



HILLINGDON SCHOOLS FORUM

AGENDA

Tuesday 7th October 2025 at 1pm
Committee Room 5, Civic Centre

Item		Approx Timings	Lead	Paper/ Verbal
1.	Welcome, apologies & opening comments		Chair	Verbal
2.	Minutes and actions from previous meeting 09.09.2025		Chair	Paper
3. Items for Decision				
a)	Review Constitution & Membership Review	10 mins	Chair & AP	Paper
b)	School Block Transfer – Consultation outcome and decision	10 mins	Chair	Paper
c)	Education Statutory Duties De-delegation - Consultation outcome and decision	10 mins	AP	Paper
d)	Proposed Consultations – Schools Block NFF	10 mins	NA	Paper
e)	Scheme for Financing Schools - April 2025-March 2026	20 mins	LH	Paper
f)	De-delegation - Pension admin 2026/2027 (financial year)	10 mins	LH	Paper
g)	De-delegation - Trade Union Facilities Time 2026/2027 (financial year) i) Voting to de-delegate (item 2.2 in supporting papers) ii) Voting on the per pupil funding. (item 2.3 in supporting papers)	10 mins	NA/NEU	Paper
4. Items for Information				
a)	2025/2026 DSG Budget Monitoring	10 mins	NA	Paper
5. AOB				
6. Next Meeting Date				
	Next meeting will be held on Thursday 15 th January @ 1pm (Online).		Chair	
7. Closing Comments				

SCHOOLS FORUM MEMBERSHIP

Voting Members

NAME	ORGANISATION	ROLE	TERM ENDS
Maintained Nursery (1)			
Shabana Aslam	McMillan Early Childhood Centre	Headteacher	Sep 2026
Maintained Primary (6)			
Vacancy			
Carly Rissen	Colham Manor	Headteacher	Sep 2028
John Buckingham	Glebe School	Governor	Sep 2028
Jo Palmer	Hillside Infant & Junior Schools and Minet Junior School	Governor	Sep 2028
Tony Eginton	Minet Infant & Nursery Schools and Hillside Junior School	Governor	Sep 2028
Phil Haigh	Cherry Lane Primary School & Meadow High School	Governor	Sep 2028
Maintained Secondary (1)			
Dan Cowling (VICE CHAIR)	Oak Wood School	Headteacher	Sep 2026
Maintained Special (1)			
Pearl Greenwald	Hedgewood School	Headteacher	Sep 2027
Academy Primary (4)			
Harshindar Buttar	The Park Federation	Principal of Lake Farm Park Academy	Sep 2027
Nicola Edwards	William Byrd School	Headteacher	Sep 2028
Nicola Kelly	Charville Academy	Headteacher	Sep 2029
Roseline Wilkinson	Charville Academy	Governor	Sep 2029
Academy Secondary (8)			
John Garner	Ruislip High School	Governor	Sep 2026
Roger Leighton	Partnership Learning Trust	CEO	Sep 2029
Liam McGillicuddy	Bishopshalt School	Headteacher	Sep 2027
Ben Spinks (CHAIR)	Middlesex Learning Partnership	CEO	Sep 2028
Vacancy			
Vacancy			
Vacancy			
Vacancy			
Special Academies (1)			
Sudhi Pathak	Eden Academy Trust	COO	Sep 2026
Alternative Provision (1)			
Laurie Cornwall	The Skills Hub	Deputy CEO	Sep 2027
Private, Voluntary & Independent Early Years Providers (2)			
Elaine Caffary	4 Street Nursery	Nursery Manager	Sep 2028
Naazish Haq	Little Companions	Manager/Owner	Sep 2027
14-19 Partnership (1)			
Vacancy			
Diocesan Representative (1)			
Nicola Dallibar St Andrews C of E Primary	St Andrews CofE Primary School	Headteacher	

Other attendees (non-voting)

NAME	REPRESENTING	ROLE	TERM EXPIRES
Debbie Gilder	Pield Heath School	Governor	
Nicky Bulpett	Ruislip Gardens	Headteacher	Sep 2028
Louise Crook	Coteford Infant School	Headteacher	Sep 2028
Maintained Special			
Graham Cunningham	Meadow High	Headteacher	Sep 2027
Officers			
Ndenko Asong	LA Strategic Finance Consultant		
Gary Binstead	LA Head of Education & SEND Commissioning		

Helen Boundy	LA (Clerk)		
Luisa Hansen	LA Head of Children's Finance		
Dominika Michalik	LA Assistant Director of SEND & Inclusion		
Nav Minhas	LA School Place Planning Manager		
Abi Preston	LA Director of Education & SEND		
Philip Ryan	LA Portage and Families' Information Service - Service Manager		

Actions from meeting 09.09.25

Item	Action	Responsibility
Review Terms of Reference for High Needs & Early Years Subgroup	Groups to meet in September and review/approve their Terms of Reference and membership including identifying new Chairs for the next academic year. Will then bring this back to Forum meeting in October for approval.	Item carried over from 08.07.25
Training Review & Future Meeting Arrangements	AP to send out a survey regarding training and then arrange training accordingly.	Partially completed – Future training to be arranged.
Review Constitution & Membership Review	Ensure wording is consistent throughout the document just use one word (category/type) and clarify removal of member if misses 3 consecutive meetings. Note when a ballot takes place confirm this will be confidential.	AP/BS/DC
Review Constitution & Membership Review	Finance Director (151 Officer) and Cllr O'Brien will always be on the distribution list for meetings.	HB
Review Constitution & Membership Review	Role of Shadow/Substitute members to be clarified.	AP/BS/DC
Review Constitution & Membership Review	TE to send email to AP/BS with specific points he has raised	TE/AP/BS
Review Constitution & Membership Review	Agreed that the issue of representation in Primary Maintained sector is to be further discussed at Primary Forum on 19/9/25 – whether to agree a 50% or 1/3 split between HT/Governors.	Primary Forum
Review Constitution & Membership Review	Revised constitution to be re-circulated to members with amendments once primary forum has made a decision regarding primary maintained sector.	AP/BS/DC
School Block Transfer	NA to amend table in section 5 – 25/26, to include an indicative prediction. Section 6 to be reworded to highlight the indicative impact pupil numbers will have on secondary schools – not just primary. Ensure that each table refers to a financial year or academic year.	NA
School Block Transfer	DC/NK to raise issue of traded SAS service at HASH and Primary Forum.	DC/NK
School Block Transfer	AP to provide an update at October SF meeting in regard to ESF and its impact as well as SENDEX.	AP
School Block Transfer	NA to provide an analysis that shows the overall impact of what the SBT would be to individual school budgets.	NA
School Block Transfer	NA to provide an update to figures modelled based on last year's figures of what the funding will bring in and what the cost of providing the services.	NA
Education Statutory Duties De-delegation.	A survey to be sent to maintained schools tomorrow 10.09.25, schools will have until 26 th September to respond. SF members will be asked to vote in October meeting on the proposal requesting Education Statutory Duties De-delegation.	AP/NA/HB
Top Up Payment Changes	NA to co-ordinate two separate meetings to be arranged between schools and Finance to discuss the banding review and its implications. One with special schools the other to be with non-special maintained.	NA
Top Up Payment Changes	NA offered all schools the opportunity to work on an individual basis to resolve any issues.	NA



HILLINGDON SCHOOLS FORUM MINUTES
Tuesday 9th September 2025 at 1pm via TEAMS

Voting Members

NAME	ORGANISATION	Role	Attendance	TERM ENDS
Maintained Nursery (1)				
Shabana Aslam	McMillan Early Childhood Centre	Headteacher	Present	Sep 2026
Maintained Primary (8)				
Vacancy				
Vacancy				
Kris O'Sullivan	Deanesfield Primary	Headteacher	Absent	Sep 2028
Carly Rissen	Colham Manor	Headteacher	Present	Sep 2028
John Buckingham	Glebe School	Governor	Apologies	Sep 2028
Jo Palmer	Hillside Infant & Junior Schools and Minet Junior School	Governor	Present	Sep 2028
Tony Eginton	Minet Infant & Nursery Schools and Hillside Junior School	Governor	Present	Sep 2028
Phil Haigh	Cherry Lane Primary School & Meadow High School	Governor	Present	Sep 2028
Maintained Secondary (1)				
Dan Cowling (VICE CHAIR)	Oak Wood School	Headteacher	Present	Sep 2026
Maintained Special (1)				
Pearl Greenwald	Hedgewood School	Headteacher	Present	Sep 2027
Academies (9)				
Harshindar Buttar	The Park Federation	Principal of Lake Farm Park Academy	Present	Sep 2027
John Garner	Ruislip High School	Governor	Present	Sep 2026
Nicola Edwards	William Byrd School	Headteacher	Present	Sep 2028
Liam McGillicuddy	Bishopshalt School	Headteacher	Present	Sep 2027
Ben Spinks (CHAIR)	Middlesex Learning Partnership	CEO	Present	Sep 2028
Nicola Kelly	Charville Academy	Headteacher	Present	Sep 2029
Roseline Wilkinson	Charville Academy	Governor	Present	Sep 2029
Roger Leighton	Partnership Learning Trust	CEO	Present	Sep 2029
(vacancy)				
Special Academies (1)				
Sudhi Pathak	Eden Academy Trust	COO	Present	Sep 2026
Alternative Provision (1)				
Laurie Cornwall	The Skills Hub	Deputy CEO	Present	Sep 2027
Private, Voluntary & Independent Early Years Providers (2)				
Elaine Caffary	4 Street Nursery	Nursery Manager	Present	Sep 2028
Naazish Haq	Little Companions	Manager/Owner	Present	Sep 2027
14-19 Partnership (1)				
Jonathan Jacob	Global Academy	Assistant Principal	Apologies	Sep 2028
Diocesan Representative (1)				
Nicola Dallibar	St Andrews C of E Primary	Headteacher	Present	

Other attendees (non-voting)

NAME	REPRESENTING	ROLE	Attendance	TERM EXPIRES
Independent Non-Maintained Special School				
Debbie Gilder	Pield Heath School	Governor		
Nicky Bulpett	Ruislip Gardens	Headteacher		Sep 2028
Louise Crook	Coteford Infant School	Headteacher	Present	Sep 2028
Maintained Special				
Graham Cunningham	Meadow High	Headteacher	Present	Sep 2027
London Borough of Hillingdon				
Ndenko Asong	LA Strategic Finance Consultant		Present	
Gary Binstead	LA Head of Education & SEND Commissioning		Present	
Helen Boundy	LA (Clerk)		Present	
Luisa Hansen	LA Head of Children's Finance		Present	
Dominika Michalik	LA Assistant Director of SEND & Inclusion		Present	
Michael Hawkins	LA Head of Education & Lifelong Learning		Present	
Abi Preston	LA Director of Education & SEND		Present	

Philip Ryan	LA Portage and Families' Information Service - Service Manager		Present	
Cllr Susan O'Brien	Cabinet Member for Children, Families & Education		Present	

Observers: Michael Goddard, Mundy Bowers, Michelle Doherty, Graham Hamwijk, Simon Curry, Lynne Kauffman, Fiona Dickins, Cllr Susan O'Brien

Item	
1.	<p>Welcome, apologies & opening comments</p> <ul style="list-style-type: none"> • BS welcomed everyone to the meeting. • Apologies were sent from JJ and JB.
2.	<p>Minutes from previous meeting 08.07.2025</p> <ul style="list-style-type: none"> • Most actions on agenda from previous meeting have been completed – outlined on table at end of agenda. • Training –survey has been sent out and the group can agree at next meeting in regarding to what training is required this year – particularly for new members. • Query regarding school balances, clarified at last meeting and papers available. NA confirmed that the deficit on central block fully discussed at last meeting and all papers were shared. • Minutes of last SF meeting held on 08.07.25 were AGREED as a true and accurate account.
a)	<p>Review Constitution & Membership Review</p> <ul style="list-style-type: none"> • Reviewed draft constitution following discussion at the previous meeting. The revised version has been tweaked to try and strike the correct balance between enabling new members to join without losing the skills and experience of existing members. Constitution has not been updated since 2012. • AP highlighted that more information has been set out regarding process of elections, and clarification regarding being in post for two terms point. Outlined who the regular LA attendees will be. • AP queried the role of the Shadow and whether this category is removed as anyone is welcome to attend these meetings. Requested clarification on role of substitutes. • TE outlined his concerns about the proposed changes had been made, citing DfE guidance on alternative ways in which members could be retained until their term of office has expired. AP confirmed she has reviewed the guidance in great detail and felt that the proposal was on balance the most effective. Ensuring ratios are maintained and the size of Schools Forum remains manageable. • TE expressed concern about imposing minimum of 50% HT in the maintained primary sector representatives and suggested having a minimum of 1/3 heads and 1/3 governors. Also raised issue of limiting two-term tenure. AP outlined that currently it is predominately governors which is not ideal and is out of line with other schools' forums. Governors will always have a representation in this group. The revised wording of the draft constitution suggests that the norm would be a max of two terms, but that members could serve longer if no other representatives come forward for election. New Finance Director will be invited to future meetings, though no obligation for him to attend invitations extended to Cllr O'Brien (who was able to join this SF meeting) • JP outlined her concern about equality of governors and that the changes could reduce the representation and input from governors. AP clarified that it is key that more school leaders are to be involved in SF whether through being a member or observer. • Clear that Academy members are under-represented in the current membership. Clarified that there is no stipulation as to number of different Academies represented. • Constitution to be reviewed on an annual basis. We can try the new format for the year and then review, can amend if it's not working. Objective is to get more school leaders involved. • AP suggested trialling new constitution for a year. It will be reviewed on an annual basis it can be changed next year if it is felt not to be working. • AP outlined Primary maintained – 4 governors / 2HT only area where out of balance. Easiest the 4 governors decide who to continue and recruit additional HT. No immediate change around terms of office. • Discussion was had around paragraph 18 of the DfE guidance and the different ways it can read. • BS noted it is essential that this issue is resolved, and forum reaches a position it can live with, this issue is not to dominate the meetings as there are significant financial decisions to be discussed and taken. • RL noted that governor representation widely varies between schools' forums. Also requested that the role that schools forum members have is outlined on membership list.

- Agreed that the issue of representation in Primary Maintained sector is to be further discussed at Primary Heads' Forum on 19/9/25 – whether to agree a 50% split or minimum 1/3 split between HT/Governors.

Proposal: Schools Forum asked to vote on main body of the revised constitution with the changes to primary maintained sector to be confirmed at the next meeting 7.10.25.

Outcome: Schools forum members voted on the proposal and unanimously approved the updated constitution (subject to small tweaks and maintained primary sector position)

Action: Ensure wording is consistent throughout the document just use one word (category/type) and clarify removal of member if misses 3 consecutive meetings. Where a ballot takes place confirm this will be confidential.

Actions: Finance Director (151 Officer) and Cllr O'Brien will always be on the distribution list for meetings.

Action: Role of Shadow/Substitute members to be clarified.

Action: TE to send email to AP/BS with specific points he has raised

Action: Agreed that the issue of representation in Primary Maintained sector is to be further discussed at Primary Forum on 19/9/25 – whether to agree a 50% or minimum 1/3 split between HT/Governors.

Action: Revised constitution to be re-circulated to members with amendments once primary heads forum has made a decision regarding primary maintained sector.

School Block Transfer (Consultation to run to 26th September 2025)

Intention at today's meeting is that the principals of the consultation are to be outlined and to inform members, not for a decision to be taken. **This is for both Academies and Maintained Schools**

Action: A survey is to be sent to all school headteachers tomorrow 10.09.25 schools will have until 26th September to respond. Schools Forum members will be asked to vote on the proposal of 1% School block transfer at the next Forum meeting, informed by the survey outcomes. Question will be whether schools support the 1% transfer. If this is not supported and not overturned by DfE the LA would have no option but to stop the non-statutory funding.

- AP outlined the principles of transfer asking for 1%. Schools Forum must always vote on SBT.
- Improvement journey and safety valve targets. Various documents shared outlining all the collaborative work that takes place to streamline all our funding streams.
- £65m deficit with HN, statutory override in place until March 2028, once removed that deficit goes on the council books and move us to a section 114 territory (as will many others).
- Previously £28m in year deficit, now 24/25 now £14m deficit. Working closely with special schools to reduce numbers of independent placements. Banded savings, savings around dynamic purchasing system but still have an in-year deficit.
- Currently deliver significant amount of non-statutory support for our schools but we don't have money in our budget £4m spend in non-statutory funding SENDEX, early support funding, notional threshold high numbers of EHCP, support with first £6K those that are highly inclusive. SAS service. Believe they have an impact and stop needs escalating in many cases. We can't afford these services without the SBT, cannot continue to overspend.
- AP clarified SF role in the decision making. Anything over 0.5% has to be referred to the secretary of state for approval. DfE are very clear that SF has to vote and give their voice either way which they do take into consideration. SF support makes a difference but there's not a direct correlation with disapplication outcomes.
- Formal vote in October – each non statutory service is clearly outlined for everyone – what's been supported informs decision making.
- Supporting Consultation Papers will further outline what each of these services that the SBT will fund. Aware that there is discrepancy across the borough with schools that benefit more than others from these additional services.
- Estimated that the 1% will be £3.5m.
- DC noted felt that the non-statutory areas, is more of a redistribution of wealth. A model could be proposed that schools can buy into those services. Current model enables some schools to benefit while others don't. Also is there information on impact? Also raised issue of schools about supporting schools with historical deficits.

b)

	<ul style="list-style-type: none"> Buy in could only apply to SAS service, funding frameworks can't do anything to change those. Meeting young people's needs in LBH regardless of what school, some schools are magnet for SEND and they are disproportionately impacted and the funding from the SBT supports those. CR queried if we don't spend SBT what happens to the money – we will spend the money won't be underspent as the transfer does not cover the full amount– always have a caveat of what would happen if money was underspent. <p>Action: NA to ensure that each table refers to a financial year or academic year.</p> <p>Action: NA to amend table in section 5 – 25/26, to include an indicative prediction. Section 6 to be reworded to highlight the indicative impact pupil numbers will have on secondary schools – not just primary.</p> <ul style="list-style-type: none"> LM noted Correlation/causation services provided that schools may or may not use. Case studies/data for children to show the impact of the provision that this money has had. Separate out services that could be traded and those that couldn't. If it's a good service people will buy into it. Look at what other London boroughs are doing. AP could look to trade SAS, but this would result in all schools having no support around SEND unless it is paid for. Requested HASH/Primary Forum to have a general discussion in regard to a traded service. <p>Action DC/NK to raise issue of traded SAS service at HASH and Primary Forum.</p> <p>Action: AP to provide an update at October SF meeting in regard to ESF and its impact as well as SENDEX.</p> <ul style="list-style-type: none"> NA clarified that 1% would be taken from the overall school's block allocation and the remainder is then distributed to schools with the minimum funding guarantee taken into account. Some schools would be more impacted than others. <p>Action: NA to provide an analysis that shows the overall impact of what the SBT would be to individual school budgets.</p> <p>Action: NA to provide an update to figures modelled based on last year's figures of what the funding will bring in and what the cost of providing the services.</p>
c)	<p>Education Statutory Duties De-delegation - <u>This is for Maintained Schools only</u></p> <p>Action: A survey to be sent to maintained school headteachers tomorrow, they will have until 26th September to respond. SF members will be asked to vote in October meeting on the proposal requesting Education Statutory Duties De-delegation.</p> <ul style="list-style-type: none"> This funds the statutory duties that the Council has to support maintained schools. Originally funded by the ESG grant which the government changed, so we have to top slice from maintained school budgets. Hillingdon is a very high delegating authority, we don't charge for many services and schools are free to pick where they get their services from. Only statutory duties are charged for though there are a range of other things that are given which aren't charged. Paper prepared for members clearly outlines this and can see that the contribution being asked for is low compared to other LAs as the general fund covers most of the costs. Benchmarking exercise with other LAs has taken place to show as a comparison. Supporting paper outlines a description of services to all schools versus maintained schools. Ensure it's clear to see the difference between what we have to do for all schools. Outlined recent project in regard to free school meal auto-enrolment which has found a significant amount of funding for schools and will continue to provide this service, which we are not charging for though other LAs do. £12 per pupil as a contribution to cover statutory costs, this is a slight increase on the charge of £11 per pupil last year. ND noted as a VA school, some of the maintained duties don't apply. <p>SF approved the consultation of Education Statutory Duties De-delegation</p>
	<p>Top Up Payment changes –</p> <ul style="list-style-type: none"> NA provided an unreserved apology on behalf of the LA due to the communication regarding the banding review. It had not been as good as it should have been. We believed that schools had been duly informed about this, but clearly not the case and many schools were not aware of the changes and impact it would have. Sincere apologies as schools should have

	<p>been forewarned whilst the banding review was taking place. We will ensure better communication going forward.</p> <ul style="list-style-type: none"> • Payment of top ups switched over 52 weeks to 39 weeks to be in line with the school calendar. As budgets are created on a financial year basis from a school perspective this would appear as 7/12s in the current year and 5/12ths still to come from an academic year perspective. • Due to this being introduced at the end of the summer term, August is a full holiday period and there were no payments. This clearly caused concern especially in Special Schools. Reports that users were seeing on the provider portal were unusual and this was followed by some unusual transactions as the system was trying to recalculate it. • For months where there is a school holiday there will be a dip in amount received. <p>Action: NA offered all schools the opportunity to work on an individual basis to resolve any issues and clarify the situation.</p> <ul style="list-style-type: none"> • Special Schools has specific questions for finance regarding this change and requested a separate meeting to discuss, with all special schools in attendance so a single version is given, to avoid any mixed messages between schools. • Concern about how pupil averages have been calculated as these seem to be at odds with LAs. <p>Action: NA to co-ordinate two separate meetings to be arranged between schools and Finance to discuss the banding review and impact on schools. One meeting will be specifically for Special Schools and the other to be non-special maintained.</p>
<p>6. Closing Comments – BS thanked everyone for attending and their contributions. The next meeting will take place in person on Tuesday 7th October 2025, in the council chamber.</p>	

Actions from meeting 09.09.25

Item	Action	Responsibility
Review Terms of Reference for High Needs & Early Years Subgroup	Groups to meet in September and review/approve their Terms of Reference and membership including identifying new Chairs for the next academic year. Will then bring this back to Forum meeting in October for approval.	Item carried over
Training Review & Future Meeting Arrangements	AP to send out a survey regarding training and then arrange training accordingly.	Partially completed – Future training to be arranged.
Review Constitution & Membership Review	Ensure wording is consistent throughout the document just use one word (category/type) and clarify removal of member if misses 3 consecutive meetings. Note when a ballot takes place confirm this will be confidential.	AP/BS/DC
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School Block Transfer	AP to provide an update at October SF meeting in regard to ESF and its impact as well as SENDEX.	AP
School Block Transfer	NA to provide an analysis that shows the overall impact of what the SBT would be to individual school budgets.	NA

Education Statutory Duties De-delegation.	A survey to be sent to maintained schools tomorrow 10.09.25, schools will have until 26 th September to respond. SF members will be asked to vote in October meeting on the proposal requesting Education Statutory Duties De-delegation.	AP/NA/HB
Top Up Payment Changes	NA to co-ordinate two separate meetings to be arranged between schools and Finance to discuss the banding review and its implications. One with special schools the other to be with non-special maintained.	NA
Top Up Payment Changes	NA offered all schools the opportunity to work on an individual basis to resolve any issues.	NA

Update on action items 08.07.2025

Item	Action	UPDATE
Review Constitution for Schools forum & Membership Review	AP/BS/DC will reflect on views of the group and look to return a constitution that provides a balance between the historic memory with a mechanism to allow new voices and new members to join.	Completed
Review Constitution for Schools forum & Membership Review	AP to add item to the Constitution regarding the attendance of LA Officers and who is invited to Forums.	Completed
Review Constitution for Schools forum & Membership Review	Profile of Schools Forum to be raised with more communications being sent out by the LA.	Completed
Review Constitution for Schools forum & Membership Review	New Constitution and a transition arrangement will be brought to Schools Forum meeting on 9 th September.	Completed
Review Terms of Reference for High Needs & Early Years Subgroup	EC will review Early Years ToR and membership and email AP with comments.	Completed
Review Terms of Reference for High Needs & Early Years Subgroup	Groups to meet in September and review/approve their Terms of Reference and membership including identifying new Chairs for the next academic year. Will then bring this back to Forum meeting in October for approval.	Item carried over
Review Terms of Reference for High Needs & Early Years Subgroup	HB to cancel HN Group scheduled for 17 th July circulate new dates for both HN and EY for September these meetings will focus on ToR's and appointing Chairs.	Completed
Training Review & Future Meeting Arrangements	AP to send out a survey regarding training and then arrange training accordingly.	Partially completed – Future training to be arranged.
Training Review & Future Meeting Arrangements	HB to share meeting invites for next academic year.	Completed
2024-25 DSG Outturn	When reviewing schools block allocations, reports must identify where the £849K is and track where it is to be distributed to ensure visibility and clarity.	Completed Information for future papers
2024-25 DSG Outturn	All finance reports must contain greater narrative and details behind the numbers to ensure clarity and transparency for Forum members.	Completed Information for future papers

Hillingdon Schools Forum Constitution

October 2025



HILLINGDON
LONDON

www.hillingdon.gov.uk

Constitution for the Hillingdon Schools Forum

September 2025

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1. Powers and Responsibilities

Hillingdon Schools Forum is set up under the requirements of Section 47A of the School Standards & Framework Act 1998, in compliance with the requirements of the [Schools Forums \(England\) Regulations 2012](#). Where any procedural matter relating to the working of the Forum is not specifically covered in the Constitution, the [Schools Forums: Operational and Good Practice Guidance](#), issued by the Department for Education (DfE) in December 2015 (or the latest version thereof) shall apply.

The Constitution will be reviewed annually, in the summer term. This will include reviewing the proportionality of membership against the January School Census data.

The Schools Forum is a statutory consultative body, with clearly defined roles and responsibilities. It is not a committee of the Council and therefore sits outside the legislation relating to Council Committees. Its powers and responsibilities have been defined by the Department for Education (DfE): [Schools forum powers and responsibilities](#).

2. Purpose and strategy

The purpose of Schools Forum is to oversee financial decision making in relation to funds designated for the benefit of all pupils in Hillingdon. Schools Forum oversees all aspects of the Dedicated Schools Grant (DSG), including funding for high needs and Early Years.

Schools Forum will be effective if:

- School leaders have confidence that the Dedicated Schools Grant for Hillingdon is being deployed to provide the most value possible for all pupils in state-funded schools.
- School leaders have confidence in decisions made by the Forum, and feel they have been given clear, timely and suitable opportunities to make their views known on matters that affect them.
- Members of Schools Forum feel they have benefitted from their time as members through the learning and development available to them.

3. General Principles of Conduct

In carrying out their duties in respect of Schools Forum, Members will be expected to observe the following Nolan Principles of conduct.

Selflessness

Members should take decisions solely in terms of the public interest. Members should serve only the public interest and should never improperly confer an advantage on any person or individual school.

Integrity

Members should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties. Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, members should make choices on merit.

Accountability

Members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office. Members should be accountable for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their role

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Should any member of Schools Forum be found to have committed a serious breach of any of the seven principles in any dimension of their professional role, whether in relation to matters relating to Schools Forum or in any other matter, that member may be subject to a motion of censure by the Forum:

This may only be considered in relation to the most serious matters.

A breach may only be established by prior investigation under formal powers (e.g. safeguarding, council complaint procedures, DfE, Ofsted).

- Any member of the Forum may propose a motion in relation to a breach of conduct, which must be made in writing to the Clerk. (see section 3.4).
- A decision must be taken by the local authority within a calendar month whether to allow the motion to be proposed to a vote by the Forum at a formal meeting.

- The local authority, having decided to allow the motion to be proposed, must first seek the resignation from the Forum of the member subject to the motion, and must do so at least ten working days before a meeting agenda is published containing such a motion.

4. Composition of Hillingdon Schools Forum

Regulations prescribe that:

- School and academy members must make up at least two-thirds of the membership of the Schools Forum.
- Representation for each sector (e.g. primary, secondary, special etc) must be proportionate to the number of pupils in the sector and will be reviewed annually based on January census data of pupil numbers. This review will take place in the July meeting.
- School representation may be provided by Headteachers or Governors, or for academies, alternative representatives can be members.

In accordance with the regulations, the Schools Forum must comprise of members from maintained schools, academies (if they exist) and non-school members. School members and Academies members must comprise at least two thirds of the membership of the Schools Forum and at least one member must be a representative of the governing bodies of maintained schools and at least one member must be a representative of the headteachers of maintained schools. For the maintained primary sector, a minimum of 50% of members must be Headteachers. Ideally a similar proportion of representatives for academies to maintained settings would be preferable, however, academies can decide to put forward any representative, therefore, this will be guidance for academies only.

The determination of the number of school representatives on Schools Forum will be based on the proportionality of pupil numbers in schools within a given category of school membership (e.g. primary maintained, secondary academy etc) when compared to the total number of pupils in schools.

To become a member of the Schools Forum, the relevant group is responsible for electing their own representative.

The membership of the Schools Forum is set out in the following table:

Category	No. of reps	Number of pupils	Elected by
Maintained School members - 9 (min 50% Headteachers for Maintained)			
Nursery	1	n/a	Automatic
Primary/ Infant/ Junior	6	15,930	Primary Forum
Secondary	1	2,655	HASH
Special	1	474	Agreed between the 2 x schools
Academy members - 14			
Primary /Infant/Junior	4	10,371	Formal election process with academy schools
Secondary	8	19,836	
Special	1	664	Formal election process with special academies
Alternative Provision	1	45	Automatic
Non-School members - 4			
PVIs	2	4920 (approx.)	Local Authority
14 – 19 Partnership	1	n/a	
Diocesan Representative	1	n/a	
Total	27		

(1:2500 pupils)

4.1 Conduct of elections

In the conduct of elections, all persons eligible to stand for Schools Forum must be given a reasonable opportunity to stand:

- A communication must be delivered to all eligible institutions who must be given a window of opportunity to express an interest in standing for office.
- Notice of the opportunity to stand must also be published by the local authority and in regular communications to all schools.
- If the number of persons expressing an interest in standing for election does not exceed the number of available places, no ballot will be held.
- If a ballot is held, this must be conducted by email and not in a general meeting, and the voting record of individuals must remain confidential.
- Ballots will be counted by the Clerk and Director of Education & SEND. The candidate with the most votes will be elected, followed by the next most votes, continuing until all available positions are filled. Any remaining candidates will not be elected.

4.2 Conduct of School members elections

Maintained schools

The Clerk to the Forum will write to all Headteachers and Clerks inviting nominations (either via the weekly briefing and/or directly). Nominations must be submitted to the Clerk to the Forum. Once received, all nominations for Headteachers and governors will be shared with

Primary Forum or HASH for secondaries who will vote (maintained schools only) for the representatives for maintained schools.

Academies

The Clerk to the Forum will write to all Headteachers and Clerks/ Chairs of Trustees of Hillingdon academies (either via the weekly briefing and/or directly) to alert them to the vacancies and request nominations. Secondary academy representatives will be selected via an election process by HASH. For primary academy representatives, Primary Forum will manage the election process.

Special Schools

The Clerk to the Forum will write to the Headteacher and Clerks/ Chair of Governors/ Trustees of Hillingdon special schools (either via the weekly briefing or directly) to invite self-nomination. An election will be run by the LA with special academy schools to select the representative. For maintained special schools, as there are only two maintained special schools in the borough, the schools will decide who is best to be represented as a member.

4.3 Conduct of Non-Schools members elections

Non-Schools members refers to:

- PVI's representatives
- 14-19 representatives
- Diocese representatives

Private, Voluntary and Independent Providers (PVI)

The Head of Education Improvement & Partnerships will write to all Hillingdon PVI members to invite self-nominations. A ballot will be undertaken at the Early Years Sub-Group.

14-19 Partnership

The Clerk to the Forum will write to the Principals of 14-19 settings which serve the locality. The LA will identify the representative from nominations put forward.

Diocesan Representative

The Head of Education Improvement & Partnerships will write to the Diocese to ask for the representative they wish to put forward.

5. Membership

5.1 Terms of Office

Members are representatives not delegates. They should act in accordance with what they consider to be the best interests of Hillingdon's children and young people. A forum member remains in office until:

- a. The member's term of office expires. In accordance with this constitution, this is 4 years from the anniversary date of appointment.
- b. The member ceases to hold the office by virtue of which the member became eligible for election, selection or appointment to the forum
- c. In the case of a non-school member, the member is replaced by the local authority, at the request of the body which the member represents, by another person nominated by that body.
- d. The member fails to attend at least 3 meetings within the annual meeting cycle running from September through to August
- e. The member resigns, providing 1 months' notice
- f. A member has served two terms (2 x 4 years) or more, at which point an election will take place. Members who have served two terms or more can be nominated again, however, new members will be prioritised over those members who have served two terms or more, to enable a broad representation across the settings and a range of contributions from different members.

5.2 Appointment of Chair and Vice-Chair

Schools Forum will need to elect a Chair and Vice-Chair in the first meeting at the beginning of the academic year running from September through to August. The Schools Forum must elect a Chair from amongst its own members, so it is not possible to elect an independent Chair. In addition any elected member of the local authority or officer of the local authority who is a member of a Schools Forum may not hold the office of Chair.

The Chair and Vice-Chair will remain in office for two years from the date of election unless:

- a) The member ceases to hold the office by virtue of which the member became eligible for election, selection or appointment to the forum
- b) The member resigns, providing 1 months' notice

The Chair and Vice Chair can remain in post for up to two terms (four years), following elections, if members vote to agree to a second term. Following this period, the Chair and Vice Chair should change to an alternative member.

A local authority officer will be responsible for the conduct of any election required. The method for voting will be by a confidential ballot.

Only voting members of the Forum can be elected as Chair or Vice Chair.

At any meeting where both the Chair and Vice Chair are absent the Forum shall elect, from those voting members present, a person to take the Chair for that meeting only.

The Chair and / or the Vice-Chair may be removed from office by a majority of votes cast by secret ballot. Any call for a ballot to remove the Chair and / or Vice-Chair must be made in writing, signed by at least 25% of the total voting membership and received by the Clerk at least 7 days in advance of the meeting at which the ballot would be taken. The Clerk must advise the Chair and Vice Chair immediately any such motion is received.

5.3 Local Authority officers and elected members

Professional advice to the Forum will be provided by officers of the local authority who will be entitled to attend and speak at meetings of the Forum and any sub-groups/ task and finish groups that it convenes. Local Authority officers do not have voting rights.

Regular attendees of LA officers will be:

- Director of Education & SEND
- Assistant Director of SEND & Inclusion
- Head of Education & SEND Commissioning
- Head of Education Improvement & Partnerships
- Finance Business Partner
- Head of Children's Finance
- Clerk

Other LA officers will attend the forum meetings as appropriate, depending on the agenda and items to be discussed.

Executive members with responsibility for education/children's services or resources of the local authority are able to participate in Schools Forum meetings. By doing so such elected members are able to contribute to the discussion and receive first-hand the views of the Schools Forum. The regulations provide the right for executive members to attend and speak at Schools Forum meetings. However, there is no requirement for this to happen. There should be clear channels of communication between the Schools Forum and executive members.

5.4 Appointment of Sub-Group Chairs

In the event that Schools Forum sets up subgroups, Schools Forum will need to elect a Chair at the meeting where it was decided to set up such a sub group.

The Chair of the Subgroup will remain in office for two years from the date of election unless:

- a) The member ceases to hold the office by virtue of which the member became eligible for election, selection or appointment to the forum
- b) The sub group is no longer required
- c) The member resigns, providing 1 months' notice

5.5 Changes to membership:

- If a member is moving from their current school, they must inform the Schools Forum Clerk who will advise on whether this will affect their ability to continue as a member of Schools Forum.
- A member will be seen as a non-attender when they have failed to attend three consecutive meetings. At this stage, their position will be advertised as a vacancy and the nomination process will begin.
- Where a member has resigned, or been deemed to resign, a nomination and election process will be held within a 3 month period following the resignation. Their membership will be ratified at the first meeting following their election.
- Membership will be reviewed each July following the school census where any changes will be reflected.

5.6 Quorum & substitute members

For meetings to be quorate, at least 40% of members (excluding vacancies) must be present. Schools Forum may not legally take decisions when it is not quorate. Voting methods will be confirmed within each meeting.

If a member is unable to attend a meeting, they may send a representative on their behalf to act as a substitute. Substitute members will have the same constitutional powers and responsibilities as full members.

It is the responsibility of the elected representative to:

- Notify their substitute if they are unable to attend a meeting.
- To forward any papers and meeting invites to the substitute.
- Notify the Forum Clerk that their substitute is attending on their behalf at least 2 working days before the meeting.

6. Conduct of Meetings

6.1 Agenda and documentation

- The agenda will be agreed at a pre-meeting of the Chair, Vice Chair and local authority officers, held at least 10 working days prior to the meeting. All items for the agenda must be raised and agreed in the pre-meeting.
- Members wishing to add items to the agenda should notify the Chair, Vice Chair or clerk one month before the meeting.
- Agendas, including relevant papers, will be published at least 5 working days prior to the meeting, via the Schools Forum pages of the local authority website and via email to members.
- Reports to the Schools Forum should be submitted using the standard template which indicates the purpose of the item and which members are eligible to vote if applicable.

The Schools Forum should set its own agenda within the remit as set out in the regulations. A forward plan will be in place to detail the key items that will be presented at each meeting. Additional items can be agreed through the pre-meetings or via agreement in forum meetings. Meeting dates will be set at/ by the last meeting of the academic year for the next academic year.

The Schools Forum must meet at least **four** times in a year, where the timing and location of meetings should be determined by the Schools Forum.

Meetings should take place in public, although confidential items, such as commercially sensitive information regarding contracts, may be considered in private with the agreement of the forum.

The Regulations provide that the Secretary of State can appoint an observer to attend and speak at Schools Forum meetings, e.g. a representative from the Department for Education (DfE). This allows a conduit for national policy to be discussed at a local level and provide access for Schools Forum to an additional support mechanism, e.g. where there are highly complex issues to resolve.

6.2 Frequency

The Forum will meet formally at least four times a year.

Meeting dates will be set at the last meeting of the academic year for the next academic year.

Dates will be set to fit with key decision points in the year. Forum members may be invited to join informal meetings for the purposes of CPD.

Where necessary, additional meetings may be called. This includes Task and Finish groups for specific pieces of work. The Forum will agree clear terms of reference for such groups, using a standard template.

6.3 Record of meetings

The meeting record will include formal minutes of the meeting and a record of actions. These will include:

- Details of any papers presented before or during the meeting
- Details of attendees, and any declarations of interest
- Main discussion points
- Decisions and actions
- Voting record
- Details of subsequent meetings

These will be published within 10 working days of the meeting, via the [Schools Forum](#) pages of the local authority website, following sign-off by the Chair.

Notification of decisions made in Schools Forum meetings will be included in the weekly Schools Bulletin circulated to all Hillingdon schools and governing bodies.

The minutes will be ratified at the next formal meeting of the Schools Forum.

Meetings will be recorded in line with the process for public meetings.

Although the business of Schools Forums must be open and transparent, it is recognised that from time to time items of a confidential nature will need to be discussed.

7. Urgent matters

- Where the Chair or Local Authority identifies an urgent issues / proposal needs to be considered outside the planned meetings, members may be consulted via email.
- The Chair & Vice Chair may also give a view to the Local Authority on an urgent issue but have no power to take a decision on behalf of the Forum in any circumstances.
- If a decision is needed outside of the planned meeting, the Chair may call an additional meeting to discuss the urgent issue and make a decision. The additional meeting will be held in public and every effort will be made to ensure that as much notice as possible is given and papers published ahead of the meeting.

8. Support to the Schools Forum

8.1 Clerk to the meetings

Hillingdon Council will provide a Clerk to support the Schools Forum. The Clerk will work with the Chair, Vice Chair and local authority officers to arrange and support meetings, including additional meetings of the Forum as the need is identified. This includes:

- Meeting invitations for members
- Publication of meeting details via the Schools Forum website
- Collation and publication of papers prior to meetings
- Preparation and publication of minutes
- Managing the voting process (private or public) at meetings
- Advertising membership vacancies
- Overseeing the nomination, election and ratification of new members
- Providing new members with the relevant information to support them in undertaking the role
- Preparing communications for schools and providing written updates to be published in the weekly Schools Bulletin
- Ensuring up to date information about the Forum is available via the Schools Forum website.

8.2 Training and development

In order to be effective in their role, a member of Schools Forum should have a good understanding of financial management as it relates to education. This understanding is not assumed, and all members of Schools Forum have the right to expect that good learning and development opportunities be made available to them to enable them to meet their obligations.

Hillingdon Council will provide:

- An induction pack to newly appointed Schools Forum members
- A programme of learning and development in relation to financial management for Schools Forum members to access on a voluntary basis.
- Information about relevant learning and development opportunities available to Schools Forum members including, but not exclusively, the programme provided by the Department for Education (DfE).
- Opportunities for staff employed in education in Hillingdon who are not members of Schools Forum to be informed about the workings of the group, and about financial matters generally.

9. Functions

9.1 Consultation on financial issues

The London Borough of Hillingdon must consult the Schools Forum annually in respect of the authority's functions relating to the schools budget, in connection with the following:-

- a) amendments to the school funding formula;
- b) arrangements for the education of pupils with special educational needs;
- c) arrangements for the use of pupil referral units and the education of children otherwise than at school;
- d) arrangements for early years provision;
- e) administrative arrangements for the allocation of central government grants paid to schools via the authority

9.2 Consultation on contracts

The London Borough of Hillingdon must consult the forum, at least one month prior to the issue of invitations to tender, on the terms of any proposed contract for supplies or services (being a contract paid or to be paid out of the schools budget) where the estimated value of the proposed services contract is not less than the specified threshold which applies to Hillingdon in pursuance of Regulation 8 of the Public Contracts Regulations 2006.

9.3 Powers under Department for Education regulations

Schools Forums generally have a consultative role. However, there are situations in which they have decision-making powers. The overarching areas on which Schools Forums make decisions on local authority proposals are:

- a) De-delegation from mainstream school budgets (approval will be required by the relevant phase members of Schools Forum), for prescribed services to be provided centrally.
- b) To create a fund for significant pupil growth in order to support the local authority's duty for place planning and agree the criteria for maintained schools and Academies to access this fund.
- c) Funding for prescribed historic commitments where the effect of delegating this funding would be destabilising.
- d) Funding for the local authority in order to meet prescribed statutory duties placed upon it. Approval is required to confirm the amounts for each duty and no new commitments or increases in expenditure from 2014/15 are permitted.
- e) Funding for central early years expenditure, which will include funding for checking eligibility of pupils for an early years place and/or free school meals.
- f) Authorising a reduction in the schools budget in order to fund a deficit arising in central expenditure that is to be carried forward from a previous funding period.

In each of these cases, the local authority can appeal to the DfE if the Schools Forum rejects its proposal.

10. Support for Schools Forum

Hillingdon Council will provide a Clerk to support the Schools Forum

The Clerk will work with the Chair, Vice Chair and local authority officers to arrange and support meetings, including additional meetings of the Forum as the need is identified.

10.1 The treatment of forum costs in relation to the LA's budgetary arrangements.

The costs of administering the forum and any expenses reimbursed or the costs of any work commissioned by the Schools Forum will be a charge against the Schools' Budget for the year.

11. Register of Interests

All members of the Schools Forum are required to provide and maintain their entry in the register of interests.

Appendix 1:

London Borough of Hillingdon Schools Forum Member Roles & Voting

De-delegation Primary	De-delegation Secondary	Schools Block Transfer to High Needs	Scheme for financing schools	Schools Funding Formula	Central spend – pupil growth/ falling rolls	General Duties	Retained Duties	Central spend – EY, CSSB	last updated 2025	
1	2	3	4	5	6	7	8	9		
Voting									Phase	Role
Schools Members										
		x	x	x	x	x	x	x	Maintained nursery	Head
x		x	x	x	x	x	x	x	Maintained Primary	Head/ Gov
	x	x	x	x	x	x	x	x	Maintained Secondary	Head
			x	x	x	x	x	x	Maintained Special	Head/ Gov
Academies Members										
		x		x	x		x	x	Primary Academy	Head
		x		x	x		x	x*	Secondary Academy	Head/ Gov
							x	x*	Special Academy	Finance Rep
							x	x*	Alternative Provision	Head
Non-School Members										
								x	PVI	Head
								x*	14-19	Head
Other Attendees										
No voting rights									INMSS	Finance rep
									Shadow reps	Head

*for CSSB only

Appendix 2: Weblinks


Schools Forums (England) Regulations 2012 - <https://www.legislation.gov.uk/uksi/2012/2261/contents/made>

Schools Forums: Operational and Good Practice Guidance - <https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015>

Schools forum powers and responsibilities -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/971711/2021_Schools_forums_powers_and_responsibilities.pdf

Schools Forum - <https://www.hillingdon.gov.uk/schools-forum>

	London Borough of Hillingdon Schools Forum 7th October 2025
Title	Schools Block Transfer Consultation Responses
Agenda Item	3b
Report by	Abi Preston
Appendices	n/a
Recommendation(s)	<input type="checkbox"/> Information <input type="checkbox"/> Consultation <input checked="" type="checkbox"/> Decision – for maintained + academy primary & secondary schools only

1. **Purpose:** To review feedback from schools following the consultation on the proposed 1% Schools Block transfer.

2. Consultation:

Forum members will be asked to vote on the schools block transfer proposal of 1% for 2026-27 presented during the October Schools Forum meeting. This is to fund the pre-statutory support that Hillingdon Council offers school, such as SENDEX, ESF funding and the Notional Threshold funding for schools with high percentages of children with EHCPs on roll.

It was agreed that Forum would have a broader consultation to gather feedback from all schools impacted by the 1% proposal to ensure all schools were aware and could share their views.

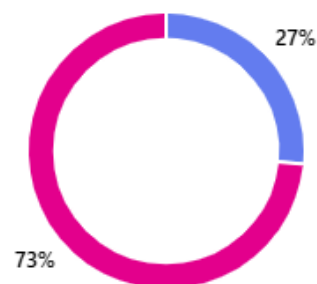
The consultation ran from 11th September to 6th October 2025 via a survey which was sent to Headteachers requesting their views. The deadline was extended from 26th September, following a request from Primary Forum.

A follow up session was held with primary schools to discuss the proposal further and clarify any queries.

A total of 49 schools responded to the consultation. The results are as follows:

5. Do you support the transfer of 1% of School Block to the High Needs Block which will enable the non-statutory funding to continue?

● Yes 13
● No 36



If you have answered no, what percentage transfer would you support?

- 0% - 10
- 0.2% -1
- 0.25% - 1
- 0.5% – 17
- 0.75% -2

If you do not agree with the transfer of funds, do you have any further suggestions to enable the high needs deficit to reduce to an equivalent amount and enable the area to meet its duties within the allocated budget envelope?

Please see below a selection of comments/themes that were received in the consultation in response to the above question:

Comments/ themes	Response
There should be higher funding from government to avoid needing to ask schools to contribute towards high needs. There is insufficient funding for SEND which needs to be addressed by central government (summary of a number of comments)	SEND reforms are on the horizon so we will look forward to hearing the new direction of travel later this term.
SAS services could be part of an SLA in the future. Whilst I understand the deficit needs to be reduced, it is not fair to say to the children that they cannot be fully funded and supported due to a debt that is outside of their control. It is increasingly difficult to support children with increasing levels of needs with less and less money.	We are looking at all of our services and plan to create a traded offer for SAS in future. Please do feedback what support you would be interested in purchasing.
Find more streamlined ways of delivering training- application from schools. Schools can fund their own training with money given. SEND special schools can deliver outreach programmes. Publish how Early help and SENDEx funding is distributed as we do not see the impact at our school. Make tighter/clearer criteria for this funding if needed	We are looking at opportunities to create an outreach model with special schools. We do share information about costs of SENDEx and other types of pre-statutory support – we are happy to explore ways we can share this more with schools.

I think that we should be asked to pay in for certain services which will allow schools in a budget deficit more control over their finances.	As per the first response, we are looking at options of trading services in future.
Maximising efficiencies already achieved in SEND services (e.g. further reducing reliance on high-cost independent placements and building more in-borough provision). Seeking reinstatement of full Safety Valve contributions from the DfE rather than shifting the burden onto schools.	Agreed – we are waiting to hear an update on the safety valve payments and continue to drive forward more savings from high cost placements, wherever possible.
I am in deficit budget, so although I appreciate the support from pre statutory services, I have no spare budget.	Thank you – we appreciate the feedback.
Currently our school is in a deficit budget and with increased SEN needs due to insufficient spaces in specialist provisions every penny counts. Perhaps a percentage basis from schools that have a surplus, dependent on size. A blanket decision across all schools doesn't seem fair when certain demographics means disproportionately more needs than others	We have explored lots of different options to see if we can vary how each school contributes towards the schools block transfer but unfortunately there is no legitimate way of varying this as we are bound by the national funding formula. We do not have insufficient capacity in special schools – LBH is one of the highest areas for placing in special schools and lowest for placing in mainstream – this is adding to the budget pressures in the High Needs block so there is more work to do on this.
Unfortunately, not. I very much sympathise with the LA position. However, with most schools making significant cuts to their spending, the loss of the additional 0.5% would be damaging. However, I am also very much aware of the need to fund the additional services. Sorry!	Noted – thank you.


3. Recommendations:

Schools forum to note the contents of the consultation feedback. Schools Forum members will be asked to vote on the outcome of the consultation on 7th October 2025.

As the schools block transfer is above 0.5%, we are required to refer this to the Secretary of State for a decision irrespective of the outcome of the consultation. However, the DfE expects Forum/schools to feedback as part of their decision making.

The feedback shared by schools as part of the wider consultation will be shared with the DfE along with the formal voting outcome at the October forum meeting.

Based on 2025/26 request, we expect to hear an outcome early in 2026 and will update forum once the decision is received.

	London Borough of Hillingdon Schools Forum 7th October 2025
Title	School Block De-Delegation Information 2026/27
Agenda Item	3c
Report by	Abi Preston
Appendices	N/A
Recommendation(s)	<input type="checkbox"/> Information <input type="checkbox"/> Consultation <input checked="" type="checkbox"/> Decision – for maintained schools to vote

1. Purpose:

To review the feedback from maintained schools following the consultation for the proposed General Education Duties De-Delegation 2026-27.

2. Background

The Council proposes to charge the maintained school budget shares £12 per pupil (based on 2025/26 rates) to cover the costs of the services listed below, which were previously funded by ESG, totalling £217k (to be confirmed once DSG funding is confirmed).

A consultation was carried out with schools to vote on the de-delegation for general education duties. The consultation ran from 11th September to 6th October 2025 via a survey which was sent to Headteachers requesting their views. The deadline was extended from 26th September, in line with the extension to the Schools Block transfer consultation.

A total of 31 schools responded to the consultation.

The results are as follows:

5. Do you agree with the de-delegation funding for statutory education services of £12 per pupil ?




90% (28) of schools disagreed with the de-delegation. 10% (3) agreed.

Summary of themes that came through the feedback:

- Many schools are facing significant budget deficits and state they cannot afford any further reduction in their budgets.
- Several headteachers mention that every pound is critical for day-to-day operations.
- Many believe that statutory services should be funded directly by central or local government, not by top-slicing school budgets.
- Some schools, especially church and voluntary aided (VA) schools, feel they do not benefit equally from centrally provided services, as they already pay for similar services elsewhere.
- Some suggest a more flexible or “buy-in” model.

4. Recommendations

Schools forum to note the contents of the consultation feedback. Schools Forum members will be asked to vote on the outcome of the consultation on 7th October 2025.

	<p style="text-align: center;">London Borough of Hillingdon Schools Forum 07th October 2025</p>
<p>Report Title</p>	<p>Schools Funding and National Funding Formula (NFF) – FY26-27</p>
<p>Agenda Item</p>	<p>3d</p>
<p>Decision/Discussion/Information</p>	<p>Decision</p>
<p>Author</p>	<p>Ndenko Asong, Strategic Finance Consultant nasong@hillingsdon.gov.uk</p>
<p>Appendices</p>	<p>n/a</p>

1. Intro

- 1.1. The National Funding Formula (NFF) for FY2026-27 is still yet to be published following the 2025 spending review breaking away from tradition. The DfE have however made assurances that the details of the NFF will be published this autumn. In the meantime, there has been a confirmation of the factors to be included in the formula. In essence, the NFF for FY2026-27 will operate in the same way as in FY2025-26. See Appendix I.
- 1.2. In the absence of funding levels overall for the schools NFF, this paper seeks a decision from the forum on the guiding principles to be applied to the NFF in the distribution of the schools block.

2. Schools Funding NFF Policy Update/Changes

- 2.1. As a recognition of the delay in publishing the funding details and levels of the NFF, the DfE has opted to leave the formula largely unchanged from the previous financial year FY2025-26.
- 2.2. The expectation of every LA to move 10% closer to the NFF, along with the rules governing that move, remain as part of the requirement for setting the local funding for FY2026-27.
- 2.3. Though Free school meal (FSM) will be extended to all children in households receiving Universal Credit from September 2026, this will not be part of the funding levels in the funding formula in FY2026-27 but rather, the additional cost of meeting this requirement will be provided to schools as a separate grant.
- 2.4. It has been confirmed that the schools budget support grant (SBSG) and the National Insurance Contributions (NICs) grant will be rolled into the NFF for FY2026-27.
- 2.5. The exact nature in which these grants will be rolled is expected to be the same as the rolling in of the core schools budget grant (CSBG) in previous years. We should therefore expect to see a significant increase in factors such as the

AWPU, FSM(6) and premises factors to compensate for the inclusion of these grants. Appendix II shows the amount added to the core factors in FY2026-27 by the rolling in of each grant.

3. Principles for NFF application in FY2026-27

- 3.1.** Appendix III – NFF Tables, provides details on how the NFF was applied in FY2025-26 against the published NFF as well as estimates for the factor values for FY2026-27 after estimating the rolling in of the NICs and SBSG grants at an assumed zero percent inflation.
- 3.2.** In FY2025-26, the NFF was matched in the local authority proforma tool with variance only applied to the basic entitlement to meet the constraints of the budget.
- 3.3.** With the substantial increase in factors such as FSM and AWPU from the rolling in of previously stand-alone grants, it is likely that this budget constraint in varying the factors will continue to be the case in FY2026-27.
- 3.4.** It will likely be a requirement to vary one or two factors up or down from the published funding factors to achieve a balanced budget. It is suggested that the forum approves the recommendations of this paper to allow the

4. Recommendations

- 4.1.** It is recommended that the forum approves in principle, the variation of basic entitlement as required to meet the constraints of the schools block allocation.
- 4.2.** It is recommended that the forum approves limiting variation of any factor to +/- 2.5% of the published NFF in line with funding guidelines.

Appendix I – Confirmed NFF Factors of FY2026-27

A	Basic per pupil funding	Basic Entitlement						
B	Additional needs funding	Deprivation	Low prior attainment	English as an additional language	Mobility			
C	School-led funding	Lump sum	Sparsity	Premises				
				Rates	PFI	Split sites	Exceptional premises	
D	Geographic Funding	Area cost adjustment						
E	Protection Funding	Minimum per pupil level			Funding floor			

Appendix II – Grant Roll-in Tables

Table 1: Factor value uplifts from the rolling in of grants (before ACA Adjustment)

Factor	NICs	SBSG	Total
Primary basic per-pupil	£78	£55	£133
Key stage 3 basic per-pupil	£68	£78	£146
Key stage 4 basic per-pupil	£77	£88	£165
Primary FSM6 per-pupil	£75	£49	£124
Secondary FSM6 per-pupil	£60	£72	£132
Lump sum	£2,400	£2,086	£4,486


Table 2: Minimum per pupil (MPPL) funding uplifts

MPPL	NICs uplifts	SBSG uplifts	Total
Primary MPPL	£93	£66	£159
Secondary MPPL	£83	£91	£174

Appendix III – NFF Tables

	2025-26 APT	2025-26 NFF	% Difference	Rolled in Grants (Anticipated)	2026-27 NFF (estimate)	Estimated % Change from FY2025- 26
Basic per pupil funding						
Basic entitlement						
Primary basic entitlement	£4,272	£4,233	1% ▲	£146	£4,379	3% ▲
Key stage 3 basic entitlement	£5,846	£5,966	-2% ▼	£161	£6,127	5% ▲
Key stage 4 basic entitlement	£6,590	£6,727	-2% ▼	£182	£6,908	5% ▲
Minimum per pupil						
Primary minimum per pupil funding	£4,955	£4,955	-	£175	£5,130	4% ▲
Secondary minimum per pupil funding	£6,465	£6,465	-	£191	£6,656	3% ▲
Additional needs funding						
Deprivation						
Primary free school meals (FSM)	£545	£545	-		£545	-
Secondary FSM	£545	£545	-		£545	-
Primary free school meals Ever 6 (FSM6)	£1,166	£1,166	-	£136	£1,303	12% ▲
Secondary FSM6	£1,711	£1,711	-	£145	£1,856	8% ▲
Primary IDACI F	£259	£259	-		£259	-
Primary IDACI E	£314	£314	-		£314	-
Primary IDACI D	£490	£490	-		£490	-
Primary IDACI C	£539	£539	-		£539	-
Primary IDACI B	£572	£572	-		£572	-
Primary IDACI A	£754	£754	-		£754	-
Secondary IDACI F	£374	£374	-		£374	-
Secondary IDACI E	£495	£495	-		£495	-
Secondary IDACI D	£699	£699	-		£699	-
Secondary IDACI C	£765	£765	-		£765	-
Secondary IDACI B	£820	£820	-		£820	-
Secondary IDACI A	£1,045	£1,045	-		£1,045	-
Low prior attainment (LPA)						
Primary LPA	£1,293	£1,293	-		£1,293	-
Secondary LPA	£1,964	£1,964	-		£1,964	-
English as an additional language (EAL)						
Primary EAL	£655	£655	-		£655	-
Secondary EAL	£1,755	£1,755	-		£1,755	-
Mobility						
Primary mobility	£1,062	£1,062	-		£1,062	-
Secondary mobility	£1,524	£1,524	-		£1,524	-
School-led Funding						
Lump sum						

Primary lump sum	£159,662	£159,662	-	£4,936	£164,598	▲ 3%
Secondary lump sum	£159,662	£159,662	-	£4,936	£164,598	▲ 3%
Sparsity					-	
Primary sparsity	£63,161	£63,161	-		£63,161	-
Secondary sparsity	£91,770	£91,770	-		£91,770	-
Premises					-	
Split sites	£89,129	£89,129	-		£89,129	-

	London Borough of Hillingdon Schools Forum Meeting 7 October 2025
Title	Scheme for Financing Schools
Agenda Item	3e
Report by	Luisa Hansen
Appendices	Appendix A – Scheme for Financing Schools
Recommendation(s)	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Consultation <input type="checkbox"/> Decision

Purpose

This report provides Schools Forum with a briefing on the changes made between the October 2024 and the October 2025 versions of the London Borough of Hillingdon’s Scheme for Financing Schools for the financial year 2025–26.

Background

The Scheme for Financing Schools sets out the financial relationship between the Local Authority and its maintained schools. It is updated annually to reflect changes in legislation, statutory guidance, and local policy. The October 2024 paper was presented for consultation and feedback. The current version, reviewed by Schools Forum on 7 October 2025, incorporates statutory updates and local amendments.

Key Changes from October 2024 to October 2025 versions

1. Legislative and Regulatory Updates

- Clarification that no directed revisions were issued by the Secretary of State for 2025–26.

2. Financial Controls

- Asset Register Threshold: Confirmed that schools must maintain inventories for items over £1,000, superseding the previous £250 threshold.

3. Banking and Borrowing

- Interest Rate Reference Updated: Replaced LIBOR with SONIA (Sterling Overnight Index Average) for interest calculations on loans and cash advance reprofiling.

4. Deficit Management

- Deficit Recovery Threshold: Schools must submit a recovery plan if their revenue deficit exceeds 5% of ISB at 31 March.

5. Payment arrangements

- Maintained special schools and Specialist Resource Provision (SRP)/ Designated Units (DU) units will receive their planned **placed funding** (for Hillingdon pupils only) in 12 equal instalments from April to March. **Top up funding** is paid over 39 weeks in line with the academic year - schools will be paid monthly for all school days that fall in that month.

6. Procurement Thresholds

- Updated thresholds for quotations and tenders:
 - Up to £3,000 – Best value
 - £3,001–£10,000 – Two written quotes
 - £10,001–£50,000 – Three written quotes
 - £50,001–£100,000 – Five written quotes
 - Over £100,000 – Five tenders
 - Over £180,000 – FTS (Find a Tender Service) notice required

7. Redundancy and Early Retirement

- Clarified the approval process and documentation required for reimbursement.

8. Insurance

- Confirmed schools may join the Risk Protection Arrangement (RPA) individually or via Schools Forum agreement for de-delegation.

Further information

A link to the DfE guidance can be found using the following link:

[Schemes for financing local authority maintained schools 2025 to 2026 - GOV.UK](#)

Summary

Schools Forum is asked to note the changes and confirm that the final Scheme reflects statutory guidance and local priorities.

Schools are reminded to ensure compliance with the updated Scheme and submit required financial documentation by the stated deadlines.

The Department for Education (DfE) updates its guidance annually in March. Following publication, the Council's Finance Team will revise the policy for 2026/27 accordingly and present the updated version at the next Schools Forum meeting.

Item 3e



London Borough of Hillingdon

Scheme for Financing Schools

April 2025 – March 2026

Schools Forum reviewed: 7th October 2025

Scheme for Financing Schools

Section	Title
Section 1	<u>Introduction</u>
Section 2	<u>Financial Controls</u>
Section 3	<u>Instalments of budget share: banking arrangements</u>
Section 4	<u>Treatment of surpluses and deficits</u>
Section 5	<u>Income</u>
Section 6	<u>Charging of school budget shares</u>
Section 7	<u>Taxation</u>
Section 8	<u>Provision of services and facilities by the Authority</u>
Section 9	<u>PFI Clauses</u>
Section 10	<u>Insurance</u>
Section 11	<u>Miscellaneous</u>
Section 12	<u>Responsibility for repairs and maintenance</u>
Section 13	<u>Community Facilities</u>
Appendix 1	<u>Schools subject to the scheme</u>
Appendix 2	<u>Best Value and Schools</u>
Appendix 3	<u>Categories of work for repairs and maintenance</u>
Appendix 4	<u>Responsibility for redundancy and early retirement costs</u>
Appendix 5	<u>ECT Loan Application Model</u>

Section 1: Introduction

1.1 The funding framework

The London Borough of Hillingdon is committed to a funding framework, agreed with its schools, which supports school improvement, strengthens outcomes for pupils and allows schools and the local authority to offer efficient and effective services. 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 and School and Early Years Finance (England) Regulations 2024.

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 school's budget left after deduction of the centrally retained expenditure is termed the Individual Schools Budget (ISB). Expenditure items in the non-school's 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 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 are set out in directions issued by the Secretary of State, but each school must receive a copy of each year's budget and outturn 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.

1.2 The role of the scheme

The scheme is binding on both the Authority and maintained schools. It aims to set the financial relationship between the Local Authority and the maintained schools which it funds. The scheme contains requirements relating to financial management and associated issues and sets parameters within which schools can exercise the financial and management freedoms they have experienced in Hillingdon, both as LA maintained schools with high levels of delegation and local bank accounts, and as former grant maintained schools with full delegation.

The scheme represents the minimum requirements necessary for the Chief Financial Officer of the Authority to exercise his/her responsibilities under s.151 of the Local Government Act 1972.

1.2.1 Application of the scheme to the Authority and maintained schools

This scheme applies to all community, nursery, special, voluntary, foundation (including trust), foundation special schools and PRUs maintained by the authority whether they are situated in the area of the authority or situated elsewhere.

It does not apply to schools situated in the authority's area which are maintained by another authority. Nor does it apply to academies, free schools, University Technical Colleges or Studio Colleges.

A list of the schools to which this scheme applies is in **Appendix 1**.

Publication of the scheme

A copy of the scheme and any amendments to it will be published on <https://www.hillingdon.gov.uk/schools-forum> so that it is accessible to all schools and the general public.

1.3 Revision of the scheme

There are no directed revisions issued by the Secretary of State for the 2025-26 period. This scheme reflects the statutory guidance as published in March 2025. Any proposed revisions to the scheme will be the subject of consultation with the governing body and head teacher at every school maintained by the Local Authority. Following consultation, all proposed revisions must be submitted to the schools forum for approval by members of the forum representing maintained schools. Where the schools forum does not approve them or approves them subject to modifications which are not acceptable to the authority, the authority may apply to the Secretary of State for approval. It is also possible for the Secretary of State to make directed revisions to schemes after consultation. Such revisions become part of the scheme from the date of the direction

1.4 Delegation of powers to the head teacher

It is a requirement that each Governing Body puts in writing the **financial** powers it has delegated to sub-committees and to the head teacher. Any decision (and subsequent revisions) should be recorded in the minutes of the governing body. The precise arrangements are for each Governing Body to determine for itself, but the LA would recommend as good practice that a Finance sub-committee be established to consider the budget position of the school and to report to the Governing Body on its findings. The LA would also wish to recommend the following split between Governing Body (and sub-committee) and the head teacher.

Financial responsibilities to be retained by the Governing Body (including those responsibilities delegated to a Finance sub-committee):

- Overall responsibility for the financial management and budgetary control of the school.
- Approval of the revenue budget as prepared and submitted by the head teacher.
- Regular review of the school's expenditure against the budget based upon reports from the head teacher, giving details of performance, especially with respect to variations on the budget plan resulting in under/ over-spends.
- Approval of proposals to exceed agreed limits of delegated authority.
- Approval of funds to be spent on prescribed capital projects subject to the Council's agreement and statutory regulations.
- Approval of additional insurance cover to be funded from the school's delegated budget.

- Approval of the disposal of obsolete or surplus items of equipment valued at more than **£500** but not exceeding **£5,000** (above which the approval of the Chief Financial Officer is required.)
- The opening and acceptance of tenders required to comply with the Council's standing orders for contracts provided to or by the governing body.

Financial responsibilities to be delegated to the head teacher.

- Day-to-day responsibility for the financial management and budgetary control of the school.
- Any other financial responsibilities apart from those listed above as remaining the responsibility of the Governors.
- To ensure compliance with the Council's standing orders and financial regulations.

The Governing Body is responsible for approving the first formal budget plan of each financial year, regardless of the arrangements for delegations.

1.5 Maintenance of Schools

The Local Authority is responsible for maintaining the schools covered by the scheme, (except in the case of a voluntary aided school where some of the expenses are, by statute, payable by the governing body). Part of the way an authority maintains its schools is through the delegation of funding to schools including a provision for maintenance.

Section 2: Financial Controls

2.1.1 Application of financial controls to schools

Schools are obliged to adhere to requirements on financial controls and monitoring in the management of their delegated budget and any earmarked sums devolved to the school. In particular, schools must comply with:

- a) Hillingdon's **Financial Regulations** – Appendix 1 of **Guidance to Schools on Financial Management**
- b) Hillingdon's **Standing Orders (Schools)** – Appendix 2 of **Guidance to Schools on Financial Management**

2.1.2 Provision of financial information and reports

Schools should provide the authority with details of anticipated and actual expenditure and income, in a form and at times determined by the authority, currently the local authority require schools to submit quarterly returns. Where a school is in financial difficulty, the local authority may take the decision to request monthly monitoring reports in order to ensure that the financial position is being adequately managed and the recovery is in line with the recovery plan. The necessary reports are explained in the **Requirements on Financial Reporting** within the [Guidance to Schools on Financial Management](#) (section 2).

The format determined by the LA for submission of information should so far as possible take account of the Consistent Financial Reporting framework and the desirability of compatibility with that framework.

2.1.3 Payment of salaries; payment of bills

School's internal procedures for paying salaries and other bills can be set at the discretion of the governing body, within the constraints of the Council's Financial Regulations and Standing Orders. Separate guidance on setting internal procedures is provided to schools in the [Guidance to Schools on Financial Management](#).

2.1.4 Control of assets

The governing body is responsible for the management of the school's resources which include the custody and control of stocks and stores and the maintenance of a record of stock receipts and issues.

The governing body is required to maintain an inventory of all its moveable non-capital assets (including commercial lease agreements for assets i.e. minibuses and photocopier leases), furniture, plant, computer and other equipment, tools and individual articles for all items valued at over £1,000.

Requirements relating to inventories are included in the Hillingdon **Financial Regulations (contained in Appendix 1 of Guidance to Schools for Financial Management)**.

The inventory must record the necessary details to meet audit requirements and should be checked annually. This document's £1,000 limit supersedes the £250 value stated in the section D of [Guidance to Schools on Financial Management](#). However, schools are free to determine their own arrangements for keeping a register of assets worth less than £1,000. The Authority encourages schools to register anything that is portable and attractive, such as a camera. They should keep a register in some form.

The governing body must authorise all write offs and disposals of surplus equipment and stocks. Where these are sold, schools should have regard to obtaining the best possible price for these items and details of write offs and disposals should be recorded for checking as part of the periodic audit of schools. Schools must not dispose of the authority's capital assets nor take any decision, which would adversely affect the value of such assets.

Governors have delegated authority to dispose of items valued at £5,000 or less which become obsolete or surplus to the school's requirements. The Governing Body must be in a position where it can demonstrate that it achieved best value for the school (which will normally mean that it has been sold to the highest bidder), the income being retained by the school. The Governing Body (or the headteacher if delegated) must authorise the write-off of these items. The approval of the LA's Chief Financial Officer is required for the disposal of items valued at more than £5,000.

2.1.5 Accounting policies (including year-end procedures)

Schools' accounts, provided to the local authority during the year, are to be prepared either on a receipts and payments basis or an accruals basis and each governing body should indicate at the start of the year the basis they would wish to adopt. In either case the reports should be cumulative.

At the year end the accounts will need to be on an accruals basis. Schools will be expected to maintain the accounts in their own financial systems in such a way as to facilitate the production of a detailed analysis which meets the requirements set out in the [Guidance to Schools on Financial Management](#).

Schools will be required to provide details of outstanding creditors, outstanding debtors, pre-payments and income in advance in order that the local authority's accounts can appropriately reflect each school's balance sheet position. This scheme does not seek to impose a particular system of accounting (i.e. cash, commitments or accruals) for the school's internal purposes.

2.1.6 Writing off of debts

Once all reasonable courses of action have been taken to recover monies where an invoice has been raised, a governing body may write-off the income if the outstanding amount on the invoice is less than **£500**. It is recommended that the Governing Body take this decision itself and an annual list of items written off should be sent to the Head of Finance for Children's Services.

Where the amount outstanding on the invoice exceeds **£500** the write-off should be approved by the Head of Finance for Children's Services.

2.2 Basis of accounting

The financial year runs from 1st April to 31st March. Reports provided to the local authority during the year will be either on a cash or accruals basis. This is made clear in the [Guidance to Schools on Financial Management](#).

2.3 Submission of budget plans

Schools are required to submit a budget plan for their individual school budget and any known earmarked sums, approved by the full Governing Body, by **31st May of each financial year**. Schools may take account of balances at the end of the previous year in planning their budget for the new financial year. The format of the budget plan should be as per the [Guidance to Schools on Financial Management](#).

During the year the Governing Body is required to report on their expected outturn financial position for the year as part of the quarterly reporting process, as set out in the [Guidance to Schools on Financial Management](#). This is to enable the Chief Financial Officer to fulfil his responsibilities under Section 151 of the Local Government Act 1972, ensuring the necessary financial standards are being met and to make an informed response to questions raised in relation to schools. The local authority is bound by this scheme to supply schools with all information held on income and expenditure data which it holds which is necessary for efficient planning by schools.

2.3.1 Submission of Financial Forecasts

Schools must submit a **3-year balanced budget plan** to the Authority by 31st May (or the first working day before the end of May) each year. The school's budget plan must be approved and signed by the governing body or a committee of the governing body.

The LA requires schools to submit budget plan in the format prescribed in the [Guidance to Schools for Financial Management](#). Schools' settings deficit must clearly demonstrate how the three year forecast incorporated the deficit recovery plan (refer to section 4.5 for setting a licenced deficit).

The budget plans received from schools will be used for assessment against Schools Financial Value Standards forms and to monitor school balances.

2.4 School Resource Management

Schools must seek **effective management of resources** and value for money, to optimise the use of their resources and to invest in teaching and learning, taking into account the Authority's purchasing, tendering and contracting requirements outlined in section 2.10.

It is for Headteachers and Governors to determine at school level how to secure better value for money. There are significant variations in efficiency between similar schools, and so it is important for schools to review their current expenditure, compare it to other schools and think about how to make improvements.

2.5 Virement

Schools have the freedom to vire budgets between budget heads in the expenditure of their delegated budget share.

Schools may not, however, vire between the delegated budget share and any earmarked sums. The arrangements for virement within each earmarked sum will vary, depending on the nature of the expenditure. Virement arrangements for earmarked sums will be notified to schools when they are advised of the purposes to which the sums may be put.

2.6 Audit: General

From April 1999, the accounts of all maintained schools have formed part of the total income and expenditure subject to external audit and all schools are therefore within the scope of the LA external audit regime. The governing body must bear in mind that whilst external auditors must plan, perform and evaluate their audit work to have a reasonable expectation of detecting material misstatements arising from error or fraud, the duty to deter and detect fraud rests primarily with the Governing Body.

In addition, the internal audit of schools is an obligation imposed upon the Council by the Local Audit and Accountability Act 2014 which require the maintenance of an adequate and effective system of internal audit of the accounting records and systems of the council.

The responsibility for Internal Audit of schools has been delegated to the LA's Section 151 Officer. To enable the LA's internal auditors to carry out their duties schools must allow the auditor's full access at all times to all papers and records of the school and provide explanations the auditors consider necessary. Schools must pass on to auditors any information that the auditors should be aware of to carry out their audit.

Internal audit has introduced a fully risk-based approach to the internal audit coverage of Hillingdon schools. Financial regulations require the governing body

to inform the Head of Internal Audit & Risk Assurance immediately, in any circumstances where a financial irregularity occurs or is suspected.

The reports provided to the Authority as per the [Guidance to Schools on Financial Management](#), will provide most of the information necessary to allow external audit to form a view on schools' accounts. Nevertheless, external audit may wish to visit schools on a sample basis to examine prime documents at source and schools are required to provide all internal and external auditors with access to such records or information as they believe to be necessary in the completion of their audit.

The records which schools are required to retain for audit and other inspection are included in **para 1.25** of the **Financial Regulations**, (Retention of Documents Policy).

2.7 Separate external audits

Schools may, if they wish, arrange for an external audit of their accounts, separate from and in addition to the LA internal and external audit process described in **Section 2.6** above, using funds from their delegated budget share.

Schools should consider whether the service they require is financial advice, rather than a full or partial audit.

2.8 Audit of voluntary and private funds

Schools' voluntary funds must be kept completely separate from the delegated budget. Governing Bodies of community schools should take account of the charities legislation which requires that private school funds are legally required to be registered as a charity if income exceeds **£5,000** per annum. Voluntary and foundation schools are exempt from registering.

There should be a clear audit trail if any monies are donated from the voluntary fund to the school budget. Where a donation is made to the delegated budget of the school, this should be recorded as income for the school and should not be coded to offset the expenditure on the item for which the donation was made.

The school is required to have an annual audit or, where appropriate, an independent examination of expenditure, and to have available the audit certificates, in respect of any private school funds held by the school or the accounts of any trading organisations controlled by the school.

There is **no** requirement that these be sent to the LA; rather they should be available for inspection by internal audit if requested.

2.9 Register of business interests

All schools are required to establish and maintain a register of business interests. This will list, for each member of the governing body and the head teacher, any business interests they or any member of their immediate family have along with details of any other educational establishments they govern and any relationships

between governors and members of the school staff including spouses, partners and relatives.

The register should include the information in the example format in the [Guidance for Schools on Financial Management](#). All schools are required to keep their register up to date using notifications of changes, as well as reviewing all entries on an annual basis.

The register does **not** need to be sent to the LA but should be available for scrutiny by governors, staff, parents and auditors on request. From 1 September 2015, governing bodies have been under a duty to publish their register of interests on the school website.

2.10 Purchasing, tendering and contracting requirements

Schools are required to abide by the Council’s Standing Orders with respect to purchasing, tendering and contracting matters. Details of LBH’s Standing Orders are contained in **Procurement Rules in the Council Constitution** (Effective 11th July 2024). In particular, schools must assess in advance, where relevant, the health and safety competence of contractors, taking account of the LA’s policies and procedures. Breaches of compliance will result in the removal of Delegated Authority and possible disciplinary action may also be initiated.

Schools who have been awarded Delegated Authority shall comply with these standing orders and all relevant best practice and specifically [DfE Buying for Schools Guidance](#). It is the Head teacher and Governing bodies responsibility to ensure that any Schools officer involved in placing contracts is suitably experienced and qualified to do so.

Local authority maintained schools are required to abide by the Council’s Standing Orders with respect to purchasing, tendering and contracting. Governing Bodies are also empowered under paragraph 3 of schedule 1 to the Education Act 2002 to enter into contracts, and in most cases they do so on behalf of the Local Authority as maintainer of the school.

The Council has set the following delegated authority and criteria for the acceptance, consistent with the Financing Scheme for Schools approved by Cabinet:

Value Range	Process to follow	Description	Approval
Up to £3,000	Best Value	Officers to demonstrate best value has been achieved	Headteacher
£3,001 - £10,000	Quotes	Two written quotes required*	Headteacher
£10,001 – £50,000	Quotes	Minimum of 3 written quotes*	Governing Body
£50,001 - £100,000	Quotes	Minimum of 5 written* quotes	Governing Body

£100,000 and above	Tender	Minimum of 5 tenders	Governing Body
£180,000 and above	Tender / FTS Notice	European tender (goods/services)	Governing Body and Local Authority

*Quotes should be invited from viable suppliers or use a 'mini competition' from compliant Framework. Where possible at least two quotations should be sought from local suppliers. Where a direct award via a compliant framework is proposed this should be undertaken with reference to Standing Order 4.1 c.

Governing Bodies are required to obtain approval from the Local Authority at the outset of any procurement where the contract value is greater than £180,000 so the local authority can seek assurance on how value for money will be achieved through a compliant tender approach.

2.11 Application of contracts to schools

Schools have the right to opt out of LA-arranged contracts except where they lost that right for particular contracts where they have agreed to be bound into the specified terms and conditions.

Although Governing Bodies are empowered under paragraph 3 of schedule 1 to the Education Act 2002 to enter into contracts, in most cases they do so on behalf of the LA as maintainer of the school and the owner of funds in the budget share. To comply with Hillingdon's constitution, Governing Bodies are required to obtain LA countersignature on contracts with third parties where the value of the contract exceeds £180,000.

The only exceptions to this are:

- a) contracts of employment entered into by aided or foundation schools;
- b) contracts for the works or fees associated with building projects at aided schools where the project is the governors' liability;
- c) contracts for the works or fees associated with building projects at foundation schools where the funding (including DfE funding) provided via the LA is less than £180,000 (i.e. in practice this exemption is likely to occur only where a foundation school has generated the funding for the project itself through land disposal, sponsorship or other fund-raising).

2.12 Central funds and earmarking

The LA is authorised to make sums available to schools from central funds, in the form of allocations which are additional to and separate from the schools' budget shares. Such earmarked funding from centrally retained funds should be spent only on the purposes for which it is given and must be returned to the LA if not spent within the period stipulated.

Schools will be required to code expenditure relating to earmarked sums to a cost-centre, determined by the LA, with the required subjective analysis. This will be reflected in the expenditure return submitted to the local authority to demonstrate that the requirement for which the funding has been given is complied with.

The LA may not deduct from payments to schools of devolved specific or special grant, any sum in respect of interest costs to the LA.

2.13 Spending for the purposes of the school

The governing body may use their delegated budget and any earmarked sums for the purposes of the school; this includes spending on pupils at other maintained schools or academies and spending on community facilities or services.

The Governing body must not make or sanction gifts or ex-gratia payments from public funds. Gifts / benefit payments to staff in cash or kind are not permitted.

Schools are allowed to grant loans to Early Career Teachers up to the value of £1,500 in accordance with the Council's Human Resources policy. Appendix 5 contains a model loan application form for use when issuing such loans.

2.14 Capital spending from budget shares

Governing bodies are allowed spend any surplus or uncommitted part of a school's budget share remaining after revenue commitments have been met, on capital purposes. This includes expenditure by a governing body of a voluntary aided school on work, which is their responsibility under paragraph 3 of Schedule 3 of the SSAF Act 1998.

To avoid conflict with the Hillingdon's capital expenditure controls, governors must inform the LA's Director of Education & SEND that they wish:

- a) to enter into a contract for the acquisition, enhancement or replacement of any buildings / structures, plant machinery, apparatus or vehicles costing more than **£15,000** per single item; or
- b) to enter into a lease agreement where the value is more than **£15,000**

This is to ensure that the Director of Education & SEND accounts for the expenditure appropriately; schools do not need the permission of the Director Education & SEND to enter into such agreements; but must take account of any advice from the Director Education & SEND as to the merits of the proposed expenditure.

The reason for these provisions is to help meet responsibilities with the School Premises (England) Regulations 2012, the Workplace (Health, Safety and Welfare) Regulations 1992, the Regulatory Reform (Fire Safety) Order 2005, the Equality Act 2010, and the Building Regulations 2010. Expenditure from capital

allocations made available by the Authority outside of the delegated budget share are not affected by these provisions.

These provisions do not affect expenditure from any capital allocation made available by the authority outside the delegated budget share. Schools are required to separately identify these works in any financial returns made to the authority.

2.14 Notice of concern

The LA may issue a notice of concern to the governing body of any school it maintains where, in the opinion of the Chief Financial Officer and the Director Education & SEND, the school has failed to comply with any provisions of the scheme, or where actions need to be taken to safeguard the financial position of the local authority or the school.

Such a notice will set out the reasons and evidence for it being made and may place on the governing body restrictions, limitations or prohibitions in relation to the management of funds delegated to it.

These may include:

- insisting that relevant staff undertake appropriate training to address any identified weaknesses in the financial management of the school;
- insisting that an appropriately trained/qualified person chairs the finance committee of the governing body;
- placing more stringent restrictions or conditions on the day to day financial management of a school than the scheme requires for all schools – such as the provision of monthly accounts to the local authority;
- insisting on regular financial monitoring meetings at the school attended by local authority officers;
- requiring a governing body to buy into a local authority's financial management systems; and
- imposing restrictions or limitations on the manner in which a school manages extended school activity funded from within its delegated budget share – for example by requiring a school to submit income projections and/or financial monitoring reports on such activities.

The notice will clearly state what these requirements are and the way in which and the time by which such requirements must be complied with in order for the notice to be withdrawn. It will also state the actions that the authority may take where the governing body does not comply with the notice.

2.15 Schools Financial Value Standard (SFVS)

All local authority-maintained schools (including nursery schools and Pupil Referral Units (PRUs) that have a delegated budget) must demonstrate compliance with the Schools Financial Value Standard (SFVS) and complete the

assessment form on an annual basis. It is for the school to determine at what time in the year they wish to complete the form.

Governors must demonstrate compliance through the submission of the SFVS assessment form signed by the Chair of Governors. The form must include a summary of remedial actions with a clear timetable, ensuring that each action has a specified deadline and an agreed owner. Governors must monitor the progress of these actions to ensure that all actions are cleared within specified deadlines. All maintained schools with a delegated budget must submit the form annually to the local authority before the end of the financial year.

2.16 Fraud

All schools must have a robust system of controls to safeguard themselves against fraudulent or improper use of public money and assets.

The governing body and head teacher must inform all staff of school policies and procedures related to fraud and theft, the controls in place to prevent them; and the consequences of breaching these controls. This information must also be included in induction for new school staff and governors.

Section 3: Instalments of Budget Share (includes any place-led funding for special schools or pupil referral units); Banking Arrangements

3.1 Frequency of instalments

Cash advances based on budget shares for the year will be paid to schools in 12 instalments by crediting schools' nominated bank accounts (i.e. cleared funds) on the last banking day before the 15th of the month (or the preceding day if the 15th falls on a non-banking day) to allow schools to meet their payroll commitments in time.

3.2 Proportion of budget share payable at each instalment

The Authority will calculate the amount to be paid to each school on the following basis.

During the financial year, schools will need cash in order to meet commitments arising from their delegated and devolved budgets. The Authority will identify each month what the total known budgets for the school are.

In the monthly instalments between April and March the amount payable will be:

$$(A - B) \times 1/C$$

where;

A = known budgets at time when monthly cash advance transaction needs to be calculated (i.e. normally 2 weeks prior to the date the cash is transferred to schools' bank accounts).

B = cash advances already made to the school for that financial year's funding.

C = the number of monthly cash advances till year-end

Maintained special schools and Specialist Resource Provision (SRP)/ Designated Units (DU) units will receive their planned **placed funding** (for Hillingdon pupils only) in 12 equal instalments from April to March. **Top up funding** is paid over 39 weeks in line with the academic year - schools will be paid monthly for all school days that fall in that month.

After the end of the financial year the total cash advanced will be compared against the total delegated and devolved budgets for the financial year. The resulting balance will either be added to or deducted from the monthly cash advance following the confirmation by the LA of the carry-forward balance for all schools i.e. a one-off adjustment to the cash advances for either July or August of the year following that financial year. A worked example is in the [Guidance for Schools on Financial Management](#).

The only exceptions to this standard distribution are:

- Grants which may be paid to the Local Authority for distribution to schools
- Capital funding for specific projects (i.e. other than formula capital allocations) will be distributed on a school by school basis in accordance with the planned expenditure on the project agreed with the LA.
- Where a maintained school converts to Academy, adjustments will be made to the maintained school's cash advance to adjust funding no longer owing to the school or recoup overpayments

3.3 Interest clawback

There will be no deduction for interest where a school receives cash advances in the pattern and for the amounts calculated in **Sections 3.1** and **3.2** above.

3.3.1 Interest on Future Years' Cash Advance Refiling

Where schools require additional cash arising from overspending as part of a licensed deficit arrangement or where the payment of the additional cash advance saddles two financial years (i.e. not a short-term cash injection), a formal application in line with Local Authority requirements for a Future Years' Cash Advance Refiling will be required.

The application must include a three-year budget forecast that reflects how the school plans to recover from the deficit and realign their spend with the budget share.

Any advance payments will accrue interest at the prevailing Sterling Overnight Index Average (SONIA) rate effective for the term of the advance, prevailing on the day the advance is repaid. Interest on longer term advances or advances for periods above one year will be charged at the prevailing Sterling Overnight Index Average (SONIA) rate at the time the advance is taken reviewed annually at the start of each financial year. This will affect those schools whose patterns of expenditure are different to the norm or those that have accumulated deficit budgets. An example of the application form to be used is in the [Guidance to Schools on Financial Management](#).

3.3.2 Interest on Loans

Where a school requires a loan to assist in spreading the cost over more than one year of large one-off individual items of a capital nature, the loan will accrue interest calculated on the same basis as detailed in Section 3.3.1 above.

Schools are not permitted to borrow money from any other source without the written permission of the Secretary of State (see para 3.6 and DfE guidance on borrowing restrictions).

3.3.3 Interest on Late Budget Share Payments

In circumstances where the LA fails to provide the monthly cash advance on the predetermined date, and this was due to LA error, schools will be entitled to interest at the prevailing Sterling Overnight Index Average (SONIA) rate.

3.3 Budget shares for closing schools

Budget shares of schools for which approval for discontinuation has been secured may be made until closure on a monthly basis net of estimated pay costs at the discretion of the Chief Financial Officer.

3.4 Bank and building societies

All maintained schools may operate a bank account separate to the Council's own bank account.

When converting to become an Academy, a closing-maintained school's bank account mandate should provide that the LA is the owner of the funds during the period that the accounts are being finalised which is three months from the date the school ceases to exist.

Any interest generated from bank account balances may be retained by the school, credited to the school's budget share (**never** the private school fund). Schools having bank accounts with other banks prior to 1 April 2001 are allowed to retain those accounts.

The **Hillingdon Financial Regulations** include requirements on bank accounts, in particular **paras 3.124**.

3.5.1 Restrictions on accounts

Schools can use any of the following banks:

Royal Bank of Scotland, Barclays, HSBC, Lloyds Banking Group, Natwest and Standard Chartered Bank.

No other banks should be used without written consent of the Council's S151 Officer. Schools may operate more than one bank account, but each one, other than those for unofficial funds, would need to be reconciled to the same timetable as is specified in Appendix 4 of the [Guidance to Schools on Financial Management](#).

If a school's bank account is opened under its own name, provision should be made for the LA to take control and be the owner of the funds if the school's right to a delegated budget is suspended by the LA.

Every cheque **must** be signed by two authorised individuals and at least one of those individuals **must** be a member of staff. It is advised that signatories should be Headteacher, Deputy Headteacher and/or a senior member of staff.

It is **strongly advised** that the school administrative (or finance) officer **is not involved** in the cheque signing process. The need to have a separation of duties would suggest that it is best practice for the school administrative (or finance) officer not to be a cheque signatory.

It is also **advised** that governors **should not be routine** cheque signatories. Under the scheme of delegation for sub-committees and the headteacher, it is recommended that the headteacher have delegated authority to run the day-to-day finances of the school; signing cheques is an operational aspect of financial administration. Where governors are cheque signatories the school is likely to encounter problems in having sufficient cheque signatories in an emergency. Equally, however, smaller schools may be able to resolve some of the difficulties they often face in ensuring separation of duties by including a governor on the bank mandate.

Governing bodies may decide that it is appropriate for cheques above a certain amount (e.g. **£20,000**) to be counter-signed by a governor, but there is no requirement for this to be the case. Schools which do decide to include a governor on the bank mandate **must** check that the school's insurance policy covers governors for **fidelity guarantee**.

In considering which bank to use, governors should consider:

- **service charges** (many banks offer a deal where service charges are nil for as long as the account is not overdrawn)
- **interest receivable** (interest rates between banks and for different accounts in the same bank will vary from the prevailing base rate)
- **accessibility** (if the bank is to be visited frequently it may be useful to use a bank close to the school)
- **services included as standard** (banks may offer more frequent statements or an interest earning current account or other services which their competitors may charge for)
- **the implications of changing banks** (all schools now have their own bank account, and the advantages of a different bank may be outweighed by the inconvenience and expense of changing banks)

Banks do not offer exactly the same service, and schools should choose a bank which best meets their needs.

3.5 Borrowing by schools

Schools cannot borrow money (including the use of leases), unless they have the written permission of the Secretary of State. This does not apply to any loans granted by the LA within the provisions of this scheme.

This provision also extends to the use of credit cards by schools, which are regarded as borrowing. However, this does not bar schools from using debit cards or the government purchase card, which can be a useful means of facilitating electronic purchase. Schools are required to manage the use of the purchase

cards and must abide by the repayment criteria. Schools are required to adhere to separate guidance (contained in the [Guidance to Schools on Financial Management](#)) on the use of purchase cards. The use of purchase cards is not considered to infringe the borrowing restrictions imposed on schools as long as the balance on the account is cleared in full within the month. All costs and charges for cards should be met from the school's budget share.

Section 4: The treatment of surpluses and deficit balances arising in relation to budget shares

4.1 Right to carry forward surplus balances

Schools are permitted to carry forward from one financial year to the next any shortfall in expenditure relative to the school's budget share for the year plus / minus any balance brought forward from the previous year.

The amount of a surplus balance will be that shown in the relevant out-turn statement published in accordance with s.251 of the Apprenticeships, Skills, Children and Learning Act 2009.

Where a school's surplus balance is more than 8% for Nurseries, Specials and Primaries and 5% for Secondaries of the school's total income (including brought forward balances) for that financial year, the governing body is required to report to the LA on the use to which the school intends to put the surplus balance. This to be submitted with the budget plan **by 31st May**.

4.3 Interest on surplus balances

Surplus balances will be accounted for in the accounts of the local authority but, in cash terms, schools' balances (subject to year-end reconciliations) will be held in their local bank accounts. Interest accrued on all cash in schools local bank accounts is retained by the school. (See **section 3.5**)

4.4 Obligation to carry forward deficit balances

Where a school's expenditure during a financial year exceeds the budget share plus / minus the balance brought forward from the previous financial year, the school is obliged to carry forward the deficit. Any deficit carried forward will be the first call on the budget share for the following year.

Where deficits at schools maintained by the LA exist, a schedule of repayments may be agreed with the governing body.

4.5 Planning for deficit balances

Governing bodies **may not** plan for a deficit. If, during the year, expenditure patterns suggest that a deficit is likely, governing bodies are under an obligation to take all appropriate measures to avoid a deficit occurring. If, despite all efforts a deficit is not avoidable, the local authority may, in exceptional circumstances, **licence a deficit** where the governors have provided a satisfactory business plan for putting the school's financial position **back into balance**. An application for deficit licence must be made to the LA stating the recovery strategies and when the school is to return to a balanced position. (See **Section 4.9** below)

4.5.1 Schools must submit a recovery plan to the local authority when their revenue deficit rises above 5% of Individual Schools Budget Share at 31 March of any year.

4.6 Charging of interest on deficit balances

While interest is not charged directly on deficit balances it is charged on the cash advanced to the school to fund the deficit. (See **Section 3.3**).

4.7 Writing off deficits

The local authority cannot write off the deficit balance of any school.

However, if the local authority may give assistance towards elimination of a deficit balance, this should be 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 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)

4.8 Balances of closing and amalgamating schools

Where in the funding period, a school has been established or is subject to a prescribed alteration as a result of the closure of a school, a local authority may add an amount to the budget share of the new or enlarged school to reflect all or part of the unspent budget share (including any surplus carried over from previous funding periods) of the closing school for the funding period in which it closes.

4.9 Licensed deficits

In exceptional circumstances, where a governing body has explored all alternatives to the satisfaction of the local authority, it may be appropriate for the Corporate Director of Finance to agree to license a deficit for a specific period. The local authority may only license deficits up to a maximum of **40%** of the amount of surplus balances at the end of the previous financial year held by schools maintained by the authority.

It would be expected that the vast majority of deficits should be for one financial year only i.e. carry forward a deficit at the end of one year and return to a nil or surplus balance at the end of the following year. In particularly exceptional circumstances governing bodies may agree with the local authority to **manage a deficit over / up to three financial years**. Such an agreement could only be entered into where the expected deficit at the end of the first year was likely to be in excess of **15%** of the school's annual budget share. This assumes that the school has encountered financial difficulties.

Should the amount of licensed deficits due to schools experiencing financial difficulties be less than **40%** of the amount of surplus balances at the end of the previous financial year held by schools maintained by authority, the authority may consider formal requests from governing bodies who wish to undertake curricular

or building projects which they expect will require funding over more than one financial year.

It is not likely that the local authority will agree to license a deficit for any such project before October of the financial year in which the deficit would occur.

All deficits of the school's budget share must be licensed by the local authority, and the Governing Body has to take all measures necessary to avoid a deficit. Nevertheless, governing bodies with deficits of whatever level will be required to report to the local authority on the reasons for them and the plans they have in place to remove the deficit.

4.10 Loan schemes

The LA will operate a supplementary cash loan scheme (**See also Section 3.3**). Loans will only be used to assist schools in spreading the cost over more than one year of large one-off individual items of a capital nature that have a benefit to the school lasting more than one financial or academic year. Loans will not be used as a means of funding a deficit that has arisen because a school's recurrent costs exceed its current income. If loans are made to fund a deficit and a school subsequently converts to academy status, the Secretary of State will consider using the power under paragraph 13(4)(d) of Schedule 1 to the Academies Act 2010 to make a direction to the effect that such a loan does not transfer, either in full or part, to the new Academy school.

4.10.1 Cash Advance Reprofiting

Schools experiencing cash flow problems arising either from natural variations from the standard pattern of cash advances or from overspending will be able to request a re-profiling of their school budget share payments through the cash advance.

4.10.2 Credit union approaches

Schools wishing to operate a credit union, using pooled bank balances to fund loans to participating schools may do so. It is a requirement that the local authority is sent a copy of the constitution of any such credit union and that an annual audit certificate is provided.

Section 5: Income

5.1 Income from lettings

Schools may retain income from lettings of the school premises, subject to alternative provisions arising from any joint use or PFI agreements. Income from lettings of school premises should not normally be payable into voluntary or private funds held by the school because the assets and revenue expenditure used to generate the income are most likely to have been provided with LA funds.

Voluntary Aided schools might in certain circumstances be able to demonstrate that the assets were bought with governor / DfE funds and that the costs associated with lettings are to be fully charged to the private school fund; it is not likely that foundation or community schools could demonstrate both circumstances. Crediting income to the private fund is likely to have tax implications. However, where land is held by a charitable trust, it will be for the school's trustees to determine the use of any income generated by the land.

Schools may cross-subsidise lettings for community and voluntary use with income from other lettings, provided there is no net cost to the budget share.

5.2 Income from fees and charges

Schools may retain income from fees and charges except where a service is provided by the LA from centrally retained funds. Schools should have regard to the DfE Guidance on [Charging for school activities](#).

5.3 Income from fund raising activities

Schools may retain income from fund-raising activities. It is appropriate for such funds to be lodged in the school's private fund.

5.4 Income from the sale of assets

Schools may retain the proceeds of the sale of assets except in cases where the asset is purchased with non-delegated funds (in which case the LA will decide whether the school should retain the proceeds), or the asset concerned is land or buildings forming part of the school premises and owned by the London Borough of Hillingdon.

5.5 Administrative procedures for the collection of income

Where schools are producing invoices for the recovery of monies due, they must have due regard to whether the income is subject to VAT.

The [Guidance to Schools on Financial Management](#) identifies typical circumstances in which VAT is recoverable, and guidance will be issued to schools periodically when HMRC regulations are updated.

If VAT is recoverable, it is a requirement that invoices issued by the school be in the format set out in the [Guidance to Schools on Financial Management](#).

5.6 Purposes for which income may be used

Income generated from the sale of assets purchased may only be spent for the purposes of the school.

Section 6: The Charging of School Budget Shares

6.1 General position

The LA cannot charge the budget share of any school without the consent of the governing body except in circumstances expressly permitted by this scheme. Where the LA intends to make such a charge, the LA must consult with the school(s) concerned as to the intention to so charge and notify schools when it has been done. In circumstances where the LA is to charge the costs of salaries of school based staff to the school's budget share, this will be on the basis of actual costs.

In the event of a dispute, the school should contact the Head of Finance for Children's Services who will arbitrate. In the event that this post-holder has been involved in the decision to charge the school, the matter will be referred to the Corporate Director of Finance who will make alternative arrangements for the matter to be considered. Where no objection to the charge has been received by the LA within one calendar month of the notification that the charge has been made being sent to the school, it shall be deemed that the school has accepted the charge and no further correspondence on the matter can be entered into.

The LA 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.

6.1.1 Charging of salaries at actual cost

In circumstances where the LA is to charge the costs of salaries of school based staff to the school's budget share, this will be on the basis of actual costs.

6.2 Circumstances in which charges may be made

6.2.1 Where premature retirement costs have been incurred without the prior written agreement of the LA to bear such costs (the amount chargeable being only the excess over any amount agreed by the authority);

6.2.2 Other expenditure incurred to secure resignations where the school had not followed authority advice or where there is good reason to charge this to the school;

6.2.3 Awards by courts and industrial tribunals against the authority, or out of court settlements, arising from action or inaction by the governing body contrary to the authority's advice.

6.2.4 Expenditure by the authority in carrying out health and safety work or capital expenditure for which the authority is liable where funds have been delegated to the governing body for such work, but the governing body has failed to carry out the required work;

6.2.5 Expenditure by the authority incurred in making good defects in building work funded by capital spending from budget shares, where the premises are owned by the authority.

6.2.6 Expenditure incurred by the authority in ensuring its own interests in a school where funding has been delegated but the school has failed to demonstrate that it has arranged cover at least as good as that which would be arranged by the authority;

6.2.7 Recovery of monies due from a school for services provided to the school, where a dispute over the monies due has been referred to a disputes procedure set out in a service level agreement, and the result is that monies are owed by the school to the authority;

6.2.8 Recovery of penalties imposed on the authority by the Board of Inland Revenue, the Contributions Agency, HM Revenue and Customs, Teachers Pensions, the Environment Agency or regulatory authorities as a result of school negligence.

6.2.9 Corrections of authority errors in calculating charges to a budget share (e.g. pension deductions).

6.2.10 Additional transport costs incurred by the authority arising from decisions by the governing body on the length of the school day, and failure to notify the LA of non-pupil days resulting in unnecessary transport costs.

6.2.11 Legal costs which are incurred by the authority because the governing body did not accept the advice of the LA (see also Section 11).

6.2.12 Costs of necessary health and safety training for staff employed by the authority, where funding for training had been delegated but the necessary training was not carried out.

6.2.13 Compensation paid to a lender where a school enters into a contract for borrowing beyond its legal powers, and the contract is of no effect.

6.2.14 Cost of work done in respect of teacher pension remittance and records for schools using non-authority payroll contractors, the charge to be the minimum needed to meet the cost of the Authority's compliance with its statutory obligations.

6.2.15 Costs incurred by the authority in securing provision specified in an Education, Health & Care plan where the governing body of a school fails to secure such provision despite the delegation of funds in respect of low cost high incidence and /or specific funding for a pupil with High Needs;

6.2.16 Costs incurred by the authority due to submission by the school of incorrect data.

6.2.17 Recovery of amounts spent from specific grants on ineligible purposes.

6.2.18 Costs incurred by the authority as a result of the governing body being in breach of the terms of a contract.

6.2.19 Costs incurred by the authority or another school as a result of a school withdrawing from a cluster arrangement, for example where this has funded staff providing services across the cluster.

6.2.20 Costs incurred by the authority in administering admissions appeals, where the local authority is the admissions authority and the funding for admission appeals has been delegated to all schools as part of their formula allocation.

6.2.21 Costs incurred by the authority due to non-payment of undisputed energy invoices where a school has entered into an agreement with the Secretary of State for the supply of energy.

Section 7: Taxation

7.1 Value Added Tax (VAT)

Governing bodies are required to identify all the VAT relating to payments made by the school or income received by the school to the same timetable as the actual expenditure returns (see **Appendix 4** in the [Guidance to Schools on Financial Management](#)).

It is imperative that the format and timetable for reporting VAT transactions is adhered to strictly by schools. The Chief Financial Officer will need to be satisfied that governing bodies which do not provide the information by the due date have appropriate systems of financial administration in place. This could involve supplementary audit visits and an instruction that the governing body provide the information more frequently until administrative procedures are fully operational (as per the [Guidance to Schools on Financial Management](#)).

Some guidance on VAT with examples of typical situations is included in the [Guidance to Schools on Financial Management](#) and the **VAT guidance booklet**.

7.2 Construction Industry Taxation Scheme (CIS)

Schools no longer come under the scope of CIS from 1st April 2007 if the contract is directly with the school paid for from the delegated budget. Schools however will need to determine whether a contractor is 'employed' or 'self employed'. Schools should check with the HMRC to establish the employment status of the worker. (Further guidance available in the [Guidance to Schools on Financial Management](#)).

Although the changes mean that schools can pay for construction payments made from delegated budget resources through their local accounting systems, there are certain responsibilities for schools in terms of reporting payments for services to HMRC and checking the employment status of workers which must be fulfilled by the school.

Section 8: The Provision of Services and Facilities by the Authority

8.1 Provision of services from centrally retained budgets

It is for the Authority to determine the basis on which services from centrally retained funds will be provided to schools. This includes redundancy and premature redundancy contribution (PRC) payments. The Authority must not discriminate in its provision on the basis of categories of school except in cases where this would be allowable under the school and early years finance regulations or the Dedicated Schools Grant (DSG) conditions of grant. (Schools to determine if they wish to de-delegate for this purpose – refer to Appendix 4 (page 51))

8.2 Provision of services bought back from the authority using delegated budgets

Services offered to schools for buy-back are included in an annual Service Level Agreement document. The length of agreements varies from service to service, but any initial agreement to buy services or facilities from the LA must not exceed three years from the inception of the scheme or the date of the agreement, whichever is later. Subsequent agreements relating to the same service must not exceed five years.

When a service is provided for which expenditure is not retainable centrally by the LA under the Regulations made under Section 46 of the Act, it must be offered at prices which are intended to generate income which is no less than the cost of providing those services. The total cost of the service must be met by the total income, even if schools are charged differentially.

8.2.1 Packaging

For those services for which the LA has delegated funding and which the LA is offering on a buy-back basis, the authority must not package services in a way which unreasonably restricts schools' freedom of choice among the services available, and where practicable, this will include provision on a service-by-service basis as well as in packages of services.

8.3 Service level agreements

If services or facilities are provided under a service level agreement, whether free or on a buyback basis, the terms of any such agreement starting on or after the inception of the scheme will be reviewed at least every three years if the agreement lasts longer than that.

Service Level Agreements must be in place by 1st April for insurance related services (i.e. supply, premises, employee related etc) and all other services. Schools must have at least one month to consider the terms of the agreement.

Where services are offered by the LA, they will be available on the basis of buy-back for an extended period or on a pay-as-you-go basis. Different rates will apply to the different types of agreement.

8.4 Teachers' Pensions

In order to ensure that the performance of the duty on the Authority to supply Teachers' Pensions with information under the Teachers' Pension Regulations 1997, the following conditions are imposed on the Authority and governing bodies of all maintained schools covered by this Scheme in relation of their budget shares.

The conditions apply to all governing bodies of maintained schools who provide payroll services.

A governing body of any maintained school, whether or not the employer of the teachers at such a school, which has entered into any arrangement or agreement to provide payroll services, shall ensure that any such arrangement or agreement is varied to require that person to supply salary, service and pensions data to the Authority which the Authority requires to submit its monthly returns of salary and service to Teachers' Pensions and to produce its audited contributions certificate. The Authority will advise schools each year of the timing, format and specification of the information required. A governing body shall also ensure that any such arrangement or agreement is varied to require that Additional Voluntary Contributions (AVCs) are passed to the Authority within the time limit specified in the AVC scheme. The governing body shall meet any consequential costs from the school's budget share.

A governing body of any maintained school which directly administers its payroll shall supply salary, service and pensions data to the Authority which the Authority requires to submit its annual return of salary and service to Teachers' Pensions and to produce its audited contributions certificate. The Authority will advise schools each year of the timing, format and specification of the information required from each school. A governing body shall also ensure that Additional Voluntary Contributions (AVCs) are passed to the Authority within the time limit specified in the AVC scheme. The governing body shall meet any consequential costs from the school's budget share.

Section 9: Private Finance Initiative / Public-Private Partnerships

9.1 Where a school is operating through a Private Finance Initiative the Authority will make the full monthly payment directly to the Special Purposes Vehicle (SPV). The school will make a contribution to the costs of the PFI contract on a monthly basis by cheque or CHAPS transfer to L B Hillingdon.

9.3 Before 1st April each financial year the calculations for uprating the school's per pupil contribution will be made and this will be applied to the appropriate numbers of pupils. A schedule of expected monthly payments for the year will be provided to the school.

9.4 The monthly contribution will be determined on the basis of the pupil numbers used in the local Fair Funding Formula (or its replacement). Currently, this is on the basis of total pupil numbers in the school on the annual School Census (formerly PLASC) in January immediately preceding the start of the financial year. Any prior year adjustments will be charged at or paid at the new year prices. The school's contribution is unlimited i.e. the greater are the formula funded pupils, the greater the contribution.

9.5 The school's contribution to the annual charge will be transferred to the LA on a monthly basis. The amount will be as determined in 9.4 above.

9.6 Penalties incurred by the contractor should be retained by the school (except in the circumstances described in paragraphs 9.8). The school will deduct penalty payments from the sum determined in paragraph 9.4 above in the same month where such penalties are reflected in the contract payment.

9.7 In the event of the LA incurring direct additional costs (which are not reimbursable through insurance) as a result of non-availability or poor performance by the contractor, these costs will be outlined and refunded by the school by an increase in the following month's allocation. This clause deals with circumstances in extremis and the school would not contribute any more than the amount of contract penalties relating to the non-availability or poor performance.

9.8 The contract penalties to be retained by the school in any one financial year should not exceed the amount of the school's contribution to the PFI contract, as per the calculation in 9.4 above.

Section 10: Insurance

10.1 Funds for insurance are delegated. Governing bodies must arrange appropriate levels of insurance for the school. As a minimum, schools are required to demonstrate that cover relevant to the Authority's insurable interests, under a policy arranged by the governing body, is at least as good as the relevant minimum cover arranged by the LA. The evidence required to demonstrate the parity of cover should be reasonable, not place an undue burden upon the school, nor act as a barrier to the school exercising their choice of supplier.

10.2 The LA's guideline cover levels for schools are set out in the "Risk Management Advice - Guide to Insurance" provided to schools each year by Hillingdon's Insurance Services section.

10.3 Since 1 April 2020, maintained schools have been able to join the Secretary of State's Risk Protection Arrangement (RPA). Schools may do this individually when any insurance contract of which they are part expires. Schools are able to join the RPA collectively by agreeing through the schools forum to de-delegate funding.

Section 11: Miscellaneous

11.1 Right of access to information

In addition to the specific requirements elsewhere in this document, governing bodies are required to supply all financial and other information which might reasonably be required to enable the Authority to satisfy itself as to the school's management of its delegated budget share, or the use made of any central expenditure by the Authority (e.g. earmarked funds) by the school. This would include access for the School Financial Monitoring Team.

11.2 Liability of governors

Because a governing body is a corporate body and because of the terms of Section 50(7) of the SSAF Act 1998, governors of maintained schools will not incur personal liability in the exercise of their power to spend the delegated budget share provided they act in good faith.

11.3 Governors' expenses

The LA may delegate to the governing body of a school yet to receive a delegated budget, funds to meet governors' expenses.

Under section 50(5) of the Act, only allowances in respect of purposes specified in regulations made under section 19 of the Education Act 2002 may be paid to governors from a school's delegated budget share. It is forbidden for governors to be paid any other allowances. Schools are also barred from payment of expenses duplicating those paid by the Secretary of State to additional governors appointed by him to schools under special measures.

11.4 Responsibility for legal costs

Legal costs incurred by the governing body, although the responsibility of the LA as part of the cost of maintaining the school, unless they relate to the statutory responsibility of aided school governors for buildings, may be charged to the school's budget share unless the governing body acts in accordance with the advice of the Authority. A school cannot expect to be reimbursed with the cost of legal action against the Authority itself. Governing bodies are free to use the budget share to seek alternative sources of legal advice.

11.5 Health and Safety

Governing bodies are required to have due regard to duties placed on the LA in relation to health and safety, and the Authority's policy on health and safety matters in the management of the budget share.

11.6 Right of attendance for Chief Financial Officer

Governing bodies are required to permit the Chief Financial Officer of the Authority, or any officer of the Authority nominated by the Chief Financial Officer, to attend meetings of the governing body at which any agenda items are relevant to the exercise of his/her responsibilities. Such attendance will normally be limited to items which relate to issues of probity or overall financial management. The Authority will give prior notice of such attendance unless this is impracticable.

11.7 Special Educational Needs

Schools are required to make their best endeavours in spending the budget share, to secure the special educational needs of their pupils.

11.8 Interest on Late Payments

Schools are reminded of the entitlement of small businesses to interest payments where invoices are paid outside of the agreed payment terms. As a public sector organisation schools should aim to pay 95% of their invoices within the credit terms (usually 30 days). Liability for any penalties will be the responsibility of the school, charged to the school's delegated budget share and not the LA.

11.9 Whistleblowing

School staff or governors who wish to complain about financial management at the school should address their complaints to the Head of Finance for Children's Services. Complaints about financial propriety should be referred to the Head of Internal Audit.

11.10 Child Protection

Schools are reminded of the importance of releasing staff to attend child protection case conferences and other related events. Schools are expected to meet the costs of release time from within their delegated resources.

11.1 Redundancy / early retirement costs.

Section 37 of the 2002 Education Act sets out how premature retirement and redundancy costs should normally be funded. In accordance with this regulation and effective from 1st April 2011, all premature retirement costs of staff in maintained schools will be charged to the school's delegated budget while redundancy costs will normally be charged to the local authority's budget unless there is good reason for these costs not to be centrally funded. 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 Authority's policy,
- Where the school is making staffing reductions which the Authority does not believe are necessary to either set a balanced budget or meet 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 them,
- Where a school has refused to engage with the Authority's redeployment policy

Charge of premature retirement costs to 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 LA or government intervention to improve standards.

Appendix 4 is attached to provide further guidance of the process and information on the responsibility for redundancy and early retirement costs.

Section 12: Responsibility for Repairs and Maintenance

The LA delegates all revenue funding for day-to-day repairs and maintenance to schools. Schools manage devolved capital projects on behalf of the LA. For these purposes, expenditure may be treated as capital only if it fits the definition of capital used by the local authority for financial accounting purposes in line with the CIPFA Code of Practice on local authority accounting. In particular, no item may be regarded as capital if its value is below **£10,000**, unless being charged to specific capital grants of value below the de minimus.

*In cases where the value of enhancement is below **£10,000** expenditure would normally be revenue in nature, unless it can be demonstrated that items will be in use for more than one financial year and represents a significant proportion of available capital funding.*

Appendix 3 identifies the categories of work which governing bodies must expect to finance from their budget.

Voluntary Aided governor responsibilities are included in the examples. VA governors will continue to be eligible for grant from the DFE in respect of their statutory duties and, in addition, they will have responsibility for other repair and maintenance items on the same basis as Community and Foundation schools (subject to amendment as stated above). The de minimus limit for capital works in VA schools is that applied by the DfE, not the de minimus limit used by the Authority.

Section 13: Community Facilities

13.1 Introduction

The Application of the Scheme for Financing Schools to the Community Facilities powers

13.1.1 Schools which chose to exercise the power conferred by s.27 (1) of the Education Act 2002 to provide community facilities will be subject to a range of controls.

- First, regulations made under s.28 (2), if made, can specify activities which may not be undertaken at all under the main enabling power.
- Secondly, the Secretary of State issues guidance to governing bodies about a range of issues connected with exercise of the power, and a school must have regard to that.

13.1.2 However, under s.28 (1), the main limitations and restrictions on the power will be:

- a) those contained in schools' own instruments of government, if any; and
- b) in the maintaining LA's scheme for financing schools made under section 48 of the school standards and Framework Act 1998. Paragraph 2 of Schedule 3 to the Education Act 2002 extends the coverage of schemes to the powers of governing bodies to provide community facilities.

13.1.3 Schools are therefore subject to prohibitions, restrictions and limitations in the scheme for financing schools.

13.1.4 This section of the scheme does not extend to joint-use agreements, transfer of control agreements, or agreements between the Authority and schools to secure the provision of adult and community learning.

13.1.5 Schools may use their budget shares to fund community facilities.

13.1.6 Mismanagement of community facilities funds can be grounds for suspension of the right to a delegated budget.

13.2 Consultation with the LA – financial aspects

13.2.1 Before exercising the community facilities power, governing bodies must consult the authority and have regard to advice given to them by their LA. Schools should write to the Head of Finance for Children's Services and set out the following:

- the nature of the proposal;
- the timescales;
- what accommodation will be used, whether new or existing;

- what staffing resources will be required to set up and then run the proposed facility;
- the expected set-up and on-going costs and income;
- a consideration of the risks of the venture;
- any organisational issues (e.g. whether the facilities will be operated by a third party, if a steering committee is to be established etc)

13.2.2 The LA will be required to provide advice within 20 school days of the proposal being submitted. Schools will be required to report back to the authority on the action to be taken once LA advice has been received. There will be no charge levied for advice from the LA.

13.3 Funding Agreements – local authority powers

13.3.1 Any funding agreement between a governing body and a third party in exercise of the community facilities power must be submitted to the LA in the same manner as that described in 13.2.1 and 13.2.2 above. The LA has no right of veto on such agreements. Where a third party requires LA consent to the agreement for it to proceed, such a requirement and the method by which the LA consent is to be signified, is a matter for that third party, not this scheme.

13.3.2 If an agreement has been or is to be concluded against the wishes of the LA, or has been concluded without informing the LA, which in the view of the Authority is seriously prejudicial to the interests of the school or the Authority, that may constitute grounds for suspension of the right to a delegated budget.

13.4 Other prohibitions, restrictions and limitations

13.4.1 The LA may require a governing body in exercise of its community facilities power to either carry out the activity concerned through the vehicle of a limited company formed for the purpose, or by obtaining indemnity insurance for risks associated with the project in question, as specified by the authority.

13.5 Supply of financial information

13.5.1 Schools exercising the community facilities power are required to provide the Authority with a summary financial statement, showing the income and expenditure for the school arising from the facilities in question for the previous six months and on an estimated basis, for the next six months. Financial information relating to community facilities will be included in returns made by schools under the Consistent Financial Reporting (CFR) Framework, and these should be relied upon by LAs as their main source of information for the financial aspects of community facilities.

In the event of the school spending less than the budget, the unspent balance will be lost to the school at the end of the year during which schools are allowed to use the funding.

In the event of the school spending more than the budget, the excess expenditure will be treated as the first call on the following year's budget.

13.5.2 Where, in the view of the LA, there is cause for concern as to the school's management of the financial consequences of the exercise of the community facilities power, such schools could be required to provide financial statements every three months. If the LA sees fit, to require such schools to submit a recovery plan for the activity in question.

13.6 Audit

13.6.1 Schools are required to grant access to the school's records connected with the exercise of the community facilities power to internal and external auditors on income and expenditure. Any funding agreements entered into as part of the exercise of the community facilities power should allow for audit access to financial information.

13.7 Treatment of income and surpluses

13.7.1 Schools may retain all net income derived from the community facilities, except where otherwise agreed with a funding provider, whether that be the LA or some other person.

13.7.2 Schools may carry forward such retained net income from one financial year to the next as a separate community facility surplus. Schools may transfer all or part of any community facilities surplus into their budget share.

13.7.3 If the school is a community or community special school and the LA ceases to maintain the school, any accumulated retained income obtained from exercise of the community facilities power reverts to the LA unless otherwise agreed with a funding provider.

13.8 Health and Safety matters

13.8.1 The requirements applying to the school under the Scheme for Financing Schools on Health and Safety apply in the exercise of the community facilities power.

13.8.2 The governing body is responsible for costs of securing Disclosure & Barring Service (DBS) clearance for all adults involved in community activities taking place during the school day. Governing bodies would be free to pass on such costs to a funding partner as part of an agreement with that partner.

13.9 Insurance

13.9.1 The governing body is responsible for ensuring that adequate arrangements are made for insurance against risks arising from the exercise of the community facilities power, taking professional advice as necessary. Such insurance should not be funded from the school budget share.

13.9.2 The LA is empowered to undertake its own assessment of the insurance arrangements made by a school in respect of community facilities, and if it judges those arrangements to be inadequate, make arrangements itself and charge the resultant cost to the school. Such costs could not be charged to the school's budget share.

13.10 Taxation

13.10.1 Schools must obtain advice from the LA and the local VAT office on any issues relating to the possible imposition of Value Added Tax on expenditure in connection with community facilities, including the use of the local authority VAT reclaim facility.

13.10.2 Schools are reminded that if any member of staff employed by the school or the LA in connection with community facilities at the school is paid from funds held in a school's own bank account (whether a separate account is used for community facilities or not) the school is likely to be held liable for payment of income tax and National Insurance, in line with Inland Revenue rules.

13.10.3 Schools are required to follow LA advice in relation to the Construction Industry Scheme where this is relevant in the exercise of the community facilities power.

13.11 Banking

13.11.1 Schools must open a separate bank account for their operations in connection with the community facilities power.

13.11.2 Schools are reminded that they may not borrow money without the written consent of the Secretary of State. This requirement does not extend to monies lent to schools by their maintained authority.

Schools subject to the 'Scheme for Financing Schools'

Primary

Botwell House
 Bourne
 The Breakspear School
 BWI
 Cherry Lane
 Colham Manor
 Coteford Infant
 Deanesfield
 Dr Triplets CE
 Field End Infant
 Frithwood
 Glebe
 Grange Park Primary
 Harefield Infant
 Harefield Junior
 Harlyn
 Harmondsworth
 Hayes Park
 Heathrow
 Highfield
 Hillside Infant
 Hillside Junior
 Holy Trinity
 Lady Bankes Primary
 Minet Infant
 Minet Junior
 Newnham Infant
 Newnham Junior
 Oak Farm Primary
 Rabbsfarm
 Ruislip Gardens
 Sacred Heart RC
 St Andrew's CE
 St Bernadette's RC
 St Catherine's RC
 St Mary's RC
 St Swithun Wells RC
 Warrender
 Whitehall Infant
 Whitehall Junior
 Whiteheath Infant
 Whiteheath Junior

Primary (contd)

Yeading Infant
 Yeading Junior

Nursery

McMillan Nursery School

Secondary

Oak Wood
 Harlington

Special

Hedgewood
 Meadow

Summary

Nursery	1
Primary	44
Secondary	2
Special	2
Total	49

Best Value and Schools

1. This paper is intended to assist schools in considering the relevance of best value principles to the expenditure of funds from their delegated budget share.
2. Best value is a statutory duty to deliver services to clear standards, covering both cost and quality, the most effective, economic and efficient means available. Legislation is to place a duty on local authorities to secure best value in respect of the way in which they exercise their functions. The new duty is not intended to apply to those functions which are exercised by the governing bodies of authority maintained schools. However, schools will be encouraged to adopt the best value performance management framework.
3. In relation to schools and expenditure from delegated budgets, the main features of best value can be summarised as a need for the governing body of a school to ensure:
 - a) the existence of a programme of performance review which will aim for continual improvement. Existing mechanisms such as school development plans and post-OFSTED inspection plans can be developed to satisfy the requirements for review. The reviews should include:
 - challenging how and why a service is provided (including consideration of alternative providers);
 - comparison of performance against other schools taking into account the views of parents and pupils;
 - mechanisms to consult stakeholders, especially parents and pupils;
 - embracing competition as a means of securing efficient and effective services;
 - b) the development of a framework of performance indicators and targets which will provide a clear practical expression of a school's performance, taking national requirements into account;
 - c) that the following are included in school development plans -
 - a summary of objectives and strategy for the future;
 - forward targets on an annual and longer term basis;
 - description of the means by which performance targets will be achieved;
 - a report on current performance
 - d) that internal and external audit takes place ensuring that performance information is scrutinised. Authority oversight of school finances provides external review.
4. The independent inspection and intervention elements of the best value framework will be the responsibility of other bodies and therefore not relevant to demonstration by a governing body of adherence to best value principles.

Categories of Repairs and Maintenance

LA Capital /Revenue Split and items which are the separate responsibility of Governors in VA Schools.

Illustrative examples in line with DfE interpretation of the CIPFA Code of Practice.

All capital works are subject to a de minimus limit of **£10,000** i.e. if works are less than that, they are revenue. An exception to this rule is made where schools have capital budgets such as Devolved Formula Capital which is below the £10,000 limit and where expenditure against these budgets can only be recorded as a capital expenditure. Capital works must involve the acquisition or the substantial enhancement of the value or economic life of an asset and meet the de minimus requirement.

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REVENUE: REPAIRS & MAINTENANCE	VA SCHOOLS - GOVERNORS RESPONSIBILITIES
Roofs			
<u>Flat</u>	Structure. New (not replacement) structure	Repair/replacement of small parts of an existing structure	New structure and repair replacement of structure
	Structure. Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of same	Replace small areas of rotten or defective timber, make good minor areas of spalling concrete where reinforcing bars exposed	Replacement of structure
	Screed / insulation in a new building/extension	Repair/replacement of screed/insulation where defective.	New screed/insulation and repairs
	Screed / insulation. Replacement/repair of substantially all. Improve effectiveness of insulation Finish on new build. Replacement of all/substantially all on existing roof	Work to improve insulation standards, during work to repair/ replace small areas of roof. Replacement of roof finish on existing building. Re-coating chippings to improve life expectancy	Replacement/repair of screed/insulation Finish on new build. Replacement of roof finish on existing building. Re-coating
	Edge Trim/ Fascia on new build	Repairs/ replacement. (uPVC) Repainting.	Edge Trim/fascia on new build and repairs/ replacement/repainting
	Edge Trim/ Fascia, replacement of all / substantially all on existing roof Drainage on new build	Repairs/ replacement. (uPVC) Repainting. Clearing out gutters and downpipes. Replacement/ repair/ repainting of individual gutters/pipes	Replacement of edge Trim/Fascia on existing building Drainage on new building and repairs/replacement/ Repainting (<u>NOT</u> cleaning gutters/downpipes)
	Other e.g. Flashings, rooflights on new build Replacement of	Repair/ Replacement/ cleaning of individual items	Flashings/rooflights on new building and repair/ replacement (<u>NOT</u> cleaning)

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REVENUE: REPAIRS & MAINTENANCE	VA SCHOOLS - GOVERNORS RESPONSIBILITIES
	all/substantially all on existing roof		
<u>Pitched</u>	Structure. New (not replacement) structure	Repair/replacement of small parts of an existing structure	Structure of new roof and all repairs <u>EXCEPT</u> trusses (i.e. internal repairs)
	Structure. Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of the structure	Replace/ repair small areas of rotten/ defective joists, rafters, purlins etc. Not complete trusses	Replacement of internal structure <u>EXCEPT</u> trusses (i.e. internal repairs)
	Insulation in a new building/extension	Repair/replacement/ increasing thickness of insulation in an existing roof	Insulation in new building and repair/replacement.
	Insulation. Replacement /repair of substantially all. Improve insulation to current standards		Repair/replacement or improve insulation
	Roof finish in a new building/extension, replacement of all/substantially all on existing roof	Replace missing/ damaged	Finish in new building/extension and repair/replacement in existing building
	Bargeboards/ Fascias in a new building/extension, replacement of all/substantially all on existing roof	Repairs/ replacement/ repainting	Bargeboards/fascias in new building/extension and repairs/replacement/ repainting in existing building
	Drainage in a new building/extension	Clearing out gutters and downpipes. Replacement/repairs of individual pipes/gutters	Drainage in new building/extension and repair/replacement. <u>(NOT</u> cleaning guttering or downpipes) Drainage replacement in existing roof.
	Drainage. Replacement of all/substantially all on existing roof		
	Other e.g. Flashings, Roof windows in a new building/extension, replacement of all/substantially all on existing roof	Repair/ Replacement /Cleaning	Flashings, roof windows in new building/ extension and repair replacement <u>(NOT</u> cleaning) in existing roof
<u>Other</u>	Provide new covered link etc. between existing buildings	Minor repairs, maintenance to existing covered link	Provide new covered link and repairs to existing. <u>(NOT</u> cleaning) Re-build or repair structure of existing covered link.
	Rebuild or substantially repair structure of existing covered link		
	Add porch etc. to existing building	Minor repairs, maintenance to existing	Add new porch and minor repairs to existing
	Rebuild / substantially repair structure of existing porch		Re-build or repair existing porch.

Floors

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REVENUE: REPAIRS & MAINTENANCE	VA SCHOOLS - GOVERNORS RESPONSIBILITIES
<u>Ground Floor</u>	Structure and dpc in new building	Repair/replacement of small parts of an existing structure	Structure and dpc of new building and replacement of existing structure
	Structure and dpc - Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of same		
	Screed and finish in new build, replacement of all/substantially all on existing floor - e.g. replacement of most carpets/ tiles in a room	Replacement and repair of screed and finishes/ Replacement of mats/ matwells. Maintenance e.g. revarnishing wooden floors.	Provide screed and finish in new buildings (<u>NOT</u> repairs to finishes, matwells etc.)
<u>Upper Floor</u>	Structure - as ground floor	As ground floor	Structure of new buildings and replacement of existing structure As ground floor
	Screed and Finish - as ground floor	Repairs of finishes/ Replacement - as ground floor	
Ceilings			
<u>Top/ only storey</u>	Suspension	Repair/ replacement incl. From water damage, & necessary decoration	Provision, (<u>NOT</u> repair or replacement)
	Membrane		Provision, (<u>NOT</u> repair or replacement)
	Fixed	Repair/ replacement Inc. from water damage	Provision, (<u>NOT</u> repair or replacement)
	Access panels	Repair/ replacement	Provision, (<u>NOT</u> repair or replacement)
<u>Lower storeys</u>	Suspension	Repair/ replacement	Provision, (<u>NOT</u> repair or replacement)
	Membrane		Provision, (<u>NOT</u> repair or replacement)
	Fixed	Repair/ replacement	Provision, (<u>NOT</u> repair or replacement)
<u>All</u>	Specialist removal/ replacement of damaged/ disturbed Asbestos based materials, planned or emergency	Inspection/ air testing Applying sealant coats to asbestos surfaces for protection	Removal/replacement of damaged/disturbed asbestos <u>EXCEPT</u> where part of repair project.
External walls			
<u>Masonry/ cladding</u>	Structure Underpinning/ propping for new build	Repairs Preventive measures e.g. tree removal	Structure, underpinning/ propping of new building and repairs, (<u>NOT</u> tree removal unless part of clearing new site)

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REVENUE: REPAIRS & MAINTENANCE	VA SCHOOLS - GOVERNORS RESPONSIBILITIES
	External Finish on new build	Repair/replacement of small parts of an existing structure. e.g. repointing/ recladding a proportion of a wall where failure has occurred.	External finish on new building and repairs/replacement of existing structure including re-pointing/re-cladding
	External Finish on existing build where needed to prevent imminent or correct actual major failure of the structure. e.g. repointing/recladding work affecting most of a building /Replacement build		External finish on existing building including correcting of structure.
<u>Windows and Doors</u>	Framing - new build	Repair/ replacement of individual frames. Repainting frames	New window frames and doors in new building and repairs/replacement (<u>NOT</u> replacement/ repair/ re-painting of internal doors or windows)
	Framing - structural replacement programme	Repair/ replacement of individual windows. Repainting frames	New windows in replacement programme
	Glazing - new build	Replacing broken glass	Glazing new building and replace broken glass.
	Glazing Upgrading existing glazing		Upgrading existing glazing
	Ironmongery Improved security	Repair/ replacement, upgrading locks etc.	Ironmongery to improve security and repair/replacement.
	Internal and external decorations to new build	Internal and external decoration to include cleaning down and preparation.	Internal and external decoration of new provision, external re-decoration (<u>NOT</u> internal redecoration)
<u>Masonry chimneys</u>	Structure		Structure of chimneys
	Jointing including expansion and mortar joints/ pointing/ DPC	Repair/ re-pointing	Jointing/Pointing and dpc of chimneys and repair/re-pointing.
Internal walls			
<u>Solid</u>	Complete including various internal finishes, linings and decorations	Repairs and redecoration to internal plaster/ linings tiles, pin boards etc.	New walls & finishes, (<u>Not</u> repair/ replacement)
	Refurbishment and alterations	Minor alterations	
<u>Partitions</u>	Complete structure including linings, framing, glazing, decoration etc.	Repairs and redecoration.	New partitions, (<u>Not</u> repair/ replacement)
	Refurbishment and alterations	Minor alterations	

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REVENUE: REPAIRS & MAINTENANCE	VA SCHOOLS - GOVERNORS RESPONSIBILITIES
<u>Doors & Screens</u>	Framing/ Screens/ Doors to new buildings including glazing, ironmongery, jointing and internal decorations	Internal maintenance and redecoration. Repair/ replacement of defective doors and screens	Provision of new, (<u>Not</u> repair/ replacement)
<u>All</u>	Glazing to meet statutory Health & Safety requirements	Replacement of broken glass	New glazing and replacement of broken glass, (<u>Not</u> internal window repairs)
Sanitary Services			
<u>Lavatories</u>	In new buildings provision of all toilet fittings, waste plumbing and internal drainage.	Repair/ replacement of damaged sanitary ware, fittings, waste plumbing etc.	Provision. (<u>Not</u> repair/ replacement of damaged sanitary ware)
	Large scale toilet refurbishment	Small areas of refurbishment	Provision / refurbishment (Not replacement of damaged sanitary ware)
	Provision of disabled facilities, and specialist facilities related to pupils with an Education, Health & Care plan	Repair/ replacement of damaged fittings, waste plumbing etc.	Provision, (<u>Not</u> repair/ replacement of damaged fittings etc.)
<u>Kitchens</u>			
	Kitchens in new buildings, complete with fittings, equipment, waste plumbing and internal drainage. Internal finishes and decorations.	Maintain kitchen to requirements of LA	
	General refurbishment	Cleaning out drainage systems	
	Large and costly items of equipment	Redecoration Repairs	
		Repairs/ replacement parts	
Mechanical services			
<u>Heating/ hot water</u>	Complete heating and hot water systems to new projects, including fuel, storage, controls, distribution, flues etc.	General maintenance of all boiler house plant including replacement of defective parts. Regular cleaning. Energy saving projects Monitoring systems	Provision of complete system, (<u>Not</u> repair/ replacement or maintenance)
	Safe removal of old/ damaged asbestos boiler and pipework insulation, where risk to Health & Safety.	Health & safety issues	
	Planned replacement of old boiler/ controls systems past the end of their useful life	Replacement of defective parts	
	Emergency replacement of boiler plant/ systems		

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REVENUE: REPAIRS & MAINTENANCE	VA SCHOOLS - GOVERNORS RESPONSIBILITIES
<u>Cold water</u>	Provision of cold water services, storage tanks, distribution, boosters, hose reels etc. in major projects	Maintenance and repair/ replacement of defective parts such as servicing pipes. Annual servicing of cold water tanks.	Provision of complete system, (<u>Not</u> repair/ replacement or maintenance)
<u>Gas</u>	Distribution on new and major refurbishment's, terminal units	Repairs, maintenance and gas safety All servicing	
<u>Ventilation</u>	Mechanical ventilation/ air conditioning to major projects	Provision of local ventilation. Repair/ replacement of defective systems and units	Provision, (<u>Not</u> repair/ replacement)
<u>Other</u>	Swimming pool plant and its complete installation, including heat recovery systems	Repair/ replacement of parts to plant, pumps and controls. Water treatment equipment and all distribution pipework. Simple heat recovery systems. Solar heating plant and equipment.	If governors provided.
Electrical services			
<u>General</u>	Main switchgear and distribution in major projects.	Testing/ replacement of distribution boards. The repair and maintenance of all switchgear and interconnecting cables including that in temporary buildings.	Provision, (<u>Not</u> repair/ replacement or maintenance)
	Replacement of obsolete and dangerous wiring systems, including distribution boards	All testing, earthing and bonding to meet Health & Safety. All servicing.	
<u>Power</u>	Control gear, distribution, fixed equipment, protection etc.	All testing, repair and replacement of small items of equipment	Provision, (<u>Not</u> repair/ replacement)
<u>Lighting</u>	Provision of luminaires and emergency	Replacement of luminaires, all testing, adjustments and improvements to emergency	Provision, (<u>Not</u> repair/ replacement)
<u>Other</u>	Lightning protection in new build Alarm systems, CCTV, lifts/ hoists etc.,	Repair/ replacement Repair and maintenance	Provision and repair Provision, (<u>Not</u> repair or maintenance)
	New installation of communication systems, WIFI systems / TV, call, telephone, data transmission, IT etc. and provision in new build.	Repair/ replacement/ maintenance, including all door access systems	
External Works			
<u>Pavings</u>	Provision of new roads, car parks, paths, court, terraces, play pitches, steps and handrails, as part of major project, including disabled access	Maintenance and repair Car park and playground markings.	Provision if part of statutory proposal project. <u>Not</u> repair or maintenance Provision and repair of ramps and steps.

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REVENUE: REPAIRS & MAINTENANCE	VA SCHOOLS - GOVERNORS RESPONSIBILITIES
Miscellaneous	Provision of walls, fencing, gates and ancillary buildings as part of major project	Maintenance and repair of all perimeter/ boundary/ retaining walls, fencing and gates.	
<u>Drainage</u>	Drains, soakaways, inspection chambers and sewage plant as part of new projects	Maintenance and repair of drains, gullies, grease traps and manholes between buildings and main sewers. Cleaning of the above and unblocking as necessary.	Foul drainage plus external gutters and drainpipes. Not maintenance
<u>Open air pools</u>	Structure, Hygiene/ safety in new build	Hygiene, cleaning, maintenance and repairs, including replacement parts. Simple energy saving systems.	If governors provided.
<u>Services distribution</u>	Heating mains gas mains water mains electricity mains, renewal of any above.	Annual servicing	Provision grant aided but <u>not</u> for repair

School Redundancy Reimbursement Procedure and Processes

1. Introduction

Under Section 37 (5) of the Education Act 2002 the Council is normally required to fund the cost of school redundancy payments. In order to access this funding, schools will need to demonstrate that they have followed the Council's Procedures and Processes which are set out in the following paragraphs.

2. Procedure and Processes

With any redundancy exercise the local authority will need to be satisfied that the school has clear documentation outlining the rationale for the proposal, that all alternative solutions to a redundancy have been explored, and the appropriate consultation has been undertaken.

In line with the above, the school will need to ensure that the Director of Education & SEND and the Head of Finance for Children's Services is advised of any redundancy proposals at the earliest opportunity, preferably at the beginning of the process. Schools will also need to demonstrate that they have sought advice from their HR Service provider throughout the process. The school should also show that they have accessed advice from Schools Finance and any other appropriate forums in relation to their proposal and the viability of any other solution.

In relation to the consultation with staff and the relevant Trade Unions it is advised that the schools use the LA's model consultation guidance and that it is in line with the Redundancy Policy and Procedure adopted by the school.

As part of the consultation exercise, the school will need to provide a copy of the paper to the Director of Education & SEND and the Head of Finance for Children's Services. The school will also need to provide them with the following documents:

- i) The most recent school budget plan.
- ii) The most up to date monitoring position of the school budget.
- iii) An explanation of the use of any surplus balances held by the school.
- iv) An explanation of changes of more than 10% on any budget, both expenditure and income.
- v) The estimated cost of redundancy for each post being made redundant.

The school will need to provide responses to any questions that the Local Authority might have within one week of the request.

All of this supporting documentation will be provided to the Director of Education & SEND, who will produce a Cabinet Member Report for consideration by the Cabinet Member for Children, Families and Education for their final decision. The school will be notified within one week, once a decision is reached.

Schools will be able to claim the reimbursement of redundancy costs by submitting an invoice, one for the first tranche payment and a further invoice for the second and final tranche payment at least three months after the relevant persons have left the schools employment and signed the copy documentation confirming that they have not obtained further employment.

Failure to manage any redundancy process as outlined above may result in the Local Authority not meeting the redundancy costs or any part of those costs incurred by the school in accordance with guidance and regulations under the Education Act.

Education Act 2002 – Section 37 extract

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.

It is important that the local authority discusses its policy with its Schools Forum. Although each case should be considered on its merits, this should be within an agreed framework. It may be reasonable to share costs in some cases, and some authorities operate a panel to adjudicate on applications.

A de-delegated contingency could be provided, if Schools Forum agree, to support individual schools where "a governing body has incurred expenditure which it would be unreasonable to expect them to meet from the school's budget share".

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 incurs 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 (7B) 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.

(9) 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.

(10) Regulations may make provision with respect to the recovery from governing bodies of amounts payable by virtue of subsection (7).

(11) Subsections (1) to (6) do not apply to a maintained school at any time when the school does not have a delegated budget by virtue of any suspension under section 17 of, or Schedule 15 to, the School Standards and Framework Act 1998 (c. 31).

(12) In this section "community purposes" means the purposes of the provision of facilities or services under section 27

Appendix 5

Scheme for financing schools 2025-26

XXXXXXXXXXXXX SCHOOL

MODEL APPLICATION FOR AN INTEREST FREE LOAN FOR AN EARLY CAREER TEACHER OF UP TO £1,500

Completed form to be returned to: (Enter School's HR Email)

PERSONAL DETAILS

Surname..... (Mr/Mrs/Ms/Miss)

Forename(s)

Department Payroll No:.....

Home Address.....

.....

.....

Work tel no..... Home/mobile no

DECLARATION

The details given above are complete and correct and I hereby apply for a loan of £1,500. I agree that I shall repay the full amount of the loan by 12 equal consecutive monthly instalments of £125.00 commencing on _____(Date), which sum I agree to being deducted from my salary each month until the total sum advanced be repaid.


I have read the conditions below and agree to be bound by them.

Signature..... Date.....

AUTHORISATION – To be completed by the Headteacher

I confirm that the details given are correct as far as I am aware and I recommend that the loan be granted.

Signature Date

	London Borough of Hillingdon Schools Forum 7 th October 2025
Title	De-delegation of the Teachers Pensions Administration for 2026-27
Agenda Item	3f
Report by	Ndenko Asong – Strategic Finance Consultant
Appendices	N/A
Recommendation(s)	Agree to de-delegate the Teachers Pensions Administration for 2026-27.

1 Introduction

- 1.1 This paper outlines the proposal to de-delegate the Teachers Pensions Administration for Maintained Schools for FY2026-27 and seeks approval by the relevant members of schools forum to support this proposal.

2 Recommendation

- 2.1 It is recommended that members approve the de-delegation of **£1.47** unit cost for the service of Teachers Pensions Administration for maintained schools in FY2026-27.

3 Background

- 3.1 Following the removal of the Education Services Grant (ESG), local authorities can only continue with the provision of former ESG services via the de-delegation of funds to the local authority.
- 3.2 The pension administration service is one such service which the local authority seeks to continue to provide with a de-delegated budget.

4 Impact of the Proposal

- 4.1 The cost of this de-delegation is **£1.47** per pupil.
- 4.2 The de-delegated amount reflects a contribution to the cost of the post responsible for the maintenance and reconciliation of Teachers Pensions payments, the identification and follow-up of any queries with schools and payroll providers and the payment of

deductions to the Teachers Pensions Agency. The annual cost of this is post is currently **£38k**

- 4.3 Should the proposal to de-delegate for Teacher Pensions administration not be agreed by Schools Forum, maintained schools will be required to deal with any queries that the Council receives from Teachers' Pensions, as the Council will no longer be able to liaise directly with the Payroll provider.



The NEU Case for De-delegation of Facilities Time Arrangements for Trade Union Local Officers 2026-27

1. Summary

- 1.1 Every London Borough has an established 'facilities pot,' as does the majority of Local Authorities in England and Wales. This is a fund paid into by schools to provide paid release of a teacher for trade union duties and activities across a defined authority. This report presents the case for adequate facility time arrangements for schools in Hillingdon, to give local trade union officers the time they need to support educators and strengthen employer-union relationships in schools. These arrangements allow schools to fulfil their legal obligations including representation and consultation with staff.
- 1.2 Trade union local officers play a crucial role in carrying out complex and demanding activities. This includes providing advice and representation for educators, negotiating with school leaders, engaging in statutory consultations, helping manage workplace change, handling casework, promoting equality, and promoting workplace health and safety.
- 1.3 The London average yearly funding figure for facility time is around £5 per pupil (equivalent to £200,000 for 40,000 pupils). In 2023 Hillingdon's funding figure was £2.19 per pupil (equivalent to £87,600 for 40,000 pupils). The NEU believes that Hillingdon is an outlier in the current buy in level. It is also a clear outlier in its decision not to de-delegate Trade Union Facility Time.

2. Recommendations

- 2.1 Hillingdon National Education Union is recommending that:
- 2.2 The Schools Forum returns to de-delegated funding for Trade Union Facilities Time, as existed before the 6th of December 2023.
- 2.3 The per pupil funding is adjusted to reflect the [increased school funding in 2023](#) and the requirement for appropriate levels of release time for branch

caseworkers. The NEU proposes a yearly funding figure to be de-delegated for Trade Union Facility Time. This figure will be based on the total pupil numbers of all maintained schools at £4.00 per pupil for Hillingdon maintained secondary schools and £3.00 per pupil for Hillingdon maintained primary schools.

2.4 As with maintained schools, all academies receive funding to contribute to facilities time. The NEU recommends that **all** Academy Schools in the London Borough of Hillingdon should buy into the facilities funding agreement. We believe they should contribute on a basis of equity to allow their staff access to trained trade union officers at the same rate as the maintained schools.

3. Background

3.1 Until 2023, Hillingdon maintained a de-delegated fund intended for compensating the paid release of local officers representing school trade unions. However, in December 2023, the Forum raised concerns regarding the lack of evidence of how the money was spent and its impact, and issues of transparency and fairness in relation to the funding being taken only from maintained schools and not academies.

3.2 The trade unions have committed to continuing to provide termly reports on trade union duties.

3.3 The trade unions have acknowledged the issue of fairness in respect of the funding only being taken from maintained schools and has developed fairer casework strategies in Hillingdon.

3.4 If De-delegation is agreed by the Forum, Hillingdon LBC have agreed to hold a one cost centre for trade union activity, all income and expenditure will be coded to this cost centre, this will hold de-delegated funds.

3.5 Given these developments, there is a compelling necessity to reinstate this fund. Doing so would enable the allocation of resources for the purpose of releasing a school-employed staff members capable of effectively performing the duties associated with the Branch Secretary role.


4. Steps For De-delegation

- 4.1 Casework in maintained Schools 2025-26** – The Forum agreed that the existing funds in the facility pot could be used for trade union duties this current year. Hillingdon NEU has committed to carrying out and prioritising casework and duties in all maintained schools.
- 4.2 Casework in Academies 2025-26** – Hillingdon NEU will not carryout casework in academies that do not commit to paying into the facilities arrangement for the following year, **2026-27**. Where NEU members require representation in these academies, they will be allocated to the region and there will be inevitable delays and complications and caseworkers may not have the local knowledge and context that the Hillingdon branch offer.
- 4.3 Reporting of Trade union Duties 2025-26** – Hillingdon NEU will continue to submit termly reports and accounts to the facility potholder. This year these reports will also be directly shared with the Forum. This will be anonymised as it is not appropriate to highlight specific schools, but the data will identify primary, secondary, maintained and academy casework. It should be noted that this will not fully acknowledge the branch work as many cases are manged directly with members and are often prevented from going through the formal school processes.
- 4.4 Hillingdon LBC and the Facility Pot 2026-27** - If De-delegation is agreed by the Forum, Hillingdon LBC have agreed to hold a one cost centre for trade union activity, all income and expenditure will be coded to this cost centre, this will hold de-delegated funds.
- 4.5 Membership Data** – Calculations for splitting the facility pot will be made collectively by all trade unions. The existing Hillingdon LBC calculators will still be used. All trade unions will provide membership numbers through their national databases. Trade unions will share the calculations with the facility potholder and the Forum.
- 4.6 Hillingdon LBC and Academies 2026-27** - Hillingdon LBC have agreed that the trade unions will be responsible for the calculations, the finance team will only

be dealing with payments and raising invoices and can provide quarterly reports of expenditure and income. The trade unions will be able to ask Hillingdon LBC to raise invoices for academy contributions. Hillingdon LBC will be able to send the trade unions the debt report to chase Academies to pay the invoices.

5. Conclusion

- 5.1 Returning to a de-delegated pot for trade union local officers is a prudent investment that yields substantial benefits for schools, employers, and society at large. The valuable contributions of these officers, ranging from managing change and resolving issues to promoting productivity and providing training, justify the modest financial support. By pooling resources, schools can ensure efficient and timely access to the expertise of trade union local officers, contributing to the effective delivery of education and the overall success of the educational system.
- 5.2 Reinstating the de-delegated funding will bring Hillingdon in line with standard practice and avoid Hillingdon remaining an outlier amongst London Boroughs.

	London Borough of Hillingdon Schools Forum 7 th October 2025
Report Title	DSG Monitoring
Agenda Item	4a
Decision/Discussion/Information	Information
Author	Ndenko Asong, Strategic Finance Consultant nasong@hillington.gov.uk ; Luisa Hansen, Head of Finance, Luisa.Hansen@hillington.gov.uk
Appendices	n/a

1. Intro

- 1.1. This report provides the Schools Forum (SF) with brief summary of the DSG forecast position at period 5 of the monitoring cycle.
- 1.2. The forecast is measured against the updated DSG allocations for FY2025-26 published in July 2025.

2. Budget Monitoring

- 2.1. At the end of period 5 the DSG forecast was a deficit of **£12.5m** with a cumulative balance of **£78.4m** at the end of the year. See table below.

Dedicated Schools Grant (DSG) Blocks	Budget 2025-26			Forecast	Variance
	DSG Settlement	Academy Recoupment	LBH Allocation		
	£m	£m	£m		
Schools Block	297.9	-187.0	110.9	110.9	-
Early Years Block	48.3	-	48.3	48.3	-
Central Schools Block	2.5	-	2.5	2.5	-
High Needs Block	74.3	-13.1	61.2	73.7	12.5
Total	423.0	-200.1	222.9	235.4	12.5
Balance Brought Forward 1 April 2025					65.9
In year Deficit 2025/26					12.5
Total Deficit at 31 March 2026					78.4

3. School Block

- 3.1.** The school block which covers the distribution of the schools budget share is expected to come in on budget. There is no expected variance on this block in the forecast to March 2026

4. Early Years Block

- 4.1.** The Early Years (EY) Block is forecast to come within budget for the year to March 2026.
- 4.2.** The funding devolved to schools is currently forecast to come in on budget albeit the actual expenditure for the spring term might introduce some variance. The current changing landscape of EY funding makes predictions on uptake currently challenging.

5. Central Services Block

- 5.1.** The central services (CS) block is expected to come in relatively on budget for the year to March 2026

6. High Needs Block

- 6.1.** The magnitude of the DSG overspend is as a result of the overspend in the High Needs (HN) block with a forecast overspend of **£12.5m**.
- 6.2.** Independent sector placements continue to be a significant pressure on the HN budget. Inflationary cost has seen a forecast year on year projection of an additional **£1.6m** spend though the number of placements in this sector continue to drop as a result of the safety valve measures coming into fruition.
- 6.3.** Currently, the forecast indicates an overspend in post 16 particularly in the FE sector. However, there is outstanding work being undertaken on transition placements and new entrants/exits. It is anticipated that this will mitigate the overspend in the sector once all the work is completed. This is expected to be done by the end of October 2025.

7. Summary

- 7.1.** The forum is to note the DSG forecast balance of **£78.4m** by end of March 2026, an in-year deficit of **£12.5m** from the start of the year due to overspends in the HN Block. The safety valve objectives continue to play a vital role in the control of the DSG deficit and the service will continue to seek to greater efficiency in the delivery of an ambitious programme.