minimal impact on schools (£9.37 per pupil on average) but would provide important additional funding in the HNB to help prevent any reduction in top-up funding.	
	<p>RESOLVED:-</p> <ol style="list-style-type: none"> 1. That the DSG roll forward set aside as a contingency for the High Needs Block in 2013/14 be used to off-set the planned overspend. 2. That the balance of the DSG roll forward be carried forward into 2014/15 to support the HNB pressures for that year. 3. That the centrally retained Capital Expenditure from Revenue Account (CERA) contribution in the Schools Block, £489k, be permanently transferred into the HNB from 1 April 2014 to offset pressures in the statemented top-up budget. 4. That the balance of the projected shortfall, in 2014/15 £288k, be deducted from the £3.6m delegated to schools to provide for the top-up requirement. 	
9.	DEDICATED SCHOOLS BUDGET 2014/15 INCLUDING SCHOOLS BLOCK AND PROPOSALS FOR CENTRALLY RETAINED BUDGETS 2014/15	
9.1	Further to the previous meeting the Forum noted that the Pupil Premium for secondary schools had now been set at £935, which it was noted was substantially below the £1200 originally projected. For 2014/15 the Looked After Children pupil premium would be increased to £1,900 and eligibility would be extended to pupils who had been looked after for one day or more, as well as children who had been adopted from care under a special guardianship or residence order. As previously reported the primary Pupil Premium would be £1,300 per eligible pupil. The Forum also noted that the final primary pupil premium for 2013/14 would be £953, an increase of £53 which would be passported to maintained primary schools as soon as it was received.	
9.2	The details of both the capital and revenue allocations available to fund the provision of free school meals was not yet available. Details of the indicative DSG was noted, and showed that the overall sum had been reduced by £0.299m to reflect the abolition of the Carbon Reduction Commitment (CRC).	
9.3	In response to a query around the Chancellors statement that money would be available to fund the provision of free school meals for all infant aged pupils SW advised that at present there was no detail of either the capital or revenue allocations. NH asked about any top up to cover the full costs of this provision. SW agreed to report back to the Forum as soon as further details were available.	SW
9.4	It was noted that the schools block was largely in line with expectations.	

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	The October data on which the 2014-15 budgets would be based was now available and it was noted that the Cabinet had agreed the funding formula changes (Model 2) recommended by the Forum. Work was now underway on the final budget shares to be submitted to the DfE on 21 January 2014. £1.5m had previously been agreed to be top sliced for the Growth fund.	
9.5	With regard to the centrally retained budgets the Forum received an update on the work of the working group set up at the previous meeting to look at budgets in greater detail. It was agreed to support the Working Group recommendations and retain the services of Admissions, Schools Forum, Licenses and Governor Support. In addition following further information and questions to officers it was also agreed to retain the Music Service, School to School Support, Supplementary Schools, Intergrated Working and Family Support, LAC Residential placements and Corporate overheads. As previously agreed, the budget for Capital Expenditure from Revenue Account (CERA) was transferred into the High Needs Block. With regard to supplementary schools JA informed the meeting that the money would be utilised in careful targeting reach and development needs.	
9.6	With regard to integrated working and family support AC provided further clarity around this funding, which it was noted benefited children who didn't reach the social care threshold. AC also stated that there would be further targeting undertaken which should increase the service's visibility. The establishment of round table pilots was also working well in a couple of schools and it was hoped that this would be rolled out to more schools. WW felt that it would be helpful if representatives from these schools had been able to provide more information on the matter. JA also added that the service was a vital one that was still developing and that behind the scenes was already showing an impact.	
9.7	The Forum was of the view that they would like further information in respect of the £1m for LAC residential placements. It was noted that the Forum's contribution was only around one third of the costs. If the Forum did not agree JA advised that the money would have to found from elsewhere. Cllr Waters added that there were a small number of very vulnerable children who had to be placed in residential accommodation which was very expensive. Cllr Waters offered to provide the Forum with more information and arrange for an officer to attend the next meeting to provide further details.	Cllr Waters
9.8	SW informed the Forum that Corporate Overheads related to the Schools Block allocation for accommodation and support for central services such as Finance and HR. The Forum noted that should this not be agreed it would fall to an already over stretched Council budget to fund. The Council was also trying to make huge cuts and to protect front line services wherever possible. WW queried whether there might be some wastage and if any thought had been given to a different method of distribution.	
9.9	PD provided the Forum with an update on schools using the Music Service. He confirmed that this money was spent on subsidising children who were on free school meals and for individual rather than class	

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	lessons.	
9.10	The Forum discussed the possibility proposed by the Working Group in respect of the trade union duties (pre delegation budget of £198m) that this should remain delegated to schools and a Service level Agreement set up to recover the full cost. This would operate as a traded service offered to all schools including academies. MM advised that schools would pay pro rata dependent upon the number of members within each union. He also advised that having a SLA would prevent the primary schools, who currently de-delegate the funds from paying for support provided to secondary schools who had not de-delegated. JA informed the Forum that the LA would need to work out the details and present further information to the next meeting.	JA
9.11	The Forum proceeded to vote on de-delegation as follows:- a) contingency for Schools in Financial difficulties – both primary and secondary school representatives agreed to de-delegate b) Trade Union Duties – following discussions and upon a second vote both primary and secondary school representatives agreed not to de-delegate c) Support to Underachieving Ethnic Minority Groups - both primary and secondary school representatives agreed to de-delegate	
9.12	The Forum noted the latest positions on the Early Years and High Needs blocks.	
	<p>RESOLVED:-</p> <ol style="list-style-type: none"> 1. That the indicative DSG for 2014/15 and changes in Pupil Premium be noted. 2. That the Forum agree to the retention of Admissions, Schools Forum, Licenses and Governor Support services at the levels set out in the report. 3. That funding be retained for the Music Service, School to School support, supplementary schools, Intergrated Working and Family Support, LAC Residential Placement with further information to be provided) and Corporate Overheads. 4. That the primary school representatives agree to de-delegate the contingency for schools in financial difficulties and support to underachieving ethnic minority groups. 5. That the primary school representatives agreed not to de-delegate trade union duties but request a SLA be set up for schools to buy the service from the LA 6. That the secondary school representatives agree to de-delegate the contingency for schools in financial difficulties and support to underachieving ethnic minority groups. 7. That the secondary school representatives agreed not to de-delegate trade union duties but request a SLA be set up for schools to buy the service from the LA 8. That the latest position on the Early Years Block be noted. 	
10.	<p>FEEDBACK FROM WORKING GROUPS (VERBAL)</p> <ul style="list-style-type: none"> • ALTERNATIVE PROVISION <p>JA informed the meeting that the likely date for academy conversion was 1 April 2014. The land registry and finance agreement still had to be</p>	

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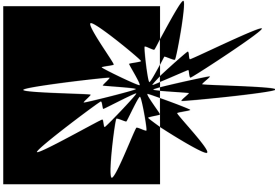
	finalised. The primary PRU was due to move to the Octagan around half term. Consultation with parents was underway and the Management committee were holding the Local Authority to account. A remodelling of the staffing structure had nearly been completed. A mock Ofsted inspection had provided a good indicator of progress and this was being used for self evaluation.	
11.	WORK PLAN FOR ACADEMIC YEAR 2013/14	
	The workplan had been circulated with the papers and was duly noted. It was agreed that LAC placements and a draft SLA on TU representation be considered at the next meeting.	
12.	ANY OTHER URGENT BUSINESS	
	There was none.	
12.	DATE OF FUTURE MEETINGS 26 February 2014 14 May 2014 3 July 2014	

The meeting closed at 6.55pm

TONY HARTNEY

Chair

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Haringey Council

The Children and Young People's Service

**Agenda Item
6**

Report Status

For information/note
 For consultation & views
 For decision

Report to Haringey Schools Forum – 26 February 2014.

Report Title: Haringey Council's Scheme for Financing Schools.

Authors:

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Purpose:

To consult with members of the proposed changes to the local Scheme for Financing Schools.

To obtain approval for the changes from members representing maintained schools.

Recommendations:

That members representing maintained schools agree the revisions to the Scheme set out in the report and its appendices.

1. Introduction.

- 1.1. It is a statutory requirement for each local authority to have a Scheme for Financing Schools that sets out the financial relationship between the authority and its maintained schools.
- 1.2. From time to time the Department for Education DfE issues Directed Changes which an authority must incorporate in its scheme.
- 1.3. The following sections set out the proposed changes in Haringey's Scheme for 2014-15.

2. Responsibility for Redundancy and Early Retirement Costs.

- 2.1. This is an important section within the scheme and the change is to bring the local scheme into line with the updated DfE's Model Scheme. The current and proposed wording is set out in Appendix 1.

3. The Funding Framework.

- 3.1. The proposed changes for Section 1.1, the Funding Framework, are set out in Appendix 2.

4. Other Changes.

- 4.1. Change in the status of Pupil Referral Units (Pupil Support Centre). This brings the PRUs into the scope of the Scheme following changes introduced in April 2013. Section 1.5.3 now reads:

'Pupil Referral Units (PRU's) or institutions carrying out those functions (e.g. the Haringey Pupil Support Centre) are now maintained schools within the meaning of s.20 (7) of the Act and this Scheme therefore now applies to them.'

- 4.2. Removal of the need to consult with all schools. There is now only a requirement to consult with the Schools Forum Members representing maintained schools on proposed changes to the Scheme. Section 1.8.1 will now read:

'Any proposed revisions to the Scheme will be the subject of consultation with School Forum Members and shall require the approval of School Forum members representing maintained schools. In the event of a disagreement between the Authority and the Schools Forum on proposed changes to the Scheme the adjudication of the Secretary of State will be sought.'

- 4.3. Section 2.19.1 is updated with revised references to relevant legislation and now reads.

‘Governing bodies are free to spend their budget shares ‘for the purposes of the school’, subject to any provisions of this scheme. This has been widened by the Secretary of State to include specifically spending by governing bodies on community facilities and services under S27 of the Education Act 2002. Under s.50(3)(b) the Secretary of State may prescribe additional purposes for which expenditure of the budget share may occur. He has done so in the School Budget Shares (Prescribed Purposes)(England) Regulations 2002 (SI 2002/378), which have been amended by the School Budget Shares (Prescribed Purposes)(England)(Amendment) Regulations 2010 (SI 2010/190). These allow schools to spend their budgets on pupils who are on the roll of other maintained schools.’

- 4.4. Section 3.2.4 is updated to include place-led funding in references to payment of monthly cash advances and the monthly payment of top-up payments for high needs pupils.

‘Schools will receive their budget share, including place-led funding, as cash advances in twelve equal instalments. Top-up payments for pupils with statements of special educational need will also be made monthly. Schools buying into Haringey’s Payroll Service will have the advance reduced by the equivalent of the previous month’s payroll with final adjustments made at the year end.’

- 4.5. Section 4.6.2 is updated for the changes introduced in April 2013 whereby the Contingency for Financial Difficulty for mainstream schools can only be retained centrally if de-delegated is agreed by the relevant members of the Schools Forum.

‘Assistance may be made towards the elimination of a deficit balance through the allocation of a cash sum, from the authority’s schools budget (from a centrally held budget specified for the purpose of expenditure on special schools and pupil referral units in financial difficulty or, in respect of mainstream maintained schools, from a de-delegated contingency budget where this has been agreed by Schools Forum).’

- 4.6. Section 6.1.4 is added to clarify that local authorities only need the permission of the relevant members of the Schools Forum to de-delegate permitted services and not the permission of individual governing bodies.

‘Local authorities may de-delegate funding for permitted services without the express permission of the governing body, provided this has been approved by the appropriate phase representatives of the Schools Forum.’

- 4.7. In Section 6.2, ‘Circumstances in Which Charges may be Made’ against a school’s budget share, the insertion of the following,

'Costs incurred by the authority in securing provision specified in a statement of SEN where the governing body of a school fails to secure such provision despite the delegation of funds in respect of low cost high incidence SEN and/or specific funding for a pupil with High Needs;'

5. Recommendation.

- 5.1. That members representing maintained schools agree the revisions to the Scheme set out in the report and its appendices.**

5.2.

Appendix 1 Responsibility for Redundancy and Early Retirement Costs.

Current Wording.

Responsibility for Meeting the Costs of Securing Resignation or Early Retirement and Costs Incurred In Respect of Dismissal

Section 37 of the Education Act 2002 sets out the respective responsibilities of governing bodies and local authorities in this area; in summary, the governing body is, for school based staff, the 'deciding' body and will determine if payment should be made in respect of the dismissal, or for securing the resignation or early retirement, of a member of staff of the school, and the amount of any such payment. The local authority is the 'compensating' body and will make the payment; in certain circumstances, some or all of this payment will be charged to individual school budget shares.

The 'deciding' body must take account of all relevant legal requirements and of the advice of the local authority in reaching its decision.

Only where the Local Authority has 'good reason' for not funding the whole or part of Early Retirement, Resignation or Dismissal costs centrally will these be charged against the school's delegated budget. The following are examples where the LA would expect there was good reason to charge a school's budget share and would do so, subject to consultation with the school:

- If a school has decided to offer more generous terms than the authority's policy, then it would be reasonable to charge the excess to the school;
- If a school is otherwise acting outside of the LA's policy;
- Where the school is making staffing reductions which the LA does not believe are necessary to either set a balanced budget or meet the conditions of a licensed deficit;
- Where staffing reductions arise from a deficit caused by factors within the schools control;
- Where the school has excess surplus balances and no agreed plan to use these;
- Where a school has refused to engage with the LA's redeployment policy.
- Where the school has not sought and followed the LA's advice

The Council will provide written confirmation of its agreement to the proposed payment(s).

Early Retirement.

Unless Haringey Council has agreed otherwise in writing, the school's budget share will be charged with the cost of premature retirement.

Updated Wording extracted from the DfE Model Scheme

Responsibility for Redundancy and Early Retirement Costs.

This Section summarises the position relating to the charging of voluntary early retirement and redundancy costs. It sets out what is specified in legislation and provides some examples of when it might be appropriate to charge an individual school's budget, the central Schools Budget or the local authority's non-schools budget.

Section 37 of the 2002 Education Act says:

(4) costs incurred by the local education authority in respect of any premature retirement of a member of the staff of a maintained school shall be met from the school's budget share for one or more financial years except in so far as the authority agree with the governing body in writing (whether before or after the retirement occurs) that they shall not be so met

(5) costs incurred by the local education authority in respect of the dismissal, or for the purpose of securing the resignation, of any member of the staff of a maintained school shall not be met from the school's budget share for any financial year except in so far as the authority have good reason for deducting those costs, or any part of those costs, from that share.

(6) The fact that the authority have a policy precluding dismissal of their employees by reason of redundancy is not to be regarded as a good reason for the purposes of subsection (5); and in this subsection the reference to dismissal by reason of redundancy shall be read in accordance with section 139 of the Employment Rights Act 1996 (c. 18).

The default position, therefore, is that premature retirement costs must be charged to the school's delegated budget, while redundancy costs must be charged to the local authority's budget. In the former case, the local authority has to agree otherwise for costs to be centrally funded, while in the latter case, there has to be a good reason for it not to be centrally funded, and that cannot include having a no redundancy policy. Ultimately, it would be for the courts to decide what a good reason was, but the examples set out below indicate the situations in which exceptions to the default position might be taken.

Charge of dismissal/resignation costs to delegated school budget:

- If a school has decided to offer more generous terms than the authority's policy, then it would be reasonable to charge the excess to the school
- If a school is otherwise acting outside the local authority's policy
- Where the school is making staffing reductions which the local authority does not believe are necessary to either set a balanced budget or meet the conditions of a licensed deficit

- Where staffing reductions arise from a deficit caused by factors within the school's control
- Where the school has excess surplus balances and no agreed plan to use these
- Where a school has refused to engage with the local authority's redeployment policy

Charge of premature retirement costs to local authority non-schools budget:

- Where a school has a long-term reduction in pupil numbers and charging such costs to their budget would impact on standards
- Where a school is closing, does not have sufficient balances to cover the costs and where the central Schools Budget does not have capacity to absorb the deficit
- Where charging such costs to the school's budget would prevent the school from complying with a requirement to recover a licensed deficit within the agreed timescale
- Where a school is in special measures, does not have excess balances and employment of the relevant staff is being/has been terminated as a result of local authority or government intervention to improve standards

Costs of early retirements or redundancies may only be charged to the central part of the Schools Budget where the expenditure is to be incurred as a result of decisions made before 1st April 2013. Costs may not exceed the amount budgeted in the previous financial year.

The local authority will discuss its policy with the Schools Forum. Although each case should be considered on its merits, this should be within an agreed framework.

For staff employed under the community facilities power, the default position is that any costs must be met by the governing body, and can be funded from the school's delegated budget if the governing body is satisfied that this will not interfere to a significant extent with the performance of any duties imposed on them by the Education Acts, including the requirement to conduct the school with a view to promoting high standards of educational achievement. Section 37 now states:

(7) Where a local education authority incur costs—

(a) in respect of any premature retirement of any member of the staff of a maintained school who is employed for community purposes, or
(b) in respect of the dismissal, or for the purpose of securing the resignation, of any member of the staff of a maintained school who is employed for those purposes,
they shall recover those costs from the governing body except in so far as the authority agree with the governing body in writing (whether before or after the retirement, dismissal or resignation occurs) that they shall not be so recoverable.

(7A) Any amount payable by virtue of subsection (7) by the governing body of a maintained school in England to the local authority may be met by the governing body out of the school's budget share for any funding period if and to the extent that the condition in subsection 7(B) is met.

(7B) The condition is that the governing body are satisfied that meeting the amount out of the school's budget share will not to a significant extent interfere with the performance of any duty imposed on them by section 21(2) or by any other provision of the education Acts.

(8) Where a person is employed partly for community purposes and partly for other purposes, any payment or costs in respect of that person is to be apportioned between the two purposes; and the preceding provisions of this section shall apply separately to each part of the payment or costs.

Appendix 2. The Funding Framework.

Current Wording.

This document replaces the Authority's Local Management of Schools Scheme created under the terms of the 1988 Education Reform Act and subsequent legislation. The funding framework detailed below is based upon the legislative provisions in Sections 45 to 53 of the School Standards and Framework Act 1998 (SSFA), and subsequent regulations.

This document has been updated for 2013/14 to reflect recent statutory guidance issued by the Government, other Department for Education (DfE) guidance and changes proposed by the Local Authority (LA).

Under the terms of Section 48 of the SSFA, the Authority is required to prepare this document detailing the conditions and arrangements it has made for the financial management of its maintained schools. All revisions to the Scheme must, following consultation with the governing body and head teacher of all maintained schools, be submitted for approval by the Schools Forum. In the event that the forum rejects a proposal to amend the scheme or approves it subject to modifications that are not acceptable to the LA, the authority may apply to the Secretary of State for its approval.

Under this legislation, the Authority will determine on an annual basis, the size of the Schools Budget and their non-schools education budget – although at a minimum an authority must appropriate its entire Dedicated Schools Grant (DSG) to their Schools Budget (DSB).

The categories of expenditure which fall within the two budgets (the Schools Budget and the non-schools education budget) are prescribed under regulations made by the Secretary of State, but included within the two is all expenditure, direct and indirect, on the LA's maintained schools except for Capital.

The LA may centrally retain funding in the Schools Budget for purposes defined in regulations made by the Secretary of State under Section 45A of the Act. The amounts to be retained centrally are decided upon by the LA, subject to any limits or conditions prescribed by the Secretary of State. The balance of the Schools Budget remaining after deduction of centrally retained funds is termed the Individual Schools Budget (ISB).

Expenditure items in the non-schools education budget must be retained centrally (although earmarked allocations may be made to schools).

The LA must distribute the ISB amongst all maintained schools using a formula, which accords with regulations made by the Secretary of State, and enables the calculation of a budget share for each maintained school. This budget share is then delegated to the governing body of the school concerned, unless the school is a new school which has not yet received a

delegated budget, or the right to a delegated budget has been suspended in accordance with Section 51 of the Act.

Subject to the provisions of the scheme, governing bodies may spend their budget share for the purposes of their school or for pupils at other maintained schools. This also includes provision to spend a school's budget share on any additional purposes prescribed by the Secretary of State in regulations made under S50 (3A) of the SSFA (the provision of community facilities).

The LA will publish each year a statement setting out details of its planned Schools Budget and other expenditure on children's services, showing the amounts to be centrally retained, the budget share for each school, the formula used to calculate those budget shares, and the detailed calculation for each school. After each financial year the LA will publish a statement showing outturn expenditure at both central level and for each school, and the balances held in respect of each school.

The detailed publication requirements for financial statements and for schemes are set out in regulations, but each school must receive a copy of the scheme and any amendment, and each year's budget and outturn statements so far as they relate to that school or central expenditure. The financial controls within which delegation works are set out in Haringey's Financial Regulations for Schools and the School Finance Manual.

Revised Wording.

THE FUNDING FRAMEWORK: MAIN FEATURES

The funding framework which replaces Local Management of Schools is set out in the legislative provisions in sections 45-53 of the School Standards and Framework Act 1998.

Under this legislation, local authorities determine for themselves the size of their schools budget and their non-schools education budget – although at a minimum an authority must appropriate its entire Dedicated Schools Grant to their schools budget. The categories of expenditure which fall within the two budgets are prescribed under regulations made by the Secretary of State, but included within the two, taken together, is all expenditure, direct and indirect, on an authority's maintained schools except for capital and certain miscellaneous items.

Authorities may deduct funds from their schools budget for purposes specified in regulations made by the Secretary of State under s.45A of the Act (the centrally retained expenditure). The amounts to be deducted for these purposes are decided by the authority concerned, subject to any limits or conditions (including gaining the approval of their Schools Forum or the Secretary of State in certain instances) as prescribed by the Secretary of State. The balance of the schools budget left after deduction of the centrally retained expenditure is termed the Individual Schools Budget (ISB).

Expenditure items in the non-schools education budget must be retained centrally (although earmarked allocations may be made to schools).

Authorities must distribute the ISB amongst their maintained schools using a formula which accords with regulations made by the Secretary of State, and enables the calculation of a budget share for each maintained school. This budget share is then delegated to the governing body of the school concerned, unless the school is a new school which has not yet received a delegated budget, or the right to a delegated budget has been suspended in accordance with s.51 of the Act. The financial controls within which delegation works are set out in a scheme made by the authority in accordance with s.48 of the Act and regulations made under that section. All proposals to revise the scheme must be approved by the Schools Forum, though the authority may apply to the Secretary of State for approval in the event of the forum rejecting a proposal or approving it subject to modifications that are not acceptable to the authority.

Subject to any provision made by or under the scheme, governing bodies of schools may spend such amounts of their budget shares as they think fit for any purposes of their school and for any additional purposes prescribed by the Secretary of State in regulations made under s.50 of the Act. (*Section 50 has been amended to provide that amounts spent by a governing body on providing community facilities or services under section 27 of the Education Act 2002 are treated as if they were amounts spent for the purposes of the school (s50(3A) of the Act.) An authority may suspend a school's right to a delegated budget if the provisions of the authority's financial scheme (or rules applied by the scheme) have been substantially or persistently breached, or if the budget share has not been managed satisfactorily. A school's right to a delegated budget share may also be suspended for other reasons (schedule 17 to the Act).

Each authority is obliged to publish each year a statement setting out details of its planned Schools Budget and other expenditure on children's services, showing the amounts to be centrally retained and funding delegated to schools. After each financial year the authority must publish a statement showing out-turn expenditure at both central level and for each school, and the balances held in respect of each school.

The detailed publication requirements for financial statements are set out in directions issued by the Secretary of State, but each school must receive a copy of each year's budget and out-turn statements so far as they relate to that school or central expenditure.

Regulations also require a local authority to publish their scheme and any revisions to it on a website accessible to the general public, by the date that any revisions come into force, together with a statement that the revised scheme comes into force on that date.

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Agenda item 7

Briefing for:	Schools Forum 28 February 2014
Title:	Care Placements for Looked After Children
Purpose of briefing:	To provide further information to Schools Forum in respect of a £1m requested contribution from the Dedicated Schools Budget.
Lead Officer:	Lisa Redfern Director, Children's Services (Acting)

1. Purpose

The Schools Forum Meeting on 16th January 2014 requested further information from Children's Services in respect of a £1m contribution from the Dedicated Schools Budget (DSB) toward the cost of education provision for looked after children (LAC). A report was requested to provide the Forum with more information and a request was made for an officer from Children's Services to attend the next meeting to provide further details.

2. Context

The contribution from DSB to the cost of residential care placements for LAC was put in place five years ago, at a time when there had been a very significant increase in the number of LAC. Whilst a great deal of progress has been made there is still work to do to continue to reduce our reliance on LAC placements. I am pleased to have the opportunity to provide information now for colleagues in the Schools Forum.

3. Haringey Children's Services use of residential care placements for LAC

Our policy is to place LAC in family (fostering) placements and also, wherever possible to place children in or close to Haringey unless there are very specific reasons not to, based upon the child's needs. Children placed in residential care are the children with the most challenging behaviour, the most complex needs and with the greatest level of risk. Children's Services aims to use residential care for the shortest period required in order to stabilise the child, provide intensive support and

reduce the level of risk. We would always aim to move children on from residential care, either into fostering, or back to their birth families, at the earliest opportunity.

4. Numbers of LAC in residential care placements

There has been a steady and managed reduction in the number of LAC in residential care over the past few years. On 18th February 2014, there are 23 LAC in residential care placements. However, this is a volatile and changing group and over the course of the full year 2013/14 we expect that a total of 47 LAC will have spent some time in residential care placements.

	2011/12	2012/13	2013/14 (projection to year end)
Total number of LAC in residential placements for all or part of the year	73	63	47
Aged 0 - 15	43	38	29
Aged 15 - 17	30	25	18

5. Meeting the education needs of LAC in residential care placements

- 5.1 Children's Services places great importance on meeting the education needs of our LAC population. With the support of the Virtual School Team and with excellent work from colleagues in Haringey's schools, we have hugely improved the education outcomes for LAC in recent years (evidence via attendance, SATs, GCSE, AS and admissions to Higher Education). Haringey is currently the third best local authority in terms of LAC education outcomes for all authorities in England.
- 5.2 Children's Services will always try to arrange for LAC in residential care to attend mainstream schools or Pupil Referral Units if appropriate. For some children, these are simply not viable options and we then purchase education from the residential provider. However we would always aim to work toward reintegration back to mainstream or community based special school.

6. Cost to Children's Services of meeting the education needs of LAC placed in residential care provision

The following table shows the total cost of LAC residential care placements over the past three years. Some residential care placements are jointly funded by SEN and this contribution is shown on the second line of the table:

	2011/12	2012/13	2013/14 (projected)
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	£'000	£'000	to year end) £'000
Total spend on residential care placements	5,879	5,400	3,937
SEN contribution	397	364	234
Spend from Children's Services Placements Budget	5,482	5,036	3,703

7. Cost of the education component of LAC Residential Care Placements

Residential care providers cost the education component of their offer at around one third of the total cost of the placement. Therefore, the total amount spent by Children's Services on meeting the education needs of LAC in residential care, where the residential home is also providing education, is as set out in the following table:

	2011/12 £'000	2012/13 £'000	2013/14 (projected to year end) £'000
Expenditure by Children's Services on meeting LAC education needs where education is directly provided by the residential home	901	877	578

8. LAC Placed in Independent Fostering Agency Placements

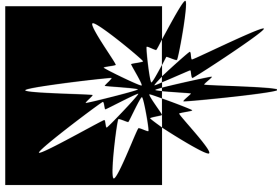
- 8.1 The majority of LAC are placed within foster placements (the rest being in residential care, placed with family, semi-independent accommodation or secure accommodation). Clearly Haringey as a corporate parent has a responsibility to ensure that all children receive a full time education from the moment they become looked after.
- 8.2 Sometimes, children are placed in emergency circumstances with Independent Fostering Agency (IFA) foster carers and are without a school place for a period of time. In these circumstances Children's Services will ask the IFA to provide education as part of the total care package. Some of the larger IFA have their own school provision, the others will arrange for a teacher to work one to one with the child. Children's Services are billed by the IFA for this education component. It is more difficult to provide a precise costing at the present time of this (mainly short term)

education provision. We estimate that the full year cost of providing education / teaching to children in IFA placements, due to their being temporarily out of school, is approximately £262,000.

9. Summary

The Children's Services Placements budget continues to be under significant pressure and your contribution to this budget from the Dedicated Schools Budget is highly valued. This has contributed significantly to achieving excellent education outcomes for our looked after children. Since the start of 2014, LAC numbers have been increasing. If the LAC numbers continue to reduce and if this stabilises then the level of contribution required could be reviewed with a view to reducing the contribution in 2015/2016.

In the event that the full £1m is not required during 2013-14 or 2014-15, a further report will be brought to the Forum for consideration of options.



Haringey Council

The Children and Young People's Service

**Agenda Item
8**

Report Status

For information/note
 For consultation & views
 For decision

Report to Haringey Schools Forum – 26th February 2014

Report Title: Update on the implementation of changes to full time nursery class place provision for 3 & 4 year olds in Haringey's Schools.

Authors:

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Purpose: To inform Schools Forum members of the final stages to implementing the changes to the full time nursery place provision in Haringey schools agreed by Cabinet in 2012.

Recommendations:

1. That Schools Forum notes the new profile of full time place provision across Haringey's nursery school classes and nursery schools from September 2014 ;
2. That Schools Forum notes that the future of full-time places will be considered as part of the wider review of Early Years Block funding necessitated by the decision to fund two year old places at £6 per hour.

1. Introduction

- 1.1 The purpose of this paper is to inform Schools Forum of the implications, for those schools currently offering full time nursery class place provision, of implementing the final stages of the changes to Haringey's full time nursery place provision agreed by Cabinet in February 2012.

2. Background

- 2.1 In February 2012, Cabinet agreed to a reduction and re-profile of the number of full time places provided in Haringey schools following a review of the delivery of the 15 hour per week free entitlement for 3 and 4 year olds in Haringey and the provision of full time (30 hour per week) places for 3 and 4 year old across Haringey's schools.
- 2.2 The reduction in full time places was deemed necessary to release the appropriate levels of Dedicated School Grant (DSG) funding to support an increase the take up of part time, 15 hour per week, places to a projected 90% in 2014. Since that decision, national funding changes have increased the imperative of reducing any unfunded nursery places, that is, provision in excess of the statutory 15 hours.
- 2.3 The current profile of take up for Haringey's three and four year olds can be broken down as follows;

Table 3: Comparative summary of take up rates for 3 & 4 year olds

Benefitting from the free entitlement	2009	2010	2011	2012	2013
Haringey 3 year olds	78%	76%	80%	82%	84%
Haringey 4 year olds	91%	92%	89%	95%	95%
Haringey 3 & 4 year olds	84%	83%	84%	88%	90%
England for 3 & 4 years olds	95%	94%	94%	95%	96%
London for 3 & 4 years olds	89%	88%	88%	90%	91%

- 2.4 In 2012, key priorities for improving access to the free entitlement for 3 and 4 year olds in the borough were;
- To increase the number of part time places ensuring sufficient places are available in the areas of greatest need
 - To increase the take up of the free entitlement for 3 year olds to 90% by 2014 in line with national expectations
 - To ensure that our most vulnerable and disadvantaged 3 and 4 year old children benefit from access to free, good quality early education

- 2.5 The re-profiling of a reduced number of full time nursery class places across our schools, based on deprivation indicators, was to ensure that the remaining funded full time place provision was better targeted to those who need it most. **Appendix 1** provides an overview of the reallocation of full time places between schools, and the reductions to be proposed from September 2012.
- 2.6 Initial changes were implemented from September 2012. A reduced overall full time nursery class provision was to be implemented as follows;

Table 1: Profiled projected rate of reduction in the number of full time places - 2012

	September 2011	September 2012	September 2013	September 2014
No. of places in school nursery classes	560	406	254	101
No. of places in nursery schools	115	70	42	17
TOTAL	675	476	296	118

- 2.7 Following the Cabinet decision, further discussions with schools as part of the implementation of the changes, led to a request from schools for a degree of stability. In May 2012, it was agreed that for September 2012, a revised allocation of full time places would be implemented and would incorporate the following approach for 2012 and 2013;
- The allocation implemented for September 2012 would be in place for two academic years (2012 and 2013).
 - Where full-time places are allocated, these will be in blocks of at least 10 to support viability.
 - Full time places will not be allocated to schools falling into an Ofsted category of concern.
 - Existing full time place allocations will be re-negotiated and may revert to the provision of only the statutory 15 hour per week free entitlement where the status of the school changes as a consequence of their Ofsted inspection or through a decision of the Governing Body

As a consequence of these revisions, the projected rate of reduction was amended as follows:

Table 2: Amended projected rate of reduction in the number of full time places

	September 2011	September 2012	September 2013	September 2014
No. of places in school nursery classes	560	276	276	101
No. of places in nursery schools	115	75	75	17
TOTAL	675	351	351	118

3. National context: changes to DSG funding for the free entitlement

- 3.1 In 2012, the Department for Education (DfE) announced changes to funding arrangements for the free entitlement. From April 2013 the Council would be funded on a participation-led basis meaning that DSG funding levels would be determined by the numbers of 3 and 4 year olds actually taking up their 15 hour free entitlement place.
- 3.2 Before the introduction of this change, the Council received funding based on 90% of Haringey's 3 year olds taking up their free entitlement regardless of actual levels of take up. This allowed the surplus DSG funding to be used by the Council to fund the additional hours provided to children accessing a full time place.
- 3.3 For September 2013, full time place provision for 3 and 4 year olds has been primarily funded through the provision of transitional protection for the 90% take up funding guarantee from previous financial years. This transitional protection will no longer be available from April 2014. The Early Years Block report presented to Forum in December 2013, took account of this reduction in funding and the planned reduction in full-time places from September 2014. Funding for the summer term was, in part, from the roll-forward of funding 'clawed' back from nursery schools and classes as a result of lower than budgeted take-up of places from September 2012.
- 3.4 In the original 2012 proposals, some protection through the Minimum Funding Guarantee for schools losing places was assumed. Subsequent changes to national regulations mean that this is no longer the case and a school will need to manage the change in numbers through an increase in part-time places, charging for non-statutory provision or reducing its offer.

- 3.5 In Haringey, there is a need for participation rates for 3 year olds to be improved in order to meet DfE's expectations of 94% take up (as set by DfE in 2013). This represents a 10 % increase on current levels of participation in the borough and will mean ensuring that a further 358 3 year old children are taking up a part-time place.
- 3.6 The impact of achieving a 94% take up rate amongst Haringey's 3 year olds will mean an additional £1.148m in DSG funding.

4. Changes to full time place provision for September 2014 and September 2015:financial implications

- 4.1 The Early Years Block agreed for 2014-15 assumed the reduction to 118 places for September 2014. If this is not achieved there will be a funding gap of £2,411 for a full year for each pupil in excess of this.
- 4.2 It is acknowledged that the planned reduction of our current number of full time nursery places to the 118 places agreed by Cabinet in 2012 will have a significant impact on those schools offering full time places.
- 4.3 In order to mitigate the impact of these changes and enable schools to plan effectively, the planned reduction will be implemented over two stages. For September 2014, current allocations will be reduced by 50% providing an overall total of 236 places, with the reduction to the planned 118 places being implemented for September 2015. **Appendix 2** shows the planned place allocation for September 2014 and September 2015 by school.
- 4.4 The number of places and projected costs are shown in **Table 3** below;

Financial Year	Total Number of Places	Cost in Financial Year	Additional Cost
		£000	£000
2014-15	236	565	93
2015-16	118	279	0

- 4.5 Maintaining additional places in 2014-15 would generate an additional cost of £93K in 2014-15 and a further £48k in 2015-16. It is possible to absorb this within the projected under spend within the Early Years Block attributed to two year old programme funding. However, it should be noted that these additional costs will reduce the time-span for introducing compensatory savings to accommodate the higher rate for two year funding, requiring savings to be identified within the 2016-17 financial year. The numbers and costs projected are based on the maximum number of places, if actual take-up is below this, as is generally the case in nursery classes, the costs will be lower.

- 4.6 A central budget of £67,000 is retained to support the provision of targeted places for our most vulnerable children. This provides the capacity for additional part-time hours to be offered to approximately 28 children over and above their free entitlement.

5. The provision of full time places in Haringey for September 2016 and beyond

- 5.1 The provision of full time nursery class places after the academic year September 2015 needs to be considered as part of the wider review of early years funding following the Forum's recommendation to increase the contribution rate for two year olds to £6 per hour.
- 5.2 Increasing participation in the 3 and 4 year old free entitlement is a key priority for the Council. Achieving the DfE's target of 96% of all 3 and 4 year olds; with a 94% of all 3 year olds taking up their place forms part of the strategic planning for early years in Haringey which will seek to build on the work started in 2011 that has contributed to a steady increase in participation rates year on year.
- 5.3 The Council report annually to the DfE on 2, 3 and 4 year old participation in the free entitlement and will be monitoring participation closely. Plans are in place to further promote the free entitlement in the borough and support children to access places; particularly where parents are experiencing barriers to their child accessing a place.
- 5.4 Developments in Early Years Strategy and proposals for the future use of the early years block will be reported to the Forum in due course. Haringey's Early Years Partnership Board, which will provide a steer for the development of early years strategy and include representation from the Schools Forum, will identify and assess options. The Early Years Working Group will be consulted initially on options before wider consultation with all relevant parties prior to recommendations being made to the Forum and Cabinet.

**Appendix 1- Overview of the reallocation of full time places between schools and the projected place reductions:
February 2012.**

	a	b	c	d	e	f		g	h	i	j
School/Children Centre	Early Years Single Funding Formula (EYSFF) Deprivation Element	Current Max	Reallocation Across Sectors Based on EYSFF Deprivation	Col c adjusted for 80% take-up: Sept 2012	Col c adjusted for 85% take-up: Sept 2013	Col c adjusted for 90% take-up: Sept 2014		Hourly Funding per Col a	Hourly Funding per Col d	Minimum Funding Guarantee Implications of Cols a and d	Net Funding Released
	£										
Alexandra Primary	10,561	20	6	4	3	1		89,148	53,489	6,223	29,437
Belmont Infant	10,885	-	6	4	3	1		-	8,915		-8,915
Bounds Green Infant	15,887	20	9	6	4	2		89,148	57,946	5,278	25,924
Broadwater Farm Primary	39,201	30	23	16	10	4		133,722	102,520	4,609	26,593
Bruce Grove Primary	33,551	-	20	14	9	3		-	31,202		-31,202
Campsbourne Infant	13,282	10	8	6	4	1		44,574	35,659	1,221	7,693
Coldfall Primary	2,629	10	2	1	1	-		44,574	24,516	3,584	16,475
Coleridge Primary	5,719	-	3	2	1	1		-	4,457		-4,457
Crowland Primary	18,794	30	11	8	5	2		133,722	84,691	8,389	40,643
Devonshire Hill Primary	26,820	50	16	11	7	3		222,870	135,951	15,084	71,835
Downhills Primary	21,998		13					-			-20,058

School/Children Centre	Early Years Single Funding Formula (EYSFF) Deprivation Element	Current Max	Reallocation Across Sectors Based on EYSFF Deprivation	Col c adjusted for 80% take-up	Col c adjusted for 85% take-up	Col c adjusted for 90% take-up	Hourly Funding per Col a	Hourly Funding per Col d	Minimum Funding Guarantee Implications of Cols a and d	Net Funding Released
		-		9	6	2		20,058		
Earlham Primary	21,330	-	13	9	6	2	-	20,058		-20,058
Earlsmead Primary	26,311	-	16	11	7	3	-	24,516		-24,516
Ferry Lane Primary	18,999	-	11	8	5	2	-	17,830		-17,830
The Green CE Primary	19,276	20	11	8	5	2	89,148	62,404	4,333	22,412
Highgate Primary	3,689	10	2	1	1	-	44,574	24,516	3,584	16,475
Lancasterian Primary	53,663	-	32	23	14	6	-	51,260		-51,260
Lea Valley Primary	35,487	-	21	15	9	4	-	33,431		-33,431
Lordship Lane Primary	46,996	10	28	20	12	5	44,574	66,861		-22,287
Mulberry Primary	42,637	-	25	18	11	4	-	40,117		-40,117
Nightingale Primary	26,864	20	16	11	7	3	89,148	69,090	2,915	17,143
Noel Park Primary	36,803	15	22	16	10	4	66,861	69,090		-2,229
North Haringay Primary	23,660	10	14	10	6	2	44,574	44,574		0
Our Lady of Muswell RC Primary	5,188	-	3	2	1	1	-	4,457		-4,457

School/Children Centre	Early Years Single Funding Formula (EYSFF) Deprivation Element	Current Max	Reallocation Across Sectors Based on EYSFF Deprivation	Col c adjusted for 80% take-up	Col c adjusted for 85% take-up	Col c adjusted for 90% take-up	Hourly Funding per Col a	Hourly Funding per Col d	Minimum Funding Guarantee Implications of Cols a and d	Net Funding Released
Rhodes Avenue Primary	622	-	-	-	-	-	-	-	-	0
Risley Avenue Primary	51,078	20	30	21	13	5	89,148	91,377		-2,229
Rokesly Infant	7,887	-	5	4	2	1	-	8,915		-8,915
St.Aidan's Primary	4,842	10	3	2	1	1	44,574	26,744	3,111	14,718
St.Ann's CE Primary	15,173	25	9	6	4	2	111,435	69,090	7,306	35,040
St.Francis de Sales RC Infant	35,880	10	21	15	9	4	44,574	55,718		-11,144
St.Ignatius RC Primary	25,895	-	15	11	7	3	-	24,516		-24,516
St.James' CE Primary	461	-	-	-	-	-	-	-	-	0
St.John Vianney RC Primary	10,147	-	6	4	3	1	-	8,915		-8,915
St.Martin of Porres RC Primary	2,860	-	2	1	1	-	-	2,229		-2,229
St.Mary's CE Infant	20,960	-	12	8	5	2	-	17,830		-17,830
St.Mary's RC Infant	20,800	-	12	8	5	2	-	17,830		-17,830
St.Michael's CE Primary N6	923	-	1	1	-	-	-	2,229		-2,229

School/Children Centre	Early Years Single Funding Formula (EYSFF) Deprivation Element	Current Max	Reallocation Across Sectors Based on EYSFF Deprivation	Col c adjusted for 80% take-up	Col c adjusted for 85% take-up	Col c adjusted for 90% take-up	Hourly Funding per Col a	Hourly Funding per Col d	Minimum Funding Guarantee Implications of Cols a and d	Net Funding Released
St.Michael's CE Primary N22			-	-	-	-	-	-	-	0
St.Paul's & All Hallows CE Infant	37,285	50	22	16	10	4	222,870	147,094	12,721	63,054
Seven Sisters Primary	28,455	20	17	12	7	3	89,148	71,318	2,443	15,387
South Haringay Infant	18,677	-	11	8	5	2	-	17,830		-17,830
Stamford Hill Primary	28,524	50	17	12	7	3	222,870	138,179	14,611	70,079
Stroud Green Primary	13,375	50	8	6	4	1	222,870	124,807	17,446	80,617
Tiverton Primary	21,445	40	13	9	6	2	178,296	109,206	11,973	57,117
Welbourne Primary	48,840	30	29	21	13	5	133,722	113,664	2,247	17,812
West Green Primary	16,257	-	10	7	4	2	-	15,601		-15,601
Weston Park Primary	3,597	-	2	1	1	-	-	2,229		-2,229
Nursery Class Total	974,210	560	576	406	254	101	2,496,144	2,152,924	127,076	216,144
Pembury	77,708	45	46	33	20	8	200,583	173,839	2,661	24,083
Rowland Hill	58,575	45	35	25	15	6	200,583	156,009	6,441	38,133

School/Children Centre	Early Years Single Funding Formula (EYSFF) Deprivation Element	Current Max	Reallocation Across Sectors Based on EYSFF Deprivation	Col c adjusted for 80% take-up	Col c adjusted for 85% take-up	Col c adjusted for 90% take-up	Hourly Funding per Col a	Hourly Funding per Col d	Minimum Funding Guarantee Implications of Cols a and d	Net Funding Released
Woodlands Park	29,056	25	17	12	7	3	111,435	82,462	4,471	24,502
Nursery School Total	165,339	115	98	70	42	17	512,601	412,310	13,573	86,719
	1,139,549	675	674	476	296	118	3,008,745	2,565,234	140,649	302,863
(1) 3 Yr Old Population	3,601									
(2) 90% Target	3,241									
(3) Current Number of Places Taken	2,773									
(4) Annual Target				2,881	3,061	3,241				
(5) Current Gap	468									
(6) Percentage of 3 Year Population Covered		77%		80%	85%	90%				
(7) Required Increase in Places				107	288	468				
(8) Places for Funding Released										136
(9) Balance of Places for Centrally Retained Places										28

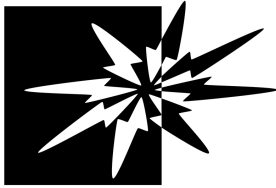
Notes:

Column a	The allocation of deprivation in the 2011-12 Indicative Early Years Single Funding Formula
Column b	The current maximum number of full-time places, 675
Column c	The current maximum allocated pro-rata to Col a
Column d - f	The reduction in numbers to release funding for increase in part-time places (7)
Column g	Sum of hourly funding for existing maximum number
Column h	Sum of hourly funding for number in Column d
Column i	National Minimum Funding Guarantee that applies to the reduction in pupil numbers and funding. This is in addition to funding in Column h

- (1) Haringey's 3 year old population as determined by the Department for Education (DfE) for funding purposes
- (2) DfE's 90% target for 3 year old take-up
- (3) Current take-up of 3 year olds as determined in the January 2011 censuses.
- (4) Annual target of places taken to achieve percentage targets (6)
- (5) Current difference between actual and target take-up of 3 year old places
- (6) Current and target percentage take-up
- (7) Increase in places required to achieve percentage target
- (8) Places represented by Net Funding Released
- (9) Places available for central allocation.

APPENDIX 2 - Allocation of full time nursery class places implemented for each academic year: September 2012 to September 2015									
	a	b							
School	Early Years Single Funding Formula (EYSFF) Deprivation Element 2011-12	Capacity as at Jan 2012	Allocation for Sept 12	Allocation for Sept 13	Proposed allocation for Sept 14	Proposed allocation for Sept 15			
	£								
Alexandra Primary	10,561	20	10	10	5	5			
Belmont Infant	10,885	-							
Bounds Green Infant	15,887	20	10	10	5	5			
Broadwater Farm Primary	39,201	30	20	20	10	5			
Bruce Grove Primary	33,551	-	10	10	5	5			
Campsbourne Infant	13,282	10							
Coldfall Primary	2,629	10							
Coleridge Primary	5,719	-							
Crowland Primary	18,794	30							
Devonshire Hill Primary	26,820	50	20	20	10	5			
Downhills Primary	21,998	-							
Earlham Primary	21,330	-							
Earlsmead Primary	26,311	-	10	10	5	5			
Ferry Lane Primary	18,999	-	10	10	5	5			
The Green CE Primary	19,276	20	10	10	5	5			
Highgate Primary	3,689	10							
Lancasterian Primary	53,663	-	13	13	7	5			
Lea Valley Primary	35,487	-							
Lordship Lane Primary	46,996	10							
Mulberry Primary	42,637	-							
Nightingale Primary	26,864	20							
Noel Park Primary	36,803	15							
North Harringay Primary	23,660	10							
Our Lady of Muswell RC Primary	5,188	-							
Rhodes Avenue Primary	622	-							
Risley Avenue Primary	51,078	20	13	13	7	5			
Rokesly Infant	7,887	-							
St.Aidan's Primary	4,842	10							
St. Ann's CE Primary	15,173	25	10	10	5	5			
St. Francis de Sales RC Infant	35,880	10							
St. Ignatius RC Primary	25,895	-	10	10	5	5			
St. James' CE Primary	461	-							
St. John Vianney RC Primary	10,147	-							
St. Martin of Porres RC Primary	2,860	-							
St. Mary's CE Infant	20,960	-							
St. Mary's RC Infant	20,800	-	10	10	5	5			
St. Michael's CE Primary N6	923	-							
St. Michael's CE Primary N22									
St. Paul's & All Hallows CE Infant	37,285	50	20	20	10	5			
Seven Sisters Primary	28,455	20	10	10	5	5			
South Harringay Infant	18,677	-							
Stamford Hill Primary	28,524	50	20	20	10	5			
Stroud Green Primary	13,375	50	20	20	10	5			
Tiverton Primary	21,445	40	20	20	10	5			

	a	b								
School	Early Years Single Funding Formula (EYSFF) Deprivation Element 2011-12	Capacity as at Jan 2012		Allocation for Sept 12	Allocation for Sept 13	Proposed allocation for Sept 14	Proposed allocation for Sept 15			
Welbourne Primary	48,840	30		20	20	10	5			
West Green Primary	16,257	-		10	10	5	5			
Weston Park Primary	3,597	-								
Nursery Class Total	974,210	560		276	276	139	100			
Nursery School										
Pembury	77,708	45		33	33	16	5			
Rowland Hill	58,575	45		25	25	12	5			
Woodlands Park	29,056	25		17	17	8	5			
Nursery School Total		115		75	75	36	15			
Overall places		675		351	351	175	115			
Schools with FT allocations without FT Pupils										
Academies, in a category or declined FT places										
Schools allocated small numbers - allocations removed										



Haringey Council

The Children and Young People's Service

Report to Haringey Schools Forum – 26th February 2014

**Agenda Item
9**

Report Status

For information/note
 For consultation & views
 For decision

**Report Title: TRADE UNION FACILITIES AND TIME OFF
ARRANGEMENTS**

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Purpose

Following the decision by the Schools Forum not to de delegate the budget for trades union facilities time for 2014/15 this report proposes a way forward to enable schools and academies to enter into a service level agreement to “buy back” trade union representation.

Recommendations:

1. That Schools Forum note this report and support the proposed course of action set out in this report.
2. That schools forum considers whether or not to separate the SLA into teaching and support staff unions.

REPORT TO SCHOOLS FORUM

26TH FEBRUARY 2014

TRADE UNION FACILITIES AND TIME OFF ARRANGEMENTS

1. Background

- 1.1. The requirement for employers to grant time off for trade union duties is specified in the Trade Union and Labour Relations (Consolidation) Act 1992. This states that an employer will grant an employee, who is a recognised trade union official, time off during working hours to carry out official duties including negotiations on collective bargaining, consultation on TUPE and redundancies, etc. It also extends to representation of individual employees. Time off shall also be granted for the purposes of undergoing training on aspects of industrial relations which are relevant and approved by the Trade Union Congress or relevant trade union.
- 1.2. The amount of time off must be 'reasonable in all the circumstances having regard to any relevant provisions of a Code of Practice issued by ACAS. There is no requirement to pay for time off outside the union official's normal working hours or when the official would otherwise not have been at work.
- 1.3. There is a statutory right to payment for time off to undertake trade union duties but no statutory requirement that union members or representatives be paid for time off taken on trade union activities. Activities might include meetings with other trade union representatives, administrative tasks related to the union, representing the union externally, voting, etc.
- 1.4. The 1992 Act specifies that an employer who permits an employee to take time off must pay them for the time off taken. The Act does not specify the amount of time that a representative is entitled to take off but specifies that it must be 'reasonable in all of the circumstances' and have regard to the relevant provisions of the ACAS Code of Practice. Employees may bring a complaint to an Employment Tribunal where an employer has failed to permit time off in accordance with this legislation.
- 1.5. There are five areas where recognised trade unions have a statutory right to be consulted on:
 - Redundancy situations (under the Trade Union and Labour Relations (Consolidation) Act 1992).
 - Transfers (under the Transfer of Undertakings (Protection of Employment) Regulations 2006)
 - Health and Safety (under various provisions including Health and Safety at Work Act 1974; Safety Representative and Safety Committees Regulations 1977 and Management of Health and Safety at Work Regulations 1999).

- Pensions (The Occupational and Personal Pension Schemes (Consultation by Employers and Miscellaneous Amendment) Regulations 2006; Occupational Pension Schemes (Consultation by Employers) (Modification for Multi-employer Schemes) Regulations 2006 and the Information and Consultation of Employees Regulations 2004 as amended).
- Workplace training and learning (under the Employment Act 2002 where a union has appointed a Union Learning Representative).

Employees also have a statutory right to be accompanied at particular employment meetings (including disciplinary and grievance meetings).

2. Practice in Haringey

2.1. The Council recognises eight trade unions for the purposes of collective consultation and negotiation on terms and conditions of employment, redundancies, TUPE, and HR policies in schools. Trade union representatives also support employees in employee relations matters such as disciplinary and grievance matters.

2.2. The trades unions are as follows:

Teaching	Support Staff
NUT	Unison
NASUWT	GMB
NAHT	Unite
ASCL	
ATL	

2.3. Union recognition is beneficial in progressing individual issues but also to address Council wide matters of policy and procedure.

2.4. As a matter of custom and practice, the Local Authority has consulted with recognised trade unions on employment policies and procedures in place for all staff. These policies and procedures define the processes and discretions the employer will exercise. This is not necessarily a statutory obligation but has been undertaken where practicable to assist in maintaining a constructive employee relations climate. This framework has facilitated the production of a range of policies and procedures for the benefit of the collective maintained school sector. These can be adopted by Governing Bodies without necessity for further consultation at school level other than that required to localise the policies.

2.5. Also, as a matter of custom and practice, the Local Authority has consulted with the recognised trade unions on school improvement priorities and the strategic direction of the education provision within the authority including it's provision and support for schools.

2.6. Redundancy and transfers are dealt with on an individual school basis with the school engaged in the consultation process.

- 2.7. In practice, consultation on pensions related matters takes place at a national level and not a local level given the Teachers' Pension Scheme and Local Government Pension Scheme are national schemes.
- 2.8. Haringey's facilities arrangements provide for certain trade union officials (normally Branch Secretaries) to be given a fixed allocation of time off, based on membership. Under this provision, the employee is seconded from their normal duties to undertake trade union duties for a fixed, block period of time per week. This allows the employing department or school to back fill these hours at no detriment
- 2.9. Providing a fixed allocation of seconded time off has the advantage of ensuring that when the Council needs to engage in formal consultation and negotiation, the union representatives are available to attend meetings without disruption to their normal duties. In schools this is of particular benefit as there needs to be no disruption to timetables.
- 2.10. Some representatives are engaged in trade union duties for the whole of their working time. The unions strongly advocate full time representation, primarily to avoid the pressures of balancing both workplace and trade union roles but also to allow for better planning and availability. Nationally the DFE has produced guidance with a view to limiting time off to half time (see paragraph 4 below). This guidance is not statutory, however.
- 2.11. At present a budget across all schools and academies supports representation by Teaching/support unions. These arrangements were funded by schools and academies through the Council retaining a sum from the Dedicated Schools Grant. Special schools and Nurseries are unable to de-delegate.
- 2.12. In April 2013 the Council was no longer able to retain funds for this purpose and the funds were delegated to individual schools/academies budgets. In 2013/14 Primary schools voted to de delegate this budget back to the Local Authority. Secondary schools voted not to de delegate. In January 2014, all sectors voted not to de delegate funding.
- 2.13. Academy schools are separate from the authority and responsibility for union relationship with unions transfers to each Academy Trust. Upon conversion, academy schools take back their contribution to the budget.

3. DFE Guidance

- 3.1. On 16th January 2014 the DFE produced guidance on this matter – "Advice on Trade Union Facilities Time in Schools". This guidance is not statutory and therefore could not be relied upon in itself to make non consensual changes to employee contracts of employment or to effect a dismissal.
- 3.2. The main provisions in this advice are:
 - Trades Union representatives should not be engaged on trade union duties for more than 50% of their time

- Employers should ensure that facility time is not used for any activities related to lobbying for, planning or carrying out industrial action.
- In local authorities where the schools forum has decided not to de-delegate funding, individual schools may choose to organise their own facility time arrangements, buy into local authority services or pool funding with other schools.
- Where the employer is the academy, union representatives working in the academy are entitled to reasonable time off or the academy can buy into local authority facility time services by agreement. Some larger academy trusts have set up their own agreements directly with recognised trade unions. In some areas groups of academies share the cost of facility time, and review their pooled allocation on a regular basis.

4. Reasons for Change and Proposed Principles for Revised Arrangements

4.1. The current facilities arrangements are no longer sustainable for the following reasons:

- The Council's current arrangements for time off and other provisions for trade union representatives do not properly reflect the changes to school status that have resulted in a significant number of staff ceasing to be Council employees. For example, in February 2013, 800 of the 2000 National Union of Teachers members in Haringey were employed in schools where the Local Authority is not the employer
- The existing arrangements cannot be maintained if the current funding is not recovered from schools/academies going forward. Whilst there are definite advantages to all concerned in providing seconded time off, the amount of seconded time off available in the future will be determined by the amount of funding recovered from schools and academies. Reasonable ad hoc time off will also still need to be provided in accordance with legislation regardless of whether or not a school enters into a service level agreement.

4.2. Recognising that school issues affect the whole community of schools, we need to put in place a mechanism whereby schools may contribute to support an arrangement that will support teaching and support staff within schools.

4.3. Facilities and time off for representatives who are not Council employees (i.e. those in non community schools and academies) will therefore continue to be borne by the actual employer and not the Council.

5. Proposals

5.1. In essence the aim is to create a 'budget pool' to pay for representation across all schools and academies. Both community schools and other schools can decide whether to contribute and, as far as is reasonably practical, a representative's time off will be funded from this 'budget pool'.

5.2. In accordance with legislation, ACAS guidance and current practice, it is proposed that the following principles form the basis of the revised agreement (appended A)

- All accredited representatives will be entitled to request reasonable time off for trade union duties as specified in the relevant legislation and ACAS Codes of Practice
- Full time arrangements will continue for existing representatives. However newly elected representatives will not normally be released on a whole time basis for trade union duties. This will ensure that there is a balance between work and trade union duties and that representatives understand the workplace they are representing;
- No separate allocation of seconded time off will be given to undertake specific duties such as Employee Side Secretary, Union Learning Representatives, etc.;
- Facility time shall not be used for any activities related to lobbying for, planning or carrying out industrial action. Representatives should focus the use of their time, where possible, on statutory consultation and representation requirements that benefit both the employer and unions;
- In the event that a trade union official granted seconded time off regularly fails to attend meetings or engage with managers or HR staff as required, the seconded time off will be reviewed and may be withdrawn at the discretion of the Council, following discussion with the relevant regional officer;
- Accredited trade union representatives will have access to facilities in Council offices/schools in the same way as they do now.
- Schools will be invited to participate in the seconded time off arrangements and to contribute to the 'budget pool' from their delegated budgets.
- For those that wish to participate, initial financial contributions will be based on a unit cost calculated on the 2014/15 trade union budget, proportioned according to established posts for each participating school/academy
- Time off arrangements will be reviewed on an annual basis, or more frequently if necessary depending upon available funding, operational experience, etc.
- In order to facilitate this, Trade unions will supply to the Local Authority by the end of the second week in January each year:
 - .1. Membership numbers
 - .2. Evidence of number of cases/policies reviewed and to evidence their impact on fostering good employment relations by the end of

the second week of January each year, in order to report to Schools' Forum;

- Where such detail as outlined in 2) above is not provided by the end of the second week in January each year, the union will forfeit their entitlement to any funds, with funds remaining in the budget being returned to schools

6.3 For academies, there are various options regarding how they continue to conduct such relationships and one of these is to opt to buy into The Local Authority's arrangements for consultation and/or casework elements, regardless of whether they use the Local Authority model policies or develop their own local policies. This can be undertaken on an ad hoc basis, based on the hourly rate of the representatives for a particular consultation or on an SLA basis (equivalent contribution to The Local Authority maintained schools) for unlimited access to the employed trade union representatives. Academy Schools buying a SLA would be the preferred option.

6.4 If Academies or Schools don't buy the SLA, then such schools need to establish their own negotiation and consultation arrangements. Where they do not purchase the SLA arrangements, the representatives employed in the Local Authority are unable to use their facilities release time to act as a trade union representative in these schools since their time is not funded. This may mean that their consultation would be with another union official or representative (e.g. paid Regional Officer, or retired representative) that supports them. If the Local Authority representative is used the Local Authority would charge a "by case" rate based upon an estimate of the typical time that a trade union representative would spend on a case. This cost would be in the region of £500 per case.

6.5 It is proposed that the Head of Schools HR finalise this with trades unions

Report Author
Paul Smith
Head of Schools HR

Draft Service Level Agreement Between xxxx school, Haringey Council and Trades Unions

Description of the Service

The service is provided to enable schools and academies to pay for the provision of trades union representation for employees in their school. By entering into the service level agreement staff employed by Haringey who are accredited trade union representatives will provide trade union representation for staff on an individual and collective basis for a single charge to the school. Although the school may continue to recognise locally elected representatives, by buying into the Haringey service level agreement the school will have access to experienced and skilled representatives who will work with the school to promote good employee relations.

The terms governing the SLA are as follows:

- The school will recognise Haringey trade union representatives for trade union duties as specified in the relevant legislation and ACAS Codes of Practice
- The trades unions concerned are as follows:

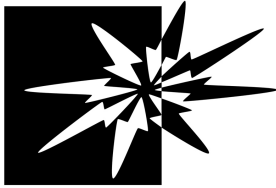
Teaching	Support Staff
NUT	Unison
NASUWT	GMB
NAHT	Unite
ASCL	
ATL	

- Full time arrangements will continue for existing representatives. However newly elected representatives will not normally be released on a whole time basis for trade union duties. This will ensure that there is a balance between work and trade union duties and that representatives understand the workplace they are representing;
- No separate allocation of seconded time off will be given to undertake specific duties such as Employee Side Secretary, Union Learning Representatives, etc.;
- Trade union representatives will be permitted to visit the school to meet with their members in order to undertake the duties itemised in 1 above.
- Facility time shall not used be for any activities related to lobbying for, planning or carrying out industrial action Representatives should focus the use of their time, where possible, on statutory consultation and representation requirements that benefit both the employer and unions;
- In the event that a trade union official granted seconded time off regularly fails to attend meetings or engage with managers or HR staff as required, the seconded time off will be reviewed and may be

withdrawn at the discretion of the Council, following discussion with the relevant regional officer;

- Whilst it is acknowledged that from time to time the school/Local Authority and trades unions may take differing stances on particular issues, the disagreements will be dealt with professionally, focusing on the issue under discussion. Unprofessional behaviour by either party will be treated seriously and may result in an immediate termination of the service level agreement or a disciplinary matter.
- Accredited trade union representatives will have access to facilities in Council offices/schools as appropriate.
- Time off arrangements will be reviewed on an annual basis, or more frequently if necessary depending upon available funding, operational experience, etc.
- In order to facilitate this, Trade unions will supply to the Local Authority by the end of the second week in January each year:
 - .1. Membership numbers
 - .2. Evidence of number of cases/policies reviewed and to evidence their impact on fostering good employment relations by the end of the second week of January each year, in order to report to Schools' Forum;
- Where such detail as outlined in b above is not provided by the end of the second week in January each year, the union will forfeit their entitlement to any funds, with funds remaining in the budget being returned to schools
- For those schools that wish to participate, initial financial contributions will be based on a unit cost calculated on the 2014/15 trade union budget, proportioned according to established posts for each participating school/academy

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Haringey Council

**Agenda Item
11**

Haringey Schools Forum - Work Plan Academic Year 2013-14

14 May 2014

Consultation on National Funding Formula 2015-16
Extension of Free School Meals September 2014
Feedback from Working Groups / Project:

- Schools Block Working Group
- High Needs Block Working Group
- Early Years Block Working Group
- Alternative Provision Project

Updated Work Plan

3 July 2014

Dedicated Schools Budget Outturn 2013-14
School Budget Plans 2014-15
Feedback from Working Groups / Project:

- Schools Block Working Group
- High Needs Block Working Group
- Early Years Block Working Group
- Alternative Provision Project

Review of Membership
Work plan 2014-15

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