

Schools Forum Early Years Task and Finish Group Project Initiation Document

DRAFT

VERSION HISTORY

Version	Date Issued	Brief Summary of Change	Author
0.1	05/09/2013	First Draft Version	Raina Turner – Head of Finance

1 BACKGROUND

1.1 Purpose of this document

Schools Forum on 12 June 2013 agreed that Task and Finish Groups would be established to consider issues affecting each of the new three funding blocks. These groups will be for a fixed period and will be drawn from School Forum and the Local Authority. Each group will consider the issues affecting their funding blocks.

The Early Years Block receives funding for 2, 3 and 4 Year Olds. The Total 3-4 Year Old budget is £13.480 million and the 2 Year Old budget is £4.040million totalling £17.520million. Of the £13.480million 3-4 Year Old Budgets, Schools received a budget allocations totalling £7.868million and PVI settings £4.78million based on the Local Funding Formula for 3-4 Year Olds.

The purpose of this document is to agree the areas of work for the Early Years group and time scales, with a view to making proposals to Schools Forum for decision.

1.2 Project Objectives

The Early Years Task and Finish group will;

- Propose changes to the existing 3-4 Year Old Funding Formula
- Propose changes to the Head Count process.

1.3 Project Size

Criteria	
Duration	September 2013 to January 2014 (4-5 meetings)
Members	School Forum Primary representatives and School Forum PVI representative Officers from the Education, Schools Finance & Childcare Teams

1.4 Project Scope

The scope of the project is to:

- Review the Quality Element of the 2013-14 Formula following new instructions issued by the DFE in July
- Review the 3-4 Year Old Free Early Education Funding Formula for 2014-15
 - Consider the any guidance issued by the DFE
 - Examine the formula of other Local Authorities
 - Review elements/components of the Formula
 - Review the financial implications of changes to the formula to the funding allocation to settings and funding envelope
 - Make recommendation to Schools Forum
 - Agree the consultation process and time scales
- Review the Head Count Collection Process for 2013-14

2 CONSTRAINTS/DEPENDENCIES

2.1 Constraints

The main constraints identified so far are:

The Task and Finish group meetings need to be set so that reports can be taken to Schools Forum in November 2013 on any proposed changes to the 3-4 Year Old Formula and January 2014 to feedback on the consultation with settings.

The DFE /EFA will be issuing further guidance on the 2014-15 Revenue Funding Arrangements including the possibility of implementing a new National Funding Formula for 3-4 Year Olds.

2.2 Project Team

The membership of the Project Team has been agreed as follows:

Role	Name	Team
Project Leads	Raina Turner	Education & Schools Finance Team
	Eve McLoughlin	Childcare Team
Local Authority Officers	Michael Blay Florence Fadahusi	Responsible for Formula calculations and Head Count collection and payments to settings
	Barry Fong Elizabeth Freer Graham Moss	Responsible for data set information – Quality Element Child minder Specialists Strategic Development Consultation
Primary Representatives from Schools Forum including a PVI representative	TBA	

3 INITIAL PROJECT PLAN

Topics	Date
Initial Meeting: <ul style="list-style-type: none"> - Terms of Reference - Scope of Project - Agree Timescales - Review Comparator Local Authorities - Review Elements of the Formula - Receive an update on the 2013-14 Budget following the final payments in relation to the 2012-13 head counts 	Week Commencing 2 nd October to 6 th October 2013
<ul style="list-style-type: none"> - Review the 2013-14 Budget following the receipt of the January 2013 and January 2013 - Review impact on budgets following application of the changes to the formula - Agree the consultation document and time scales for proposed changes 	October 2013
<ul style="list-style-type: none"> - Review summer 2013 Head Count Collection Process in Schools and PVIs 	November 2013
<ul style="list-style-type: none"> - Take recommendations to Schools Forum in January based on consultation responses 	December or early January 2014