

## Lambeth Schools Forum Agenda

4-6pm Wednesday 19<sup>th</sup> June 2024 (via Teams)

1.	Welcome & Apologies	Chair
2.	Membership, Register of Interests and Declaration of Interests	Chair
3.	Minutes from the Schools Forum meeting held 11 <sup>th</sup> January 2024 and matters arising	Chair
4.	DSG Outturn 2023-24	Dominique Johnston-Franklin
5.	Lambeth Schools Balances	Dominique Johnston-Franklin
6.	High Needs Block update	Adam Yarnold
7.	Early Years Block update	Kathryn Shaw
8.	TUFA – Update	Claire Cobbold / Unions
9.	Election of chair and vice-chair for 2024-25 academic year	Abrilli Philip
10.	Any other business	Chair
11.	Proposed dates of next meetings and location: <ul style="list-style-type: none"> <li>• 10<sup>th</sup> October 2024 – 4-6pm</li> <li>• 12<sup>th</sup> December 2024 -4-6pm</li> <li>• 15<sup>th</sup> January 2025 – 4-6pm</li> <li>• 19<sup>th</sup> June 2025 – 4-6pm</li> </ul>	Chair

## Forward Plan for Schools Forum (Academic Year 2023/24)

### Summary

Item	10 <sup>th</sup> October 2024	12 <sup>th</sup> December 2024	15 <sup>th</sup> January 2025	19 <sup>th</sup> June 2025
Election of Chair / Vice-Chair				✓
Standing items (membership issues, declaration of interests, minutes of last meeting, matters arising, AOB etc)	✓	✓	✓	✓
DSG Update and Forecast	✓	✓	✓	✓
Schools Block	✓	✓	✓	✓
Central School Services Block			✓	
De-delegated services and Education Functions		✓		
Early Years Block – Update	✓	✓	✓	✓
High Needs Block – Update	✓	✓	✓	✓
Licensed Deficits	✓			
School Places Strategy	✓			
Scheme for Financing Schools	✓			
Updates on HR issues (eg TTO, Annual Leave)				✓
Major contracts affecting all schools	✓			✓
Other Topics	TBC			

## LONDON BOROUGH OF LAMBETH

### SCHOOLS' FORUM

Draft minutes of the meeting of the Schools' Forum held remotely on Thursday 11th January 2024 at 4:00pm.

#### School Forum Members:

<u>Schools:</u>	<b>Present, Apologies, Absent</b>	<u>Schools:</u>	<b>Present, Apologies, Absent</b>
Alison Moller (AM) Julian's Primary School ( <b>Chair</b> )	Present	Joanna Tarrant (JT) Elm Court	Present
Melanie Miah (MM) Lambeth Nursery Schools' Federation – Rep	Present	Coral Hayes Ruskin House School	Absent
Jayne Mitchell (JM) St. Andrew's Primary	Present	Michael Holland (MH) Sunnyhill Primary	Present
Martyn O'Donnell (MOD) (PCA)	Absent	Gay Wenban-Smith (GWS) Henry Cavendish Primary School	Present
Humaira Saleem (HS) Iqra	Present	Eleanor Donegan (ED) Woodmansterne School	Present
Andrew Chaplin (AC) Walnut Tree Walk Primary School ( <b>Vice-Chair</b> )	Apologies	Tom Prestwich Jubilee Primary School	Present
Nicole Lyon Holy Trinity Primary School	Present		
<u>Officers:</u>	<b>Present</b>	<u>Observers:</u>	<b>Present</b>
Andrea Parker (AP) Director – ELS	Present	Sara Tomlinson (ST) NUT/NEU	Present
Kathryn Shaw (KS) School Quality Improvement Lead	Present	Christine Golding (CG) GMB Union	Present
Bunmi Idowu (BI) Early Years	Present	Andrew Tullis (AT) Unison Union	Absent
Dominique Johnston- (DJF) Franklin - Finance	Present	Ryan Foster (RF) NASUWT Union	Absent

Yoke Ying Kong (YYK) (Education Finance Advisor)	Present	Brian Hazell (BH) NAHT Union	Present
Mark Whiffin (MW)- Finance	Present	Lorna Burg (LB) Henry Cavendish	Present
Cllr Judith Cavanagh	Present	Christopher Gyton (CG) Finance	Present
Cllr Ben Kind	Present	Kevin McCully SEND Accountant	Present
Claire Cobbold (CC) – HR	Present	Debbie Johnston- Schools Finance & Strategy Consultant	Present
Gerald Mehrrens (GM) - Interim Assistant Director Standards, Safeguarding and Partnerships	Present	Sophie Garner (SG) Assistant Director Education Strategy, Access and Inclusion	Present

**SF Clerk:** Maria Gabrielczyk (MGab) [mgabrielczyk@lambeth.gov.uk](mailto:mgabrielczyk@lambeth.gov.uk)

## MINUTES

### 1. **Welcome & Apologies**

The Chair welcomed everyone to the meeting and confirmed it was quorate.  
Apologies were received and accepted from Andrew Chaplin.

### 2. **Membership, Register of Interests and Declaration of Business Interests**

The Declaration of Business Interests form was also sent out with the meeting papers, for anyone who has still not completed the form.

### 3. **Minutes from the Schools Forum meeting held on 14<sup>th</sup> December 2023 and matters arising**

The minutes were agreed as a true and accurate record of the meeting and signed by the Chair.

There were no actions from the Minutes.

### 4. **DSG 2024/25 Settlement**

The paper was for information.

The DSG settlement for 2024/25 was published on 19<sup>th</sup> December 2023 and Lambeth received an additional £18.9m to 2023/24. Table 1 set out Lambeth's 2024/25 DSG Settlement compared to 2023/24 DSG allocation.

There has been a change to the Early Years Block with the introduction of the additional 2-year-old working parents' entitlement from 1<sup>st</sup> April 2024 and under 2's entitlement (from 9 months old) for working parents from 1<sup>st</sup> September 2024. As a consequence the Early Years Block allocation has gone up by £11.6m.

Mainstream Schools Additional Grant has been rolled into Schools Block as part of the 2024/25 National Funding Formula.

Lambeth pupils have reduced by 990 pupils in Primary and Secondary mainstream schools from the October 2022 census to the October 2023 census, leaving some schools with unfilled places. This falling pupil roll has led to the closure of St Martin in the Fields and Archbishop Tennison School. This reduction is further evidenced by Lambeth's allocation of Falling Pupil Roll funding in 2024/25.

High Needs Block has increased by £1.763m compared to 2023/24. This represents a 2.69% increase on the 2023/24 allocation and is an acknowledgement of the cost and demand pressures in the High Needs Block.

The Teachers Pay Additional Grant will continue in 2024/25 as well as an additional grant to reflect the additional costs of the increase of 5%, to 28.6%, to the employer contribution rates to the teachers' pensions scheme from April 2024.

Pupil Premium will continue in 2024/25, with the October 2023 census as the basis for the allocations.

Table 2 set out the overview of the DSG budget planned for 2024/25. It is planned that all the DSG blocks will spend their full 2024/25 allocation except for High Needs Block which has planned to incur an in-year deficit of £2.8m in 2024/25. With an estimated total brought forward DSG Reserve of £4.762m from 2023/24, it is anticipated that the DSG Reserve will reduce by £2.844m, leaving a forecast surplus of £1.981m at the end of 2024/25 which will be carried forward to 2025/26.

It was reported that 19 out of the 68 Lambeth schools sought licenced deficits in 2023/24.

Schools Forum had agreed to transfer up to 0.5% of the Schools Block to the High Needs Block. The final Schools Block DSG settlement of £232.023m allows Lambeth to set an MFG of 0.5% for Schools budgets, transfer 0.5% to High Needs Block (£1.16m) and a budget of £2.69m set aside for Falling Pupil Roll Fund.

#### **Schools Forum Members:**

**Noted and commented on the content of the 2024/25 DSG Settlement report.**

#### **5. High Needs Block 2023/24 update and 2024/25 budget setting**

The paper was for information and consultation.

2023/24 started with a c/f of £0.98m surplus, which went into the 2023/24 budget, and there is now a forecast cumulative surplus of £3.629m for 2023/24.

There were 36 new HN places planned in the 2023/24 budget build, though due to a favourable import/ export adjustment in June, a total of 77 new places were agreed and funded in the year.

There have been outstanding change of placement requests from mainstream into the specialist provision, and a Placement Panel has been set up to review the requests.

There is an Exceptional Needs Grant, giving an extra 10% for the most complex SEND support. Schools will be able to apply for this funding for the pupils on the SEND register.

It was noted the MFG for Heron Academy will remain fixed, in line with previous agreements.

The disproportionate SEND fund will cease for 2024/25, with the £100k saving diverted to more targeted work in the outreach teams, and the creation of funded SEN assessment places.

It was noted there are risks and volatility with the HN budget, as it can lead to expensive tribunals, due to the awarding of expensive packages.

The HN sub-group is being set up in January and will report back at the next SF meeting.

Schools Forum Members:

- a) **Noted** the High Needs Budget position for 2023/24; and
- b) **Will** relay comments to Cabinet/ Council ahead of their consideration of the budget proposals for 2024/25.

## 6. **Schools Block 2024/25 budget setting**

This paper is the application of the schools' consultation outcome and December 2023 settlement, and for Schools Forum final decision.

In October 2023, the DfE announced revised guidance for 2024/25, and a Schools Block sub-group was subsequently formed for a consultation on the outcomes of that guidance, with the results shared with the Schools Forum in the December 2023 meeting. Lambeth's Schools Forum decided to transfer 0.5% from Schools Block to High Needs Block, set a MFG to 0.5% and to allocate the rest of any unallocated funding into the falling pupil roll fund.

The decision to de-delegate, together with the de-delegation amounts, were decided for maintained mainstream schools in the December 2023 Schools Forum meeting. It was decided that for both maintained primary and secondary schools:

- Trade union facilities agreements would be set at £5.48 per pupil,
- Additional School Improvement Services would be set at £7.25 per pupil and
- Education Functions would be set at £22.00 per pupil.

It was noted the Cabinet and full Council will consider the approval of Lambeth's Proposed Mainstream Schools Funding Formula for 2024/25 as recommended and approved by

Lambeth's Schools Forum on the use of DSG Schools Block funding at the Council Budget Meeting on 28<sup>th</sup> February 2024.

Primary school pupil numbers have reduced by 712.5 pupils and Secondary school pupil numbers have reduced by 277.5 pupils. This equates to a reduction in funding of £6.788m.

PFI factors have been adjusted by 10.4% for RPIX. Although more Lambeth schools now run on the NFF for 2024/25 without having to rely on the MFG, it was noted only 22 out of 77 of Lambeth's schools are not dependent on MFG.

Schools Forum considered Lambeth's Proposed Mainstream School Funding Formula for 2024/25. It was proposed that:

- a) the Minimum Funding Guarantee is set at 0.5% for 2024/25.
- b) to transfer of £1.160m (0.5%) from Schools Block to High Needs Block in 2024/25.
- c) the decision for proposed criteria for Falling Pupil Roll Fund and the setting of the methodology of Falling Pupil Roll Fund is delegated to the Schools Block sub-group to enable the submission of APT by 19th January 2024.
- d) £2.69m budget is set for Falling Pupil Fund in 2024/25.
- e) Schools Forum support the funding formula for 2024/25 as set out in section 3 and Appendix 1.
- f) Schools Forum raise any points they may wish to convey to Cabinet as part of their deliberations on the DSG budget for 2024/25.

It was noted Harris Clapham is the only growing school in Lambeth.

Falling pupils roll fund - The DFE have for the first time in 2024/25 allocated funding based on both growth and falling rolls. The DFE requires local authorities who operate a fund to only be able to provide funding where school capacity data 2022 (SCAP) shows that school places will be required in the subsequent three to five years.

Schools Forum was asked to delegate to the Schools Forum Schools Block Sub-Group to meet to agree final criteria for methodology of distribution in 2024/25, ensuring it falls in line with DFE Falling Pupil Roll guidance.

**Schools Forum Members:**

- a) **Approved the Minimum Funding Guarantee should be set at 0.5% for 2024/25.**
- b) **Approved the transfer of £1.160m (0.5%) from Schools Block to High Needs Block in 2024/25.**
- c) **Agreed that the decision for proposed criteria for Falling Pupil Roll Fund and the setting of the methodology of Falling Pupil Roll Fund is delegated to the Schools Block sub-group to enable the submission of APT by 19th January 2024.**
- d) **Approved that £2.69m budget is set for Falling Pupil Fund in 2024/25.**
- e) **Agreed their support for the funding formula for 2024/25 as set out in section 3 and Appendix 1.**

- f) **Identified any points they may wish to convey to Cabinet as part of their deliberations on the DSG budget for 2024/25.**

**7. EY Block 2024/25 budget setting**

The paper is for a decision.

The paper reported on the initial allocation of funding for 2024/25 including for working parents of 2 year old children, which will be starting in April 2024, and for 9 month old children which will start in September 2024: For new working parents, the entitlements for 9m-2yrs have been extended from 15hrs to 30hrs, so that it is the same as for 3 and 4yr olds.

The same local formula for 9m, 2, 3, 4 year olds will now have the disadvantaged rate, for 9m - 2yrs. The SEN inclusion fund and supplements will be the same as for 3 and 4 yr olds.

The Tables in the paper set out the increases in funding.

A contingency of 5% has been set aside for the under 2yr olds. There has been an uplift in the overall EY block based on expansion of provisions and a headcount will be submitted on a termly basis, and funding adjusted accordingly.

A survey will be carried out in April 2024 to see the take up of working parent numbers and these figures will be submitted to Finance to minimise the risks.

The figures for 2024/25 have been shared and reviewed by the EY Subgroup.

Schools Forum Members:

- a) **Noted** and commented on the Early Years Budget 2024/25.
- b) **Agreed** to the proposed budget plans for the Early Years Block 2024/25.
- c) **Agreed** to the proposal to retain £1.689m (5%) of the 2, 3 and 4 year olds funding for managing the service and promoting good practice.
- d) **Agreed** to provide any comments it may wish to make to Cabinet/ Council on these proposals.

**8. Central School Services Block 2024/25**

It was reported that Lambeth receives the smallest allocation at £43.61 per pupil, this was compared to Haringey, which received the highest at £81.06 per pupil amongst the London authorities.

There has been a slight increase in funding of £48k based on published allocations. The change was asked to be agreed by SF members.

Schools Forum Members:

- a) **Agreed** with the proposed budget for the Central School Services Block for 2024/25.



**9. Licensed Deficits**

The paper was for information only.

The deficit positions are growing and this is beginning to impact on Council reserves.

The focus is on deficit schools - 19 out of 68 maintained schools are seeking a licensed deficit for 2023/24. A decision from Cabinet on this is expected on 5<sup>th</sup> February 2024.

The high risk areas to note are the declining pupil roll numbers. The deficit schools, despite having a heads up of declining pupil numbers based on the census, have not all responded and need to take action on the budget planning.

The schools need to have succinct deficit recovery plans. Lambeth are monitoring against this every quarter, but schools in deficit should be reporting monthly.

There are particular risks to 9 schools, as per Section 5 of Appendix 1. GHF has a significant deficit that has been growing. The legal team are involved and GHF has received a warning notice.

Lambeth's £17.1m school reserves are expected to have been reduced to £9.8m by deficit schools by the end of 2023/24.

There is a concerning number of schools in deficit and this is not decreasing, especially in 1FE schools, which are more vulnerable. SF members welcomed the transparency and details and potential actions and decisions being made in defined timescales.

Schools Forum Members:

**Noted** and commented on the contents of this report.

**10. ESFA support for schools in financial difficulty**

The paper was for information only.

The ESFA have given £40m nationally for schools in financial difficulty. From this, Lambeth received £959k additional funding for its maintained schools, as it has some significant deficit with schools. The details of how Lambeth will use this funding were set out in Appendix 1.

Schools Forum Members:

**Noted** the one-off ESFA funding received and the allocation of the funding across Lambeth's deficit schools and commented on the contents of this report.

**11. TUFA and De-delegation**

A brief explanation was given on union fees, the national unions and the structures. There are policies in schools that release time covered by local reps to deal with disciplinaries, grievances and sickness. There is a system in place and the burden is shared equally with all schools based on per pupils. It enables staff to phone their local reps to get advice. 80% of people are given early advice, which goes to avert a problem and a more serious process.

The schools and unions need to work together and efficiently to support people on eg restructure, where staff can call, and unions will provide advice.

De-delegation is for a pot of money for Trade Union Facilities Agreement, where money is released to union reps. The unions know schools/ HT/ histories and can give tailored advice. They work on policies, reviewing, system etc. and meet every 2-3 weeks with Lambeth, to avert problems etc.

After a brief discussion, Schools Forum members asked not for a justification of the role, but transparency of the role to be presented at the June meeting. Questions will be sent out and responded to. It was **agreed** to have a sub-group, so there is a proper consultation with Headteachers.

**12. AOB**

There were no items for AOB.

**13. Future Meeting Dates**

The following meeting dates were agreed for the next academic year:

- **19th June 2024 – 4-6pm (Note change to Wed)**
- **10<sup>th</sup> October 2024 – 4-6pm**

There being no further business to discuss, the Chair closed the meeting at 5.20pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Alison Moller**  
**Chair of the School Forum**

## Agenda Item 4

**Title:** Dedicated Schools Grant Outturn 2023-24

**Date:** 19th June 2024

**Report to:** Schools Forum

**Report for:** Information                      Decision                      Consultation                      Action

**Authors:** Dominique Johnston-Franklin – Group manager – Education

### 1 Background

1.1 This report explains the DSG outturn for 2023/24 as well as the cumulative DSG position.

### 2 DSG 2023/24

2.1 **Table 1** sets out the outturn position for each block for 2023/24. The final position on the DSG is a **cumulative surplus of £7.7m** which is an increase of £5.6m from brought forward surplus of £2.1m.

DSG Block	2022-23 b/f balances £'000	DSG Funding Budget 2023- 24 £'000	Outturn 2023-24 £'000	In-year variance £'000	2023-24 c/f balances £'000
Schools Block	(91)	(150,180)	149,353	(827)	(918)
Central School Services Block	(2)	(1,275)	1,277	2	0
Early Years Block	(950)	(25,021)	24,836	(185)	(1,135)
High Needs Block	(979)	(62,341)	57,681	(4,660)	(5,639)
De-delegated budgets	(91)	0	47	47	(44)
<b>DSG managed by LA</b>	<b>(2,113)</b>	<b>(238,817)</b>	<b>233,194</b>	<b>(5,623)</b>	<b>(7,736)</b>

2.2 **Schools Block.** Most of the funding for Schools Block was allocated in accordance with the Authority Proforma Tool exercise on the mainstream schools funding formula in January 2023.

2.3 The carry forward of £918k surplus is due to the recoupment adjustment for the closure of Archbishop Tenison and part closure of St Martins in the Fields schools. Where pupils were placed in a Lambeth school, the LA passported the funds based on AWPU, and where pupils were placed out of borough the formula does not require Lambeth to passport funds.

- 2.4 **Central School Services Block.** There was a small overspend of £2k on Admissions in Central School Services Block which also includes School Licences, Schools Forum, Education Functions and Statutory Responsibilities.
- 2.5 **Early Years Block.** The Early Years block small in year underspend of £0.2m was due to differences in the profile of termly payments for settings, compared to the funding that is based on two January censuses. This could not have been forecast earlier because much of it was dependent on the analysis of the January 2024 census, which is not validated until early March. We are continuing to see a gradual reduction in numbers of children and the carried forward balance is net of £0.4m anticipated clawback of funding expected in June 2024 from this.
- 2.6 **High Needs block** continues to be volatile, with placement data sometimes only becoming available late in the monitoring cycle. A few very expensive placements starting or ending can cause significant changes to the forecast if not captured early enough. In 2023-24 the forecasts had included commitments where it was later identified that pupils had moved on, especially in post-16, but also with some notable high-value movements out of borough, reducing the in-year spend by £0.6m from forecast. Additionally, there were £1m of accruals from 2022-23 that did not materialise, and the full £1m earmarked for the Exceptional Needs Fund pilot was not able to be distributed to schools in year, with £0.2m of it carried forward. This all resulted in an in-year underspend of £4.7m. Plans for 2024-25 are already in place (and agreed by Schools Forum) to reduce the carry forward by £2.8m.
- 2.7 **De-Delegated Budgets.** The Vulnerable Schools Fund is no longer being topped-up by DSG funding. £47k was utilised in 2023-24 to support work in the de-delegation of GHF schools and the ongoing work that has been needed centrally to support daily operations.
- 2.8 **Attribution of year-end balances to blocks.** The £7.736m surplus balance is a DSG balance, but LAs are usually asked to account for how that balance is split across each of the component blocks. The likelihood of the LA distributing the £0.918m Schools Block will be reviewed, but a proposal to re visit a transfer to the vulnerable schools fund will be presented in October 2024 Forum.
- 3 Recommendations.**
- 3.1 **This is an information item, but Schools Forum is invited to note and discuss the issues raised, noting that there are other reports on the agenda where more of the detail can be considered.**

## Agenda Item 5

**Title:** Lambeth Schools Balances

**Date:** 19<sup>th</sup> June 2024

**Report to:** Schools Forum

**Report for:** Information    x    Decision    Consultation    Action

**Authors:** Dominique Johnston-Franklin – Group manager – Education

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### **1 Background**

- 1.1 Schools receive their delegated budget share based upon the formula factors and components agreed in the Lambeth Funding Formula. In addition, schools also receive revenue grant funding ringfenced for schools' activity. Grant conditions usually allow schools to carry forward unspent income, despite the assumption that it should be spent on the pupils at the school each year.
- 1.2 All schools, via their governing body, have delegated powers and responsibilities to manage and deploy their financial resources at a local level in accordance with the locally agreed aims and objectives as outlined in the School Improvement Plan (SIP), aimed at achieving the best outcomes for pupils.
- 1.3 Under Lambeth's scheme for financing schools, Lambeth schools are permitted to carry forward any year end surplus/ deficit recorded at the 31<sup>st</sup> March to the following financial year. For those schools in deficit, this will be recorded against the licenced deficit agreed.
- 1.4 Lambeth currently does not operate a balance control mechanism which allows an authority to clawback excess surplus balances. Other London boroughs have implemented this system to focus on only those schools which have built up significant excessive uncommitted balances or to address a redistribution if the balance would support improved provision across the borough.

### **2 Schools Final 2023-24 Position**

Net balances at the end of March 2023 for the 68 maintained schools were £17.5m and, during 2023/24, 19 schools were granted a Licenced Deficit. By the end of March 2024, net balances had reduced to £16m. 3 of the 19 schools expecting a deficit had moved into surplus and 2 other schools tipped into deficit, giving a new total of 18 schools in deficit. **Table 1** summarises the current position.

**Table 1: Summary of maintained school balances at 31st March 2024**

	Number of schools in surplus	Outturn for all schools in surplus 2023/24 £'000	Number of schools with "excess" surplus	"Excess" surplus in schools 2023/24 £'000	Number of schools with deficits	Outturn for schools with deficits 2022/23 £'000	Total schools	Total outturn balances £'000
NURSERY	1	£331	1	£149	3	-£1,699	5	-£1,368
PRIMARY	37	£13,531	22	£6,540	15	-£4,687	52	£8,844
ALL-THROUGH	1	£2,730	1	£1,642	0	£0	1	£2,730
SECONDARY	6	£2,592	2	£766	0	£0	6	£2,592
SPECIAL	4	£3,294	4	£1,741	0	£0	4	£3,294
<b>TOTAL</b>	<b>50</b>	<b>22,479</b>	<b>30</b>	<b>£10,837</b>	<b>18</b>	<b>-£6,387</b>	<b>68</b>	<b>£16,092</b>

- 2.1 In 2023/24 additional one-off support for schools in financial difficulty was received from the DfE and £889k was transferred to deficit schools to support ongoing recovery management. This has reduced the overall deficits balance.
- 2.2 The ESFA has indicated that for nursery, primary and special schools should be aiming to hold a balance within around 8% of their income, with a lower figure of 5% for secondary schools. Using that metric, 30 schools have surplus balances that would fall into what was once regarded as the "excess balances" category. This is no change from 2022-23. Although schools with surpluses have £22.4m in total balances, £10.8m of that amount is beyond the 5%/ 8% indicative threshold for having a surplus.
- 2.3 The ongoing picture for Lambeth is that more than half of all schools who have surplus balances (using past DfE criteria) might be regarded as "excess". Yet, there remain some schools in financial difficulty, often associated with pupil numbers, historic circumstances or operating models that may need to change. **Appendix 1** sets out the position for each of the 68 schools, showing the change between 2022/23 outturn and 2023/24.
- 2.4 The LA has been supporting and challenging schools in financial difficulties and earlier this month, Governing Bodies will have submitted their 3 year budget plans. It is the intention to again seek approval from the Cabinet Member for Children and Young People to grant Licenced Deficits for schools who are unable to set a balanced budget in 2024/25. A version of the report to the Cabinet Member is expected to be shared with Schools Forum at its meeting in October 2024 before the Cabinet decision is taken later in the calendar year.
- 2.5 The LA is not responsible for the financial position at Lambeth academies and free schools. The ESFA's Schools Financial Benchmarking website recently refreshed its dataset with Consistent Financial Reporting (CFR) information for academies and free schools for the year ending 31<sup>st</sup> August 2023.
- 3 Recommendations. This is an information item, but Schools Forum is invited to note and discuss the issues raised.**

Details of maintained school balances at 31<sup>st</sup> March 2024

Appendix 1

Sector	School Name	2022-23 Final Position £,000	2023/24 In year Surplus /Deficit £000	Balance B/F 2024/25	Status	Licenced Deficit Position	Total income 2023-24 (I01 - I18D in CFR) £'000	Surplus as a % of income	"Excess" surplus beyond 8% nur, pri, special and 5% secondary £'000
ALL-THROUGH	WOODMANSTERNE	3,018	-287	2,730	Surplus Greater than 8%		13,608	20%	1,642
NURSERY	HOLMEWOOD	357	-120	237	Surplus Greater than 8%		1,104	21%	149
NURSERY	ETHELRED	23	-109	-86	Deficit	Approved LD Increasing Deficit	923	-9%	
NURSERY	MAYTREE	138	-45	94	Surplus	Approved LD But not required	1,908	5%	
NURSERY	EFFRA	-1,107	-382	-1,489	Deficit	Approved LD Increasing Deficit	1,034	-144%	
NURSERY	TRIANGLE	-44	-81	-125	Deficit	Approved LD Increasing Deficit	752	-17%	
PRIMARY	ALLEN EDWARDS	885	63	948	Surplus Greater than 8%		3,940	24%	633
PRIMARY	ASHMOLE	68	62	131	Surplus		1,901	7%	
PRIMARY	BONNEVILLE	-150	181	31	Surplus	LD Agreed but no longer required	3,132	1%	
PRIMARY	ARCHBISHOP SUMNERS	343	77	420	Surplus Greater than 8%		2,986	14%	181
PRIMARY	CHRISTCHURCH BRIXTON	-569	150	-419	Deficit	Approved LD Decreasing Deficit - not withn 3 years	1,734	-24%	
PRIMARY	CROWN LANE	31	169	200	Surplus		2,723	7%	
PRIMARY	FENSTANTON PRIMARY	99	32	131	Surplus		3,309	4%	
PRIMARY	ELM WOOD	-178	78	-100	Deficit	Approved LD Decreasing Deficit -withn 3 years	3,136	-3%	
PRIMARY	CLAPHAM MANOR	406	248	654	Surplus Greater than 8%		3,569	18%	369
PRIMARY	GRANTON PRIMARY	1,307	-22	1,285	Surplus Greater than 8%		5,335	24%	858
PRIMARY	HENRY CAVENDISH	72	-303	-230	Deficit	Not Approved	6,793	-3%	
PRIMARY	HEATHBROOK PRIMARY	325	154	479	Surplus Greater than 8%		3,388	14%	208
PRIMARY	HERBERT MORRISON	64	105	169	Surplus Greater than 8%		1,993	8%	10
PRIMARY	HENRY FAWCETT	615	-85	531	Surplus Greater than 8%		3,149	17%	279
PRIMARY	HITHERFIELD PRIMARY	127	109	236	Surplus		6,854	3%	
PRIMARY	HILLMEAD PRIMARY	338	-41	297	Surplus Greater than 8%		3,177	9%	43
PRIMARY	GLENBROOK PRIMARY	-66	7	-59	Deficit	Approved LD Decreasing Deficit -withn 3 years	1,787	-3%	
PRIMARY	IMMANUEL	325	318	643	Surplus Greater than 8%		3,324	19%	378
PRIMARY	IQRA	1,267	-105	1,162	Surplus Greater than 8%		2,166	54%	989
PRIMARY	HOLY TRINITY	-425	152	-273	Deficit	Approved LD Decreasing Deficit - not withn 3 years	2,243	-12%	
PRIMARY	JESSOP PRIMARY	-235	61	-174	Deficit	Approved LD Decreasing Deficit -withn 3 years	2,882	-6%	
PRIMARY	JULIANS	484	-28	457	Surplus		6,949	7%	
PRIMARY	KINGS AVENUE PRIMARY	54	189	243	Surplus Greater than 8%		1,735	14%	105
PRIMARY	JUBILEE PRIMARY	-622	37	-584	Deficit	Approved LD Decreasing Deficit - not withn 3 years	4,478	-13%	
PRIMARY	RICHARD ATKINS	362	-104	258	Surplus Greater than 8%		2,564	10%	53
PRIMARY	ST ANNES	883	12	895	Surplus Greater than 8%		2,277	39%	713
PRIMARY	KINGSWOOD PRIMARY	-1,343	-234	-1,576	Deficit	Approved LD Increasing Deficit	4,681	-34%	
PRIMARY	ST BEDES	534	-184	351	Surplus Greater than 8%		1,134	31%	260
PRIMARY	ST HELENS	265	-168	97	Surplus		2,308	4%	
PRIMARY	LOUGHBOROUGH PRIMARY	11	-97	-86	Deficit	Approved LD Decreasing Deficit - not withn 3 years	2,776	-3%	
PRIMARY	MACAULAY	108	-22	86	Surplus		1,565	5%	
PRIMARY	ORCHARD	127	1	127	Surplus		1,747	7%	
PRIMARY	ST ANDREWS RC	14	-7	7	Surplus		3,063	0%	
PRIMARY	ST JOHN'S ANGELL TOWN	193	155	347	Surplus Greater than 8%		1,857	19%	199
PRIMARY	ST JOHN THE DIVINE	48	34	82	Surplus		1,257	7%	
PRIMARY	LARKHALL PRIMARY	-182	42	-141	Deficit	Approved LD Decreasing Deficit - not withn 3 years	4,458	-3%	
PRIMARY	ST JUDES	143	-3	140	Surplus Greater than 8%		1,445	10%	25

Sector	School Name	2022-23 Final Position £,000	2023/24 In year Surplus /Deficit £000	Balance B/F 2024/25	Status	Licenced Deficit Position	Total income 2023-24 (I01 - I18D in CFR) £'000	Surplus as a % of income	"Excess" surplus beyond 8% nur, pri, special and 5% secondary £'000
PRIMARY	PAXTON	-175	-220	-395	Deficit	Approved LD Decreasing Deficit - not within 3 years	3,754	-11%	
PRIMARY	ST MARYS	37	-99	-62	Deficit	Not Approved	2,621	-2%	
PRIMARY	ST MARKS	357	72	429	Surplus Greater than 8%		1,845	23%	281
PRIMARY	ST STEPHENS	317	57	374	Surplus Greater than 8%		1,939	19%	219
PRIMARY	ST ANDREWS CE	-267	-73	-340	Deficit	Approved LD Decreasing Deficit - not within 3 years	1,614	-21%	
PRIMARY	STOCKWELL PRIMARY	750	-147	603	Surplus Greater than 8%		4,317	14%	257
PRIMARY	SUNNYHILL	547	7	554	Surplus Greater than 8%		3,733	15%	256
PRIMARY	VAUXHALL	74	-11	63	Surplus		2,157	3%	
PRIMARY	TELFERSCOT	380	-45	335	Surplus Greater than 8%		3,480	10%	57
PRIMARY	The REAY	155	39	194	Surplus Greater than 8%		2,054	9%	30
PRIMARY	WALNUT TREE WALK	377	7	385	Surplus Greater than 8%		2,943	13%	149
PRIMARY	WYVIL	60	69	128	Surplus		6,481	2%	
PRIMARY	ST BERNADETTE	-145	205	60	Surplus	LD Agreed but no longer required	1,707	3%	
PRIMARY	ST SAVIOURS	-165	33	-132	Deficit	Approved LD -Significant deficit in 3 years	1,595	-8%	
PRIMARY	SUDBOURNE	-204	88	-115	Deficit	Approved LD -Significant deficit in 3 years	2,773	-4%	
SECONDARY	LA RETRAITE	881	-532	349	Surplus		11,059	3%	
SECONDARY	LILIAN BAYLIS	1,229	-947	282	Surplus		9,238	3%	
SECONDARY	NORWOOD SCHOOL	792	-43	749	Surplus Greater than 5%		10,527	7%	223
SECONDARY	ST GABRIELS COLLEGE	885	8	893	Surplus Greater than 5%		6,992	13%	543
SECONDARY	BISHOP THOMAS GRANT	437	-176	260	Surplus		10,505	2%	
SECONDARY	LONDON NAUTICAL	198	-138	60	Surplus		6,138	1%	
SPECIAL	ELM COURT	1,223	-161	1,062	Surplus Greater than 8%		4,745	22%	683
SPECIAL	LANSDOWNE	413	17	430	Surplus Greater than 8%		4,999	9%	30
SPECIAL	LIVITY	1,011	240	1,250	Surplus Greater than 8%		4,274	29%	908
SPECIAL	TURNEY	227	325	552	Surplus Greater than 8%		5,398	10%	120
	<b>TOTAL</b>	<b>17,507</b>	<b>-1,415</b>	<b>16,092</b>			<b>250,032</b>	<b>30</b>	<b>10,846</b>



## Agenda Item 6

**Title:** High Needs Block

**Date:** 19<sup>th</sup> June 2024

**Report to:** Schools Forum

**Report for:** Information x                      Decision                      Consultation                      Action

**Authors:** Adam Yarnold -SEND Lead

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### **1 SEND Overview / Summary**

- 1.1 Lambeth has a relatively large proportion of both residents and school pupils with an EHCP. In 22/23 Compared to England averages, both EHCP and SEN Support pupils had high levels of attainment and progress at KS1 and KS2. However, across secondary, SEN Support pupils performed less well and often fell below England averages. Lambeth had relatively low rates of absence and exclusions across all school phases.
- 1.2 Lambeth has a relatively large proportion of residents with an EHCP are in state-funded mainstream schools. Almost half of the cohort are in state-funded mainstream schools, compared with 40% across England. This includes 215 pupils (7% of the EHCP cohort) placed in resourced provision in mainstream schools in Lambeth
- 1.3 Lambeth still has the highest percentage of special school pupils attending schools in other local authorities among statistical neighbours. This is also much higher than the England average of 9.0% Similarly, 21.6% of Lambeth special school pupils live in other local authorities, also much higher than the England average.
- 1.4 Lambeth's gross budget for top up funding for maintained providers continued to increase to £400 per capita, which is the sixth largest in England, and over double the England average. The budget for top up funding for academies and free schools was also well above the England and statistical neighbour averages
- 1.5 Despite growing in line with the England average from 2022/23, Lambeth's top up funding for independent providers budget per capita remains well below the England average. This is partly driven by the relatively small proportion of Lambeth's EHCP cohort placed in independent provision. Lambeth's budget for SEN administration, assessment and monitoring is now above both statistical neighbour and England averages. This is mainly linked to SEN legal and the central support in place to ensure ongoing review of EHCP management.

## 2 High Needs forecast 2024/25

- 2.1 The summary budget and forecast position on the DSG High Needs Block (HNB) for 2024/25 is set out in **Table 1**. At present, the forecast shows an in year balanced budget plan for 2024/25. The agreed budget for 2024/25 takes into account £1.1m transferred from Schools block agreed by Schools Forum as well as the utilisation of £2.8m of underspend reserve from 2023/24.

**Table 1. Summary of High Needs Budget position 2024/25 May-24**

<b>Component</b>	<b>Budget 2024/25 £'000</b>	<b>Forecast spend 2024/25 (£'000)</b>	<b>Forecast variance</b>
1. Places only	£13,129	£13,129	0
2. SEN Top-Ups	£52,707	£52,707	0
3. AP Top-Ups	£1,385	£1,385	0
4. Other High Needs provision	£4,217	£4,217	0
<b>Total Commitment (gross)</b>	<b>£71,438</b>	<b>£71,438</b>	<b>0</b>
HNB Balance brought forward	£5,639	£5639	0
Funding transferred from Schools Block	£1,160	£1160	0
High Needs DSG Funding (gross)	£67,434	£67,434	0
<b>Total funding</b>	<b>£74,233</b>	<b>£74,233</b>	<b>0</b>
<b>Net cumulative balances position</b>	<b>(£2,795)</b>	<b>(£2,795)</b>	<b>0</b>

- 2.2 As it is still early in the Financial cycle and the end of academic year adjustments have not yet been identified for starters / leavers across the SEND cohort, the forecast is currently to budget. Whilst there is still a projected carried forward surplus balance in High Needs Block from 2025/26, there is continuous ongoing pressures on the High Needs Block and it can be very volatile year on year dependent on the agreed panel or tribunal decisions that can have long term ongoing impact.
- 2.3 The expectation for the start of 2025/26 is that there will continue to be a surplus position on the High Needs block of £2.8m, which will support SEN support activities and future planning of the High needs block.
- 2.4 Lambeth is currently one of the few London boroughs not projecting an overspend currently, following the DfE programme of Delivering Better Value (DBV) or Safety Valve (SV). In 2022/23, when Lambeth was in a deficit position on HNB, the requirement was to follow the

management action plan provided by the DfE, but the deficit was not at the level where Lambeth would receive further support under the DBV programme. Some of the key requirements from the DfE under these programmes is to stop any SEND support provision.

- 2.5 One of the Key strategies for the SEND service moving forward is to continue to reduce demand by implementing strategies for early intervention that will continue to support the retention of a prudent surplus position on the HNB.

### **3 Risks**

- 3.1 The High Needs budget is very volatile, so the forecast is never entirely risk free. Provisions have been built in for expected additional pupil numbers, but it is difficult to know whether this will be sufficient. Sometimes a few very expensive extra placements can put pressure on the high needs budget.
- 3.2 Commitments have been identified on the range of activities supported by the High Needs Block, but some are more certain than others. In particular, rates and numbers on Further Education and out-of-borough high needs placements are sometimes only firmed up a few terms after the provision began. While forecasts try to anticipate that, there are inevitably risks that such forecasts will be insufficient.

### **4 Sub Group Update**

- 4.1 The HNB sub group has now been established with members from the sector and has met to discuss emerging issues and good practice. Appendix 1 shows the presentation slides for the last meeting, where the key area of discussion was an increase in top up rates for 2.5% -3% across the sector.
- 4.2 There will continue to be termly meetings, and this group will support decision making within the SEND Service with regards to strategies such as the Exceptional needs grant and use of any surplus balances in future years.

### **5 Recommendations**

- 5.1 **This is an information item, but Schools Forum is invited to note and discuss the issues raised.**

## Appendix 1

# High Needs Block Sub- Group

13<sup>th</sup> June 2024 Via Teams 4pm

**Sophie Garner** – Assistant Director Education Strategy, Access and Inclusion

## Lambeth High Needs Block 2023-24 Outturn

DSG Block	2022-23 b/f balances £'000	DSG Funding £'000	Outturn £'000	In-year variance £'000	2023-24 c/f balances £'000
Schools Block	(91)	(150,180)	149,353	(827)	(918)
Central School Services Block	(2)	(1,275)	1,277	2	0
Early Years Block	(950)	(25,021)	24,836	(185)	(1,135)
<b>High Needs Block</b>	<b>(979)</b>	<b>(62,341)</b>	<b>57,681</b>	<b>(4,660)</b>	<b>(5,639)</b>
De-delegated budgets	(91)	0	47	47	(44)
<b>DSG managed by LA</b>	<b>(2,113)</b>	<b>(238,817)</b>	<b>233,194</b>	<b>(5,623)</b>	<b>(7,736)</b>

- Lambeth Received £62m for HNB and closed the year with in year surplus of £4.6m increasing the HNB reserve to £5.6m
- In 2023-24 the forecasts had included commitments where it was later identified that pupils had moved on, especially in post-16, but also with some notable high-value movements out of borough which led to the in year underspend being identified towards end of Spring term.
- Placement data sometimes only becoming available late in the monitoring cycle can impact the planning long term . A few very expensive placements starting or ending can cause significant changes to the forecast so is always important to keep reserve but planning moving forward is to passport as much to school 2025-26

## Lambeth High Needs Block 2024-25

### Key Updates

- For 2024/25 **the top-up rates** for in-borough special schools and resource bases will increase by **3%**. Top-ups at Lambeth's mainstream schools and AP academy will increase by **2.5%**.
- Further indexation is assumed at **2%** for FE colleges, out of borough settings, and additional EHCP support activities, with an additional **0.5%** provision for unforeseen cost drift included. The place element remains fixed, so increases must be applied to the top-up element.
- **The Disproportionate SEND Fund (£100k in 2023/24)** will cease in 2024/25 in favour of more targeted interventions, including the appointment of a Senior Strategic Area SENCo, additional funding for high needs outreach teams, and the creation of assessment places for pupils not yet assessed for EHCPs but in need of specialist support.
- **The Exceptional Needs Fund**, created in 2023/24 will be continued in 2024/25 with an increased allocation of £1.5m.
- **Ongoing strategy** – to include maximum inflationary uplifts with provision for any volatile changes to increases in HNB activity and demand within specific needs

## Top- up rates and bandings

Increase for S & R bands	3.00%
Increase for M & A bands	2.50%

Special Schools (3% uplift)					
Band (S)	S1	S2	S3	S4	S4+
Core	10,000	10,000	10,000	10,000	10,000
Addition for TPG / TPPG	785	785	785	785	785
<b>Top Up (current rates)</b>	<b>12,547</b>	<b>14,552</b>	<b>18,116</b>	<b>23,515</b>	<b>28,971</b>
Total	23,332	25,337	28,901	34,300	39,756
<b>Revised top-ups after 3% increase on combined place and top-up (ie not TPG / TPPG)</b>					
	<b>£13,223</b>	<b>£15,289</b>	<b>£18,959</b>	<b>£24,520</b>	<b>£30,140</b>
Change in top-up	£676	£737	£843	£1,005	£1,169
Actual increase top-up v top-up	5.4%	5.1%	4.7%	4.3%	4.0%

Resource Bases (3% uplift)				
Bespoke is currently based on actual expected costs, so increases should be tailored to real circumstances.				
Band (R)	R1	R2	R3	R3+
Core	10,000	10,000	10,000	10,000
<b>Top Up (current rates)</b>	<b>5,929</b>	<b>8,788</b>	<b>13,307</b>	<b>Bespoke</b>
Total	15,929	18,788	23,307	Bespoke
<b>Revised top-ups after 3% increase on combined place and top-up</b>				
	<b>£6,407</b>	<b>£9,352</b>	<b>£14,006</b>	
Change in top-up	£478	£564	£699	
Actual increase top-up v top-up	8.1%	6.4%	5.3%	

## Top- up rates and bandings

<b>Mainstream (2.5% uplift)</b>						
Bespoke is currently based on actual expected costs, so increases should be tailored to real circumstances.						
Band (M)	M1	M2	M3	M4	M5	M5+
Core	£6,000	£6,000	£6,000	£6,000	£6,000	£6,000
Top-up at current rates	£3,850	£6,747	£10,803	£14,858	£19,494	Bespoke
Total	£9,850	£12,747	£16,803	£20,858	£25,494	Bespoke
<b>Revised top-ups after 2.5% increase on combined place and top-up</b>	<b>£4,096</b>	<b>£7,066</b>	<b>£11,223</b>	<b>£15,379</b>	<b>£20,131</b>	<b>Bespoke</b>
Change in top-up	£246	£319	£420	£521	£637	
Actual increase top-up v top-up	6.4%	4.7%	3.9%	3.5%	3.3%	

  

<b>Alternative Provision (2.5% uplift)</b>		
Band (A)	A1	A2
Core	£10,000	£10,000
Addition for TPG / TPPG	£785	£785
<b>Top Up (current rates)</b>	<b>£11,156</b>	<b>£11,719</b>
Total	£21,941	£22,504
<b>Revised top-ups after 2.5% increase on combined place and top-up (ie not TPG /TPPG)</b>	<b>£11,685</b>	<b>£12,262</b>
Change in top-up	£529	£543
Actual increase top-up v top-up	4.7%	4.6%

## Agenda Item 7

**Title:** Early Years Update

**Date:** 19<sup>th</sup> June 2024

**Report to:** Schools Forum

**Report for:** Information X                      Decision                      Consultation                      Action

**Author:** Kathryn Shaw - Early Years and Out of School Quality Improvement Lead,  
Dominique Johnston-Franklin – Group Manager – Education Finance

### 1 Purpose of this paper

1.1 This paper explains the current outturn position of the Early years Block 2023-24 and some service context regarding the Early Years block plans for 2024-25 following recent announcements of the expansion of free childcare provision.

### 2 Outturn 2023-24

2.1 The Department for Education (DfE) will confirm the final position of the Early Years Block of the DSG 2023-24 in July 2024. As highlighted in previous forums, the adjustment will be based on 5/12th based on Spring 23 (the January 2023 Census) and 7/12th on Spring 24 (the January 2024 Census). Table 1 shows what the LA are anticipating in the final settlement for Early Years for 2023-24 based on our central headcount.

2.2 The current trend of participation demonstrates, as expected, a continued decline in headcount across all entitlement categories for 3- & 4-year-olds and 2-year-olds in line with the projected birth rates in Lambeth. There was an underspend of £0.185m in the Early years block for 2023-24 based on a combination of factors, including assumed DfE clawback levels. The EY funding profile of income has been adjusted as per **Table 1a** and the outturn position can be seen in **Table 1b**.

**Table 1a: Final 2023-24 Early years block DSG**

Income component	Initial Early Years Block 2023-24	Anticipated Final Early Years Block 2023-24	FINAL 23-24 Adjustment
Amount LA allocated for universal 3-4 year old entitlement funding	£15,258	£15,253	–£5
Amount LA allocated for additional hours for 3-4 year olds	£5,885	£5,898	£13
Total funding to LAs for 2-year-olds	£2,917	£2,533	–£384
Early Years' Pupil Premium	£214	£210	–£4
Disability Access Fund	£78	£78	£0
Maintained nursery school supplementary funding	£669	£623	–£47
<b>Total</b>	<b>£25,021</b>	<b>£24,594</b>	<b>–£427</b>

**Table 1b: Outturn 2023-24 Early years block DSG**

<b>Spend component</b>	<b>2023-24 Outturn £k</b>
3 & 4 year old participation	£20,154
2-year-olds participation	£2,449
Central Spend	£1,264
Early Years' Pupil Premium	£166
Disability Access Fund	£15
SEN Inclusion	£361
<b>Total</b>	<b>£24,409</b>
Underspend 2023-24	185
<b>Final EY block DSG after clawback</b>	<b>£24,594</b>

- 2.3 In addition to the Early Years NFF allocation in 2023-24, the DfE also provided a separate sum to Local Authorities in the form of an Early Years Supplementary Grant (EYSG) which provided an uplift to rates for the period of September 2023 to March 2024, provisionally based on the January 2023 census headcount (with the final allocation to be adjusted in July 2024 based on the January 2024 census headcount).
- 2.4 The total of this grant prior to any January 2024 clawback was £754k, of which £640k has already been distributed, and any remaining balance after the July 2024 clawback (and a 5% retention for administration) will be distributed in 2024-25. It should be noted that this grant has been rolled into the main Early Years NFF from 2024-25 onwards, so will no longer be reported separately.
- 2.5 The LA will review the Early Years clawback and underspend position, in conjunction with discussions with the Early Years Subgroup, once the DfE provide the final 2023-24 Early years block funding allocations (due July 2024) and update the forum of the outcome in the next meeting.

### **3 Early Years 2024-25**

- 3.1 The formula allocation for 2024-25 continues to be based on 5/12<sup>th</sup> January 2024 and 7/12<sup>th</sup> January 2025 censuses for the existing 2-year-old disadvantaged and 3- and 4-year-old settings. In addition, the new under 2-year-old and 2-year-old working parents' settings will be based on termly census data. As this data for additional settings will only be available once they have gone live, the funding for these will be retrospectively updated.
- 3.2 **Table 2** shows the initial Early Years allocations for the 2024/25 financial year, now based on January 2024 census figures and DfE estimated activity for new offers and updated funding rates for 2024/25.



**Table 2: Early Years allocations 2024/25 [updated for Spring 24 census data]**

Start Date	Age Group	Planned Spending Component	PTE Pupils		Total planned 2024-25 £'000
			@Jan 2024 570 hrs	Rate per Hour £	
Sep-24	<2-year-olds	Universal	503.38	£13.136	£3,769
Sep-24	<2-year-olds	Deprivation supplement	503.38	£0.662	£190
Sep-24	<2-year-olds	Quality 1 (OFSTED) supplement	503.38	£0.275	£79
Sep-24	<2-year-olds	Quality 2 (TPPG) supplement	503.38	£0.224	£64
Sep-24	<2-year-olds	SEND inclusion fund	503.38	£0.244	£70
Sep-24	<2-year-olds	Retained central support	503.38	£0.000	£0
Sep-24	<2-year-olds	Contingency for variations in pupils, etc	503.38	£0.729	£209
<b>Total for under 2-year-olds</b>				<b>£15.270</b>	<b>£4,381</b>
Not new	2-year-olds	Disadvantaged	677.0	£9.618	£3,711
Apr-24	2-year-olds	Working parents	840.7	£9.618	£4,609
Apr-24	2-year-olds	Deprivation supplement - <i>Disadvantaged</i>	677.0	£0.484	£187
Apr-24	2-year-olds	Deprivation supplement - <i>Working Parents</i>	840.7	£0.484	£232
Apr-24	2-year-olds	Quality 1 (OFSTED) supplement - <i>Disadvantaged</i>	677.0	£0.201	£78
Apr-24	2-year-olds	Quality 1 (OFSTED) supplement - <i>Working Parents</i>	840.7	£0.201	£96
Apr-24	2-year-olds	Quality 2 (TPPG) supplement - <i>Disadvantaged</i>	677.0	£0.164	£63
Apr-24	2-year-olds	Quality 2 (TPPG) supplement - <i>Working Parents</i>	840.7	£0.164	£79
Apr-24	2-year-olds	SEND inclusion fund	1,517.7	£0.179	£155
Apr-24	2-year-olds	Retained central support	1,517.7	£0.267	£231
Apr-24	2-year-olds	Contingency for variations in pupils, etc	1,517.7	£0.267	£231
<b>Total for 2-year-olds</b>				<b>£11.180</b>	<b>£9,672</b>
Not new	3 and 4-year-olds	Universal & additional	4,945.68	£6.583	£18,558
Not new	3 and 4-year-olds	Deprivation supplement	4,945.68	£0.338	£953
Not new	3 and 4-year-olds	Quality 1 (OFSTED) supplement	4,945.68	£0.140	£396
Not new	3 and 4-year-olds	Quality 2 (TPPG) supplement	4,945.68	£0.114	£322
Not new	3 and 4-year-olds	Maintained nursery supplement	4,945.68	£0.127	£358
Not new	3 and 4-year-olds	SEND inclusion fund	4,945.68	£0.125	£352
Not new	3 and 4-year-olds	Retained central support	4,945.68	£0.372	£1,050
Not new	3 and 4-year-olds	Contingency for variations in pupils, etc	4,945.68	£0.000	£0
<b>Total for 3 and 4-year-olds</b>				<b>£7.800</b>	<b>£21,989</b>
Sep-24	<2-year-olds	EY pupil premium	21.050	£0.680	£8
Sep-24	<2-year-olds	Disability access fund	11.000	£910.000	£10
Apr-24	2-year-olds	EY pupil premium	350.910	£0.680	£136
Apr-24	2-year-olds	Disability access fund	28.000	£910.000	£25
Not new	3 and 4-year-olds	EY pupil premium	604.290	£0.680	£234
Not new	3 and 4-year-olds	Disability access fund	102.000	£910.000	£93
Not new	3 and 4-year-olds	Maintained nursery supplements (national)	309.000	£4.640	£817
<b>Total spend at the same participation level</b>					<b>£37,365</b>

\* Disability access fund rate is per child per year

- 3.3 The 5% retained centrally will be used as per **Table 3**. The Council's Medium Term Financial Strategy includes a phased shift of funding for Children's Centres onto the General Fund, rather than from DSG. As there has been an uplift to the overall EY block, the proposal is to keep funding the same for 2024-25, but then reduce in future years.
- 3.4 The brought forward underspend from 2023-24 of £0.185m has now been allocated to contingency. This will continue to support any un-anticipated changes in headcount which are outside of the normal 2% expected to be sustained with Early years block management between headcounts.
- 3.5 The risk to these assumptions is the projections of falling rolls in Lambeth and how this will impact the Early Years headcount. There is an anticipation that the new setting being rolled out and a push in publicity across the sector will help stabilise numbers in 2024-25.

**Table 3: Components of the allowable, retained 5% within the Early Years allocation**

Planned Spending Component	Purpose	Total Planned	Total Planned	Difference
		2023/24	2024/25	
		£'000	£'000	£'000
Central Early Years Team	Administering Early Years funding, supporting settings and Continuing Professional Development for staff at early years settings.	£783	£960	£177
Contingency for variations in pupils, etc	5% of <2 year olds allocation and 2.5% of 2 year old allocation held as contingency for variations in headcount	£0	£440	£440
Children's Centres	Funding for each Children's Centre to assist them with the support they provide for Under 5s in their service offer.	£321	£321	£0
<b>Total</b>		<b>£1,104</b>	<b>£1,721</b>	<b>£617</b>

#### 4. Early Years Operational Changes from 2024 onwards

- 4.1 As part of the Government Budget announcement there has been a commitment to expand the 30 hours free childcare offer to support working parents from their return to work after parental leave. This therefore will mean that working parents of all children over the age of nine months will also be entitled to free 30 hours of childcare.
- 4.2 The LA are currently working on the timeline below and have been seeking sufficiency data from Schools and PVI's regarding this roll out:
- **April 2024** – Working Parents of Two year olds will be able to access 15 hours of free childcare.
  - **September 2024** – 15 hours of free childcare will be expanded to include children from the age of 9 months.

- **September 2025** – Working parents of children under the age of five will be entitled to 30 hours of free childcare.

- 4.3 Lambeth are one of the nine LAs which are still being protected by the loss cap, meaning they are being funded (at a higher level) by reference to historic funding decisions, rather than in line with the funding formula. The reforms will result in some changes to local authorities' funding rates. Some local authorities would see their funding rate decrease if their relative levels of need have decreased compared to other areas. In order to mitigate the impact, the DfE have introduced year-to-year protections to ensure that local authorities can manage the changes at a local level.
- 4.4 So far, the take up of the 2 year offer for working parents has been relatively favourable with a variety of new settings – and especially childminders now offering funded hour.
- 4.5 It is also important to note another recent government initiative, which is the 'Wrap Around Childcare Programme'. This means that each primary school within the borough, term time only and by September 2026, will have sufficient childcare places before and after school to meet parental demand.

## 5. Risks

- 5.1 As noted above, Lambeth are one of the nine LAs which are still being protected by the loss cap, meaning they are being funded (at a higher level) by reference to historic funding decisions, rather than in line with the funding formula. Lambeth will therefore continue to see minimal increases in the per hour rate compared to national increases.
- 5.2 Pupil numbers are continuing to see a downward trend, and this, in conjunction with inflationary pressures, is impacting sufficiency in the EY sector. There is also the impact of cost of living and recruitment shortages driving up costs for delivery. The small increases in hourly rate continue to impact provisions, particularly in the Maintained nursery sector.
- 5.3 As with all of Education provision in Lambeth, there is a continued risk of any headcount's movement higher than 2 % up or down being unsustainable in future years. There is now a healthy contingency to manage this in the current year. Moving forward, the aim is to ensure that this is utilised to support providers which will impact on the ability to fund children outside of headcount.
- 5.4 The Sector continues to have recruitment issues, which impacts the ability expand their provision in future.
- 5.5 By September 2025 – the final date for the roll out of the Entitlements Programme - we may start to encounter sustainability issues and especially from our smaller private, voluntary and independent (PVI) and childminder providers, as it is estimated that the vast majority of funding for available places will be provided by the local authority at an hourly rate which is substantially less than the hourly rate demanded by settings. This in turn could lead to sustainability issues and even more concerningly, to closures of settings.

## 6. Recommendations

- 6.1 **Schools Forum to note this report.**

## Agenda Item 8

**Title:** De-delegation TUFA Agreement

**Date:** 19<sup>th</sup> June 2024

**Report to:** Schools Forum

**Report for:** Information X                      Decision                      Consultation                      Action X

**Author:** Claire Cobbold – Head of Schools HR / TU – Representatives

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### **1 Background**

1.1 Since 2015 Lambeth Trade Union Facilities Agreement (TUFA) has de- delegated an element of Schools block funding to support the trade union facilities time within Lambeth schools. As part of the mainstream schools’ consultation, schools were asked to comment on the use of the TUFA to ensure schools understood the support that was provided form the delegated funds. The key questions that were raised from schools were:

- ✧ “Given individual employees pay fees directly to their union, I am unsure what this de- delegation is used for?”
- ✧ “Could you please explain exactly how this money is used as staff already pay independently for their union fees”

1.2 The schools block Sub-group met and agreed that any further proposals for 25-26 regarding possible rates of TUFA should be reviewed and have requested a paper to be brought to schools forum to address some of the questions raised, with key questions being:

1. How much is de delegation in total?
2. How much is delegated to each union?
3. What exactly does this pay for? How is this different to what could be provided directly from the union by member fees? Is there a clear delegation of duties/tasks?
4. What is the proportion of reps to members in Lambeth for each union and how does this translate to days in total across unions and the borough?

### **2 Trade Union Facilities Agreement**

2.1 De-delegation is a system for ensuring that staff in schools have access to union advice and representation. All schools pay in on a fair basis according to numbers of pupils and every member of staff has access to advice from their respective unions

2.2 Members of a union pay fees directly to their unions. This pays for the union services but not representation at a local level. National and regional officials only usually get involved when issues have moved to potential dismissals. The majority of London boroughs use the de- delegation scheme to ensure that local officers, who know the schools, can give advice and can attend meetings with members.

2.3 For 2023-24, of the 32 London boroughs, 10 currently do not de- delegate for trade union facilities time with the amounts for those that do ranging between £3-9 per pupil **Appendix 1**.

- 2.4 This funding is used to compensate those maintained schools that have trade union representatives in their staff in order to release these staff members for an agreed period of time in order to attend to trade union duties that they carry out on behalf of all maintained schools.
- 2.5 The purpose of the TUFA agreement is to provide a framework agreement between Lambeth Council, its community of schools (which includes foundation, academies and voluntary controlled), and the recognised trade unions.

### 3 Funding amounts

- 3.1 The Trades Union Facilities Arrangement (TUFA) for schools was first bought to schools Forum in Dec 2015 where it was agreed. From April 2016 schools paid towards this agreement at a rate of £4.50 per pupil and this rose to £5.48 per pupil in April 2024.
- 3.2 **Table 1** shows the funding that is allocated from Lambeth maintained schools to support TUFA arrangements across the borough, totalling £118k. The current projected spend for 2024-25 is £177k, and the shortfall in is not picked up by Lambeth schools but by the Council General fund budgets. **Table 2** demonstrates estimated split across union time based on 2023-24 activity.

**Table 1: Funding for 2024-25**

Component	Total mainstream maintained pupils	£ per mainstream pupil	Total Special / RB maintained places	£ per Special / RB place	Total funding for LA £'000
<b>De-delegation: Trades Union Facilities Arrangement (TUFA)</b>	21,628	<b>£5.48</b>			<b>£118</b>
<b>Lambeth General Fund Contribution</b>					<b>£59</b>
<b>TOTAL</b>					<b>£177</b>

**Table2 : Union Time Split and cost % based on 2023-24 costs**

Union	% Split	Cost 2023-24 £'000
NEU	53%	93
GMB	23%	40
NAHT	16%	29
NASUWT	9%	15
<b>Total</b>	<b>100%</b>	<b>177</b>

- 3.3 When Trade Union members are elected to position, the grade of the person from the post they are seconded from is the salary they will receive whilst undertaking these duties, this leads to fluctuations in costs which are picked up by central HR teams. It should also be noted that not all academies pay in, but do receive benefit of the TUFA agreement. **Appendix 2** As Schools become academies, they are requested to support a trade union recognition agreement as the staff TUPE would allow for staff to have unions, and ensure best practice.
- 3.4 The TUFA agreement also covers costs for IT equipment where necessary for the union work, as much of the work would be supporting members of a private and confidential nature, so it is vital that work is held on a work device and GDPR is adhered to.
- 3.5 Attached is a revised DRFAT version of the current TUFA agreement which was discussed with union colleagues and tweaked taking onboard the questions asked from Schools Forum and providing more detail. This can be revised following any more comments received following this forum meeting. **Appendix 2**

#### **4 Future Landscape**

- 4.1 The falling rolls for schools and the costs per pupil mean the contributions received from TUFA delegation could be further reduced moving forward. This is happening at a crucial time when staff will need to use their unions more as we embark on Pupil Place planning.
- 4.2 It is expected that there will be large amounts of schools' reorganisations across the borough and potential school closures and amalgamations in the coming years. In order for staff to have easy access to local advice, from officers who know the schools, de delegation is recommended by unions as the best way to achieve positive industrial relations.
- 4.3 If a borough took a decision not to proceed with this recommended method, it would be seen as being a step away from positive industrial relations. Our council colleagues and our councillors support this process, so we would strongly recommend the forum continues to support the process and schools can continue to work positively with all the trade unions.

#### **5 Recommendations**

- 5.1 **Schools forum are invited to discuss and ask questions of Union reps and recommend next step actions.**
- 5.2 **Review and agree a new TUFA policy for 25/26.**

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Section 251 Benchmarking 2024 Budgets

Co1morl	1.11.9 Staff costs - SII pty oov,er for faorlity tme ,(AI
Barking and Dagenham	£8
Barnet	£1
Bexley	£0
Brent	£2
Bromley	£0
Camden	£6
Croydon	£0
Ealing	£0
Enfield	£3
Greenwich	£5
Hackney	£8
Hammersmith and Fulham	£3
Haringey	CT
Harrow	£2
Havering	£2
Hillingdon	£0
Hounslow	£3
Islington	£5
Kensington and Chelsea	£2
Kingston upon Thames	£0
Lambeth	£5
Lewisham	£4
Merton	£3
Newham	£5
<b>Redbridge</b>	<b>£4</b>
Richmond upon Thames	£0
S.outhwarlk	£3
Sutton	£0
Tower Hamlets	£4
Waltham Forest	£0
Wandsworth	£0
Westminster	£9
<b>E1 NGLAND - AVierag,e , mecHan</b>	<b>£3</b>
<b>E1 NGLAND - IM'axJimum</b>	<b>£9</b>
<b>E1 NGLAND - IM'inimum</b>	<b>£0</b>

# London Borough of Lambeth

## Trade Union Facilities Agreement – Schools

Signatories of the Agreement:

<b>Name</b>	<b>Representing Body</b>	<b>Signature</b>	<b>Date</b>
	Headteachers' Schools Forum		
	Joint Trade Union side representatives		
	Director of Education		
	Lambeth schools HR		



### 1. Purpose

1.1 The purpose of this agreement is to provide a framework agreement between Lambeth Council, its family of schools which includes community, foundation, academies and voluntary controlled, and the recognised trade unions. It is expected that all schools will sign up to this agreement.

1.2 It will provide Local Authority officers, head teachers, governing bodies and trade union representatives with clear guidelines under which requests for time off and other facilities will be determined.

1.3 Its aim is to facilitate, improve and provide a constructive framework for consultation and industrial relations within the Council and within individual schools.

### 2. Scope

2.1 The principles in this agreement are based primarily on the ACAS Code of Practice on Time Off for Union Duties and Activities. This agreement has been drawn up in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992, The Employment Act 2002 and the ACAS Code of Practice on Time Off for Trade Union Duties and Activities.

2.2 The Council and Trade Unions support the system of collective bargaining in every way and believe in the principle of conducting industrial relations by discussion and agreement. *Name of school* also shares this principle.

2.3 This agreement commences xxxx and replaces all other previous agreements.

### 3. Applicability

3.1 This agreement applies to trade union representatives, health and safety representatives and union learning representatives elected or appointed by the trades unions (full list at Appendix 1). The terms “trade unions” throughout this document refers to these trade unions.

3.2 The trade unions are recognised for the purposes of local consultation and representation of their members at internal hearings and appeals. This agreement refers to the school trade union representatives in Lambeth who have been elected by their schools members in Lambeth and for those who are locally appointed on a school level.

3.3 Elected representatives of these trade unions who are employees of schools and academies within the boundary of Lambeth Council are recognised for the purposes of consultation and representation of their members at internal hearings and appeals.

3.4 Representatives of other trade unions, who are not recognised by the Council, may support their members at formal hearings as set out in our employment procedures but will not be recognised for any other purpose.

## Appendix 2

3.5 Time off provisions for trade union representatives who are employees in schools will apply only where the governing body has adopted this agreement (please see full details at Appendix 2). Every effort will be made to reach agreement with all schools to adopt a unified and consistent approach to trade union facilities arrangements

### 4. General Principles

4.1 The Council and the school recognise the statutory right for trade union representatives to take reasonable paid time off from their normal duties to carry out trade union duties and to undertake trade union training. This right is regardless of length of service.

4.2 The Council and the school recognise that trade union representatives are also able to take reasonable unpaid time off when taking part in official trade union activities.

4.3 Time off will not be refused unreasonably. Consideration must be given to the impact on service delivery and compromise may be necessary on both sides. The TUs will be expected to provide reasonable notice of time off, including time off to attend training sessions. Where possible, this can be agreed over the academic year, otherwise on a termly basis.

4.4 The Council and School recognise the right of staff to choose whether or not they wish to belong to a trade union. An employee will not be discriminated against or disadvantaged because of his/her trade union duties or activities.

4.5 The Council on behalf of the Head Teachers Council Executive and trade unions will agree the total number of union representatives, health and safety representatives and union learning representatives based on the calculations in Appendix 2.

### 5. Roles and Responsibilities – Trade Unions

5.1 The function of representatives includes;

- To be responsible to and for a group of union members;
- To undertake employee relations duties including members' grievances, discipline, learning, health and safety, equalities, service conditions, and any other relevant matters
- To seek full trade union membership amongst all employees of the Council/school
- Each TU to formally provide an update on any TU elections to the LA Director of Education and the Schools Head Teacher.
- To communicate with members and to communicate with management, joint negotiating bodies and with the relevant union bodies
- To represent the trade union in the joint negotiating and joint consultative machinery at local level and at a regional, and national level which it directly impacts locally, such as around pay and conditions

## Appendix 2

- To meet with other trade union representatives on matters covered by this agreement
- To attend meetings of the union of which the person is a representative
- To seek to ensure that agreements are adhered to
- To organise meetings of members during working hours in accordance with the ACAS Code of Practice and any prevailing local agreements.

5.2 The trade unions will endeavour to provide sufficient trained representatives for their membership.

5.3 Trade union representatives will arrange their trade union duties so as to cause minimum interference with the running of their service/school and the work of colleagues.

5.4 Trade union representatives will provide the maximum notice possible to their head teacher or governing body when time off is required.

5.5 Regional representatives will notify the Lambeth HR/Director of Education Learning & Skills of the appointment, election and resignation of trade union representatives, stewards, safety representatives and learning representatives. Each union is responsible for ensuring that an up-to-date list of all representatives is maintained.

5.6 Stationery, incidental material and resources will be funded by the trade union. Representatives can have reasonable use of LA/school word-processing, computing and photocopying equipment for essential union work within the school provided this does not interfere with the work of the school—

5.7 Reasonable access to telephone (with privacy if available), email will be allowed ensuring adherence to Council/School policies. Reasonable notice board facilities will be provided in areas reserved for staff use.

5.8 Subject to permission being sought from a Headteacher or their delegated nominee or Lambeth Council, a room should be made available for meetings with members of trade union. In the case of a school, the Headteacher will decide whether Governors should be informed. Reasonable notice of the meeting should be given and in case of emergency, the reason will be communicated to the Headteacher.

5.9 Travelling costs and expenses for union training and/or conferences will be met by the relevant trade union.

5.10 Lambeth HR will manage full time trade union representatives with regards leave and sickness. Part time trade union representatives will be managed for these purposes by the line manager of their substantive role.

## **6. Roles and Responsibilities – the Council and school**

6.1 The Council encourages employees to join a union and will not treat employees less favourably as a result of their membership.

6.2 The Council recognises the rights of trade unions to communicate directly with their members and permits the use of the Council's IT network and email system to facilitate this communication adhering to council policies.

6.3 Where offered via the payroll provider, the school will provide facilities for the deduction of subscriptions through the payroll system at no extra cost subject to compliance with relevant legislation. The Union has the responsibility to advise members of any changes to subscriptions fees as and when necessary.

6.4 The Council will ensure that all reasonable practicable efforts will be made to release nominated trade union representatives from their jobs for the discharge of their recognised trade union duties and functions.

## **7. Roles and Responsibilities – specific to the School;**

7.1 The school will grant reasonable use of the Council's/Schools internal school mail system to trade union representatives ensuring adherence to Council/School policies.

The school will grant trade union representatives reasonable defined use of school equipment such as the photocopier and telephone.

7.2 The school will make all reasonable practicable efforts to release nominated trade union representatives from their jobs for the discharge of their recognised trade union duties and functions.

7.3 Any TU Officer on full time secondment shall preserve their grade and their substantive post, accruing entitlements as set out in their substantive contract, as if they had remained in the job within the boundaries of the grade teachers and support staff .

7.4 . Consideration will be given on each new secondment to the development needs of the TU rep.

## **8. Time Off Provisions**

8.1 Requests for time off for school trade union representatives will be made in accordance with arrangements made locally between union representatives and their head teacher/governing body, subject to the school being able to make arrangements for cover.

8.2 Time off arrangements must not result in detriment to service delivery of the school or Council.

8.3 Accredited school trade union representatives will be permitted paid time off during working hours to carry out duties that are concerned with any aspect of collective bargaining and representation of individual members, including:

## Appendix 2

- terms and conditions of employment including physical working conditions
- engagement, termination or suspension of employment and the duties of employment
- allocation of work or the duties of employment as between employees or groups of employees
- discipline and grievance
- activities associated with trade union membership
- facilities for representatives of the trade union
- machinery for negotiation or consultation and other procedures; procedures for collective bargaining, disputes, joint consultation, communicating with members and other trade union representatives.

8.4 Union Health and Safety Representatives will be permitted time off with pay for the purposes of:

- Performing their functions under health and safety legislation
- Undergoing training to carry out their duties and responsibilities
- Attending health and safety meetings at local, regional and national level.

8.5 Union Learning Representatives will be entitled to take reasonable time off for the purposes of:

- Identifying and analysing learning or training needs
- Providing information and advice about learning or training matters
- Arranging learning or training
- Promoting the value of learning and training
- Consulting management in relation to such activities
- Preparation in relation to such activities
- Undergoing training to carry out their duties and responsibilities.

8.6 Paid time off will therefore be granted to carry out the duties outlined above as follows:

- to representatives of recognised trade unions to attend relevant training which has been agreed in advance
- to nominated representatives of recognised trade unions to attend consultative meetings at school or corporate level
- to enable senior elected representatives of recognised trade unions to carry out their trade union duties in respect of:
  - Meetings requested by head teachers or education officers
  - Representation of employees in matters that could affect their employment (e.g disciplinary/ capability procedures, redundancy and grievances)
  - Collection and communication of employee views comments.

8.7 Applications to attend a conference must be made to the representative's head teacher. You need to be elected to attend. If the application is refused the head teacher will

## Appendix 2

notify the Lambeth HR/Director of Education, If reasonable notice has been given all efforts will be made to release the employee to attend the conference

Paid time off will **not** normally be granted to a trade union representative of a particular trade union to attend its annual conference, although unpaid time off may be granted for this purpose.

Paid time off **will** however be granted for a delegate from the local branch of the trade union to enable attendance at their annual trade union conference to consider pay and conditions matters which have a local impact.

8.8 Salary will **not** be paid to representatives for undertaking trade union duties outside of their normal working hours. However consideration will be given for TOIL (Time of in Lieu) for meeting overrunning or perhaps for a later start time the next day by agreement.

8.9 Union members who are nominated for regional, national or area bodies will be considered for time off following a request from the branch secretary. This request will be considered by the bodies responsible for reviewing and monitoring this agreement.

8.10 TUs will work constructively with the council and school to avoid strike action. Paid time off will be granted in line with the current legislation around the contemplation or furtherance of industrial action or during industrial action.

## 9. School based representatives

9.1 Union notice boards will be provided for unions.

9.2 Reasonable access to photocopying and access to a lockable storage facility such as a cabinet or drawer will be made.

9.3 Trade union reps in schools may request given release time to carry out trade union duties of up to a maximum of 1 hour per week for 1-30 members and 2 hours per week for 31 members. This will be agreed mutually between Head teachers and trade unions representatives to ensure smooth running of the educational provision in the school, where it is demonstrated that the work cannot be covered by the Lambeth representatives. *Work is defined by circumstances - Duties vs activities it maybe that on occasion more time is needed for some cases which may take longer or it may be the local or regional reps will be called in to do these.*

9.4 After induction, one day per year will be locally organised for training local representatives, with reasonable notice provided to the schools. Training will be agreed in line with legislative requirements.

9.5 Health and safety TU reps in schools should be given sufficient time to carry out their duties and to attend appropriate training courses in accordance with H&S legislation. Requests should be made to the Head teacher for consideration.

## 10. Financial provision for paid time off

10.1 The level of paid time off will be adjusted annually in May to take effect on 1

## Appendix 2

September to reflect membership numbers.

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## Appendix 2

10.2 Appendix 2 sets out the approach for determining the cost of trade union duties and for budget allocation required which needs to be funded by all schools who sign up to this agreement.

10.3 Union representatives should provide the Lambeth HR with their membership numbers by 1<sup>st</sup> January annually to ensure that the appropriate arrangements can be made for schools to be notified of the amount of contribution required to fund trade union facilities time. These figures will be used to calculate recharges for the following academic year. No paid facilities time will be provided to a trade union that has not provided their membership figures.

10.4 In determining membership numbers the relevant union representative should include “active” Lambeth members (i.e. the number of members employed at a Lambeth school or at the Local Authority) on 1<sup>st</sup> January (or the next working day) each year. The membership figure should not include retired members.

## 11. Review

11.1 The Council recognises the continued need to monitor and review time off for Education trade union representatives.

11.2 This policy will be reviewed to respond to any changes and at least every two years. However membership figures will be reviewed annually and may when necessary make adjustments to facility time when required.

11.3 The Headteachers’ schools Forum in conjunction with Lambeth HR is responsible for reviewing and maintaining this agreement in conjunction with the trade unions.

11.4 Any changes to this agreement are subject to the agreement between all parties.

11.5 The Council, school or trade union may at any time give three months notice of their intention to withdraw from this agreement. Notice will coincide with the teacher resignation dates as outlined in the Burgundy Book.



## Appendix 2

### Appendix 1

#### Recognised Trade Unions covered by the scope of this agreement

- Unison
- GMB
- Unite
- Association of Teachers and Lecturers (ATL)
- National Association of Head Teachers (NAHT)
- National Association of Schoolmasters Union of Women Teachers (NASUWT)
- National Union of Teachers (NUT)
- Association of School and College Leaders (ASCL)

### Appendix 2

#### Time Off for Trade Union Representatives - Schools

There is a requirement to allocate budgets for trade unions as schools are required to backfill (normally in the form of supply cover) when representatives undertake trade union duties.

In determining the level of facilities time per union, the following has been taken into account:

- The number of members with Lambeth schools
- Collective bargaining arrangements

<b>Number of Trade Union members (excludes retired members)</b>	<b>Days per week</b>
0-100	0.5
101 - 400	1
401 -600	2
501 -800	3
801 - 1,000	4.0
1,001 - 1,200	4.5
1,201 - 1,400	5
1,401-1,600	5.5

## Appendix 2

1,601 - 1,800	6
1,801 - 2,000	6.5

### Union Panel Secretary role

There is an important role for a union panel secretary which helps to co-ordinate meetings and agenda for meetings which is also agreed as a part of this agreement.

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