

LONDON BOROUGH OF WALTHAM FOREST

| | | | |
|---|---|-------------|----------|
| Meeting / Date | SCHOOLS FORUM 16 September 2015 | Agenda Item | 8 |
| Report Title | Trade union facility time funding | | |
| Decision/ Discussion/ Information | For Discussion | | |
| Report Author/ Contact details | Gerry Kemble, Head of WF Traded Services 020 8496 4300 gerry.kemble@walthamforest.gov.uk | | |
| Appendices | Appendix A: Trade Union Opt Ins 2015-16 | | |

1 SUMMARY

- 1.1 At the 14 January 2015 Schools Forum, Primary and Secondary maintained schools made decisions around the de-delegation of funding for Trade Union Facility Time.
- 2.2 This report reminds Schools Forum of the decisions previously made, provides an update on pooled funding collection and outlines next steps.

2 RECOMMENDATIONS

- 2.1 Schools Forum notes de-delegated and pooled funding collection to date.
- 2.2 Schools Forum notes that further reports will be presented to the November meeting. These will be on Trade Union Facility time funding and Occupational Health Service funding. These November reports will be seeking decisions from maintained Primary and Secondary schools around de-delegation of funds for 2016-17.

3 REASON

- 3.1 Maintained mainstream schools can opt to return (“de-delegate”) some elements of central funding. These amounts are deducted from the final school budget shares after applying the Local Funding Formula. Regulations require that Schools Forum by sector must decide to de-delegate these amounts i.e. Primary and Secondary sectors. De-delegation is not an option

for academies, special schools, nurseries or PRUs; however these settings may contribute by buying back any service provided by the local authority.

4 BACKGROUND

- 4.1 Maintained Primary schools agreed to de-delegate Trade Union Facility Time funding of £46,400. Maintained Secondary schools did not agree to de-delegate but indicated that they would pool funding for an initial one term. Secondary academy representatives on Schools Forum also indicated that they would pool funding for one term. Some maintained Secondary schools and some Secondary academies have contributed the one term pooled funding. In total £65,400 is the expected contribution. See **Appendix A**
- 4.2 The above contributions are in the context of a significant downward adjustment in the Facilities Time and associated costs in Waltham Forest. For 2015-16 the costs will be £106,000 (£2.88 per pupil). This is down from £132,000 (£3.75 per pupil) in 2014-15 and £175,000 (£5.06 per pupil) in 2013-14, compared to the £204,000 that was fully delegated including overheads in 2012-13. This was reported to Schools Forum on 14 January 2015.
- 4.2 Officers are now contacting all schools seeking their pooled funding for the autumn term. It is the preparation for this collection process that has highlighted the gap in allocated funding from schools. Where schools have not contributed pooled funding for the summer term just gone they will be reminded of this and invited to address this.
- 4.3 Officers are keen to meet with Headteacher groups and other appropriate bodies to facilitate early consideration and debate around further de-delegation decisions for 2016-17. Any suggestions as to how this can most effectively be progressed would be welcome.

| | 2015-16 | TUFT Contribution | | TUFT Expected Contribution |
|---|---------------|-------------------|--------------|----------------------------|
| PRIMARY | NOR | £ | | £ |
| Maintained Schools | | 2,88 | | |
| Chase Lane Primary | 638 | 1,837 | De-Delegated | 1,837 |
| Longshaw Primary | 408 | 1,175 | De-Delegated | 1,175 |
| Larkswood Primary | 683 | 1,967 | De-Delegated | 1,967 |
| Whitehall Primary | 407 | 1,172 | De-Delegated | 1,172 |
| Davies Lane Primary | 642 | 1,849 | De-Delegated | 1,849 |
| Downsell Primary | 538 | 1,549 | De-Delegated | 1,549 |
| Newport School | 735 | 2,117 | De-Delegated | 2,117 |
| Chapel End Infants | 265 | 763 | De-Delegated | 763 |
| Edinburgh Primary | 624 | 1,797 | De-Delegated | 1,797 |
| Greenleaf Primary | 445 | 1,282 | De-Delegated | 1,282 |
| Handsworth Primary | 424 | 1,221 | De-Delegated | 1,221 |
| Thorpe Hall Primary | 483 | 1,391 | De-Delegated | 1,391 |
| The Winns Primary | 814 | 2,344 | De-Delegated | 2,344 |
| Woodford Green Primary | 194 | 559 | De-Delegated | 559 |
| Oakhill Primary | 232 | 668 | De-Delegated | 668 |
| Henry Maynard Primary | 836 | 2,408 | De-Delegated | 2,408 |
| South Grove Primary | 460 | 1,325 | De-Delegated | 1,325 |
| Dawlish Primary | 216 | 622 | De-Delegated | 622 |
| Gwyn Jones Primary | 335 | 965 | De-Delegated | 965 |
| George Tomlinson Primary | 551 | 1,587 | De-Delegated | 1,587 |
| Mission Grove Primary | 666 | 1,918 | De-Delegated | 1,918 |
| Coppermill Primary | 269 | 775 | De-Delegated | 775 |
| Stoneydown Park Primary | 372 | 1,071 | De-Delegated | 1,071 |
| Parkside Primary | 374 | 1,077 | De-Delegated | 1,077 |
| The Jenny Hammond Primary | 252 | 726 | De-Delegated | 726 |
| Ainslie Wood Primary | 394 | 1,135 | De-Delegated | 1,135 |
| Barn Croft Primary | 178 | 513 | De-Delegated | 513 |
| Mayville Primary | 398 | 1,146 | De-Delegated | 1,146 |
| Chingford C of E Primary | 418 | 1,204 | De-Delegated | 1,204 |
| St Mary's Catholic Primary | 219 | 631 | De-Delegated | 631 |
| St. Joseph's Catholic Junior | 234 | 674 | De-Delegated | 674 |
| St. Saviour's C of E Primary | 373 | 1,074 | De-Delegated | 1,074 |
| St Joseph's Catholic Infants | 171 | 492 | De-Delegated | 492 |
| St. Mary's C of E Primary | 472 | 1,359 | De-Delegated | 1,359 |
| Selwyn Primary School | 559 | 1,610 | De-Delegated | 1,610 |
| Our Lady and St George's Catholic Primary | 415 | 1,195 | De-Delegated | 1,195 |
| St. Patricks Catholic Primary | 403 | 1,161 | De-Delegated | 1,161 |
| TOTAL | 16,097 | 46,359 | | 46,359 |
| Academies | | | | |
| Yardley Primary | 450 | 1,296 | No | |
| Hillyfield Primary | 846 | 2,435 | | |
| Willow Brook Primary | 551 | 1,587 | | |
| The Woodside Primary | 810 | 2,333 | YES | 2,333 |
| Chapel End Junior | 378 | 1,089 | | |
| Riverley Primary | 417 | 1,201 | | |
| Sybourn Primary | 591 | 1,701 | | |
| Thomas Gamuel Primary | 423 | 1,218 | | |
| Roger Ascham Primary | 488 | 1,405 | | |
| Chingford Hall Primary | 236 | 680 | | |
| Whittingham Primary | 403 | 1,161 | | |
| Barclay Primary | 956 | 2,753 | | |
| Emmanuel Community | 84 | 242 | NO | |
| TOTAL | 6,632 | 19,100 | | 2,333 |
| GRAND TOTAL PRIMARY | 22,729 | 65,460 | | 48,692 |

| SECONDARY & ALL THROUGH | NOR | £ | | |
|--|---------------|----------------|----------|---------------|
| Maintained Schools | | | | |
| Buxton | 1,457 | 4,196 | one term | 1,399 |
| George Mitchell | 901 | 2,595 | one term | 865 |
| Frederick Bremer | 862 | 2,483 | YES | 2,483 |
| Heathcote | 877 | 2,526 | | |
| Norlington Boys | 504 | 1,452 | | |
| Willowfield | 656 | 1,889 | one term | 630 |
| Leytonstone | 854 | 2,460 | | |
| Walthamstow School for Girls | 898 | 2,586 | | |
| Kelmscott | 879 | 2,532 | one term | 844 |
| The Lammas | 703 | 2,025 | one term | 675 |
| Holy Family | 886 | 2,552 | YES | 2,552 |
| TOTAL | 11,835 | 34,085 | | 11,710 |
| Academies: | | | | |
| Rushcroft | 630 | 1,814 | one term | 605 |
| Connaught School for Girls | 594 | 1,711 | one term | 570 |
| Highams Park | 1,140 | 3,283 | one term | 1,094 |
| Chingford | 1,162 | 3,347 | one term | 1,116 |
| Eden Girls' | 152 | 438 | | |
| Walthamstow | 886 | 2,552 | | |
| TOTAL | 4,564 | 13,144 | | 3,385 |
| GRAND TOTAL SECONDARY & ALL THROUGH | 16,399 | 47,229 | | 15,095 |
| Primary and Secondary | 39,128 | 112,689 | | 63,787 |

| NURSERY & SPECIAL | PLACES | £ | | |
|------------------------------------|---------------|--------------|-----|--------------|
| Acacia | 102 | 295 | YES | 295 |
| Churchill Nursery | 107 | 310 | YES | 310 |
| Low Hall Nursery | 99 | 286 | YES | 286 |
| Belmont Park | 60 | 173 | | |
| Academies: | | | | |
| Brookfield House | 96 | 276 | YES | 276 |
| Joseph Clark | 85 | 245 | | |
| Whitefield | 340 | 979 | | |
| William Morris | 146 | 420 | YES | 420 |
| TOTAL NURSERY & SPECIAL | 1,036 | 2,984 | | 1,587 |

GRAND TOTAL

65,374

LONDON BOROUGH OF WALTHAM FOREST

| | | | |
|---|--|-------------|----------|
| Meeting / Date | SCHOOLS FORUM 16 September 2015 | Agenda Item | 9 |
| Report Title | Feedback from Schools Forum Self-Assessment Survey | | |
| Decision/ Discussion/ Information | For Information | | |
| Report Author/ Contact details | Florence Fadahunsi: Principal Accountant - Schools 0208 496 6810 florence.fadahunsi@walthamforest.gov.uk Debbie Callender-O'Neill 0208 496 3669 debbie.callender-oneill@walthamforest.gov.uk | | |
| Appendices | Appendix A – The survey results | | |

1. SUMMARY

This report is for information only and based on the Schools Forum self-assessment survey sent out in June 2015. The survey was circulated to all individual members of Schools Forum by email.

1.1 Key Findings

1.1.1 Positive outcomes from the survey, with all respondents in full agreement are:

- The meeting dates are set well in advance with details published in an accessible manner (5/5).
- The timing of the meetings are well planned to coincide to key dates (5/5).
- Meetings are held in accessible venues (4/4).
- A regularly updated website link (2/2).
- A clear constitution, which covers the process for electing members and ensures proportional representation (4/4).
- The Chair manages the meeting well and ensures no single person, sector or organisation dominates (4/4).
- There is clarity on who is eligible to vote(5/5).

1.1.2 Areas for Improvement indicated by respondents, that:

- The agenda and papers for Schools Forum was published at least 6 working days in advance (2/3).
- Reports are published on the website promptly after the meeting (2/3).
- The draft minutes are published within a reasonable timeframe (2-3 weeks) rather than at the following meeting (2/4).
- The minutes to be clear and unambiguous, containing sufficient detail to reflect the discussions had (3/5).
- The election process is clear and transparent (2/4).
- Papers presented contain clear recommendations and indicate whether the document is for information, consultation or decision (4/5).

1.1.3 Areas indicated requiring significant improvement

- Clarity required for observers to know who the attendees are and who they are representing (3/4).
- All papers published for Schools Forum should be in a single document to make downloading easier (3/4).
- Clarity needed about the system in place for decisions where votes are tied (2/2).
- The operational and good practice guide should be used to review the forums adherence to good practice (2/3).

1.2 The LA's actions.

In response to the findings of the Schools Forum survey the Local Authority will do the following:

- Ensure papers from meetings are published on the Council's website soon after the event.
- Improve the speed of publishing minutes: this was achieved in June when the minutes were published within a week.
- Continue to ensure minutes are clear and unambiguous. Attention is given to questions and comments made with regards to the reports for discussion and this practice will continue.
- Continue to offer an induction session for new Schools Forum members. Officers will put together an induction pack which will include the Terms of Reference for Schools Forum and the budget book.

- The procedure for dealing with tied votes is published in the Terms of Reference for Schools Forum.

1.3 **Action required to be taken by Schools Forum Members**

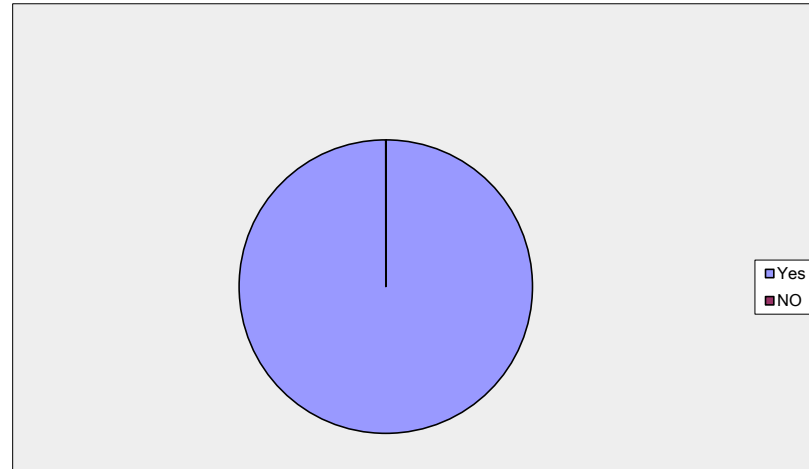
- All members are encouraged to participate at Schools Forum meetings. The earlier provision of minutes and papers should enable more debate amongst members.
- Members need to foster close links with their constituents. The community forum on The Hub for Chairs and Governor representatives may assist in this.

Schools forum self-assessment

1

Are meeting dates set well in advance and details(including time and venue)published in an accessible manner to enable interested partiers to plan their attendance?

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 100.0% | 5 |
| NO | 0.0% | 0 |
| Comments | | 0 |
| <i>answered question</i> | | 5 |
| <i>skipped question</i> | | 0 |

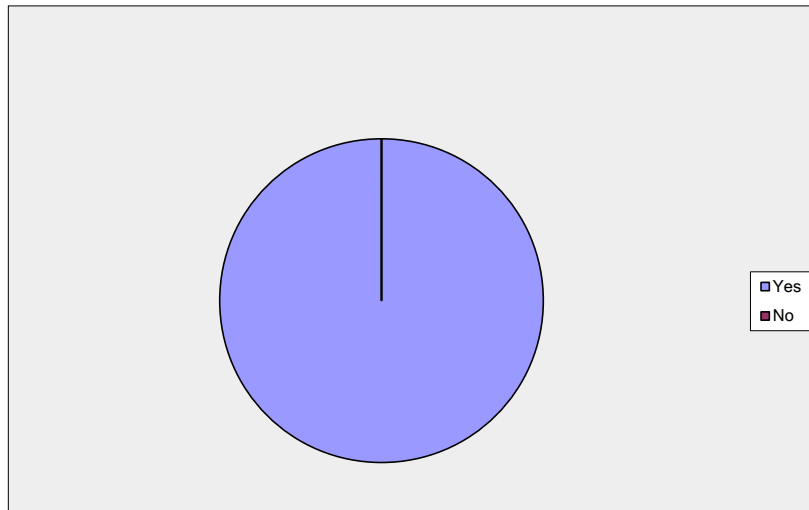


2

Are meetings timed to coincide with key dates?(e.g reporting of funding formula)

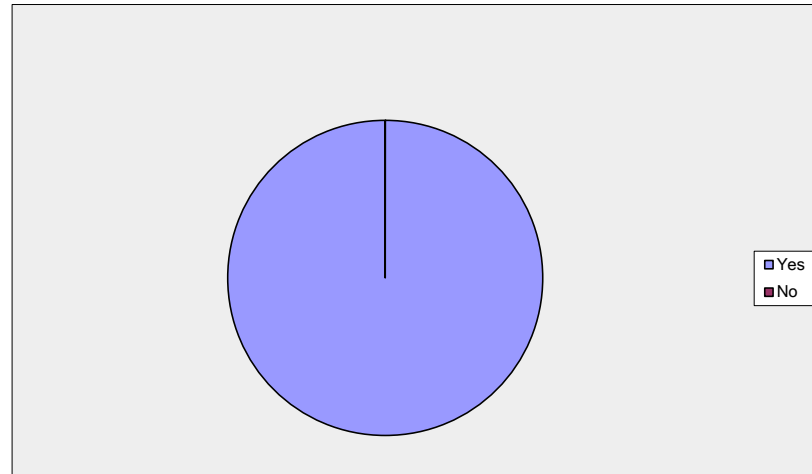
| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 100.0% | 5 |
| No | 0.0% | 0 |
| Comments | | 1 |
| <i>answered question</i> | | 5 |
| <i>skipped question</i> | | 0 |

| Comments |
|---|
| I believe this is the first year that this plan has been included within SF documentation |



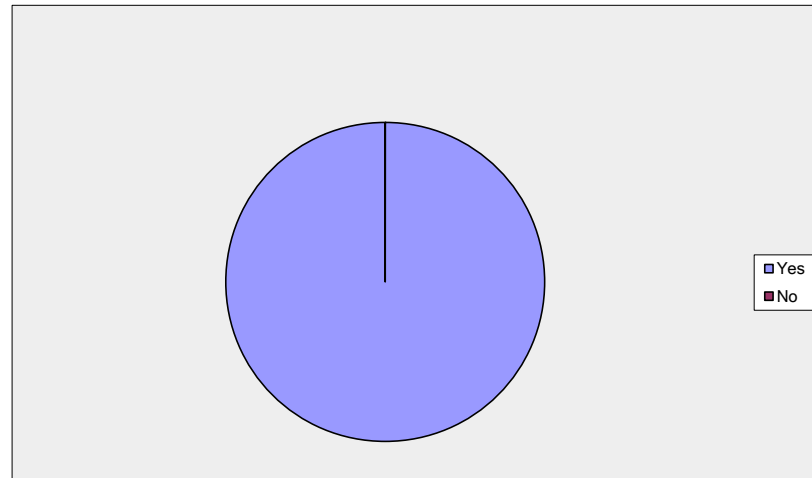
3 **Are meetings held in an accessible venue to enable observers to attend easily?**

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 100.0% | 4 |
| No | 0.0% | 0 |
| Comments | | 0 |
| <i>answered question</i> | | 4 |
| <i>skipped question</i> | | 1 |



4 **Is there a dedicated website link for schools forum, is it current and regularly updated?**

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 100.0% | 2 |
| No | 0.0% | 0 |
| Comments | | 3 |
| <i>answered question</i> | | 2 |
| <i>skipped question</i> | | 3 |

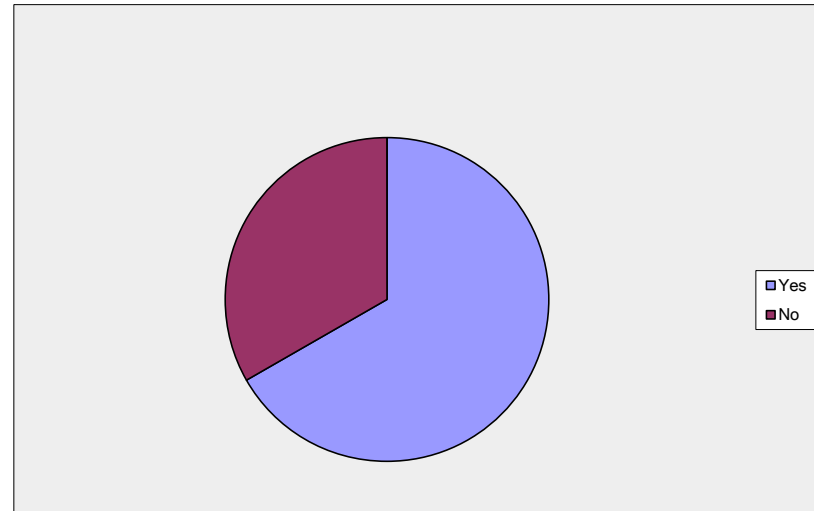


| Comments |
|---------------------------------|
| Not sure |
| Not accessed so not able to say |
| Not sure |

5 **Are the agenda and papers publicly available on the authority's website at least 6 working days in advance of the meeting?**

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 66.7% | 2 |
| No | 33.3% | 1 |
| Comments | | 2 |
| <i>answered question</i> | | 3 |
| <i>skipped question</i> | | 2 |

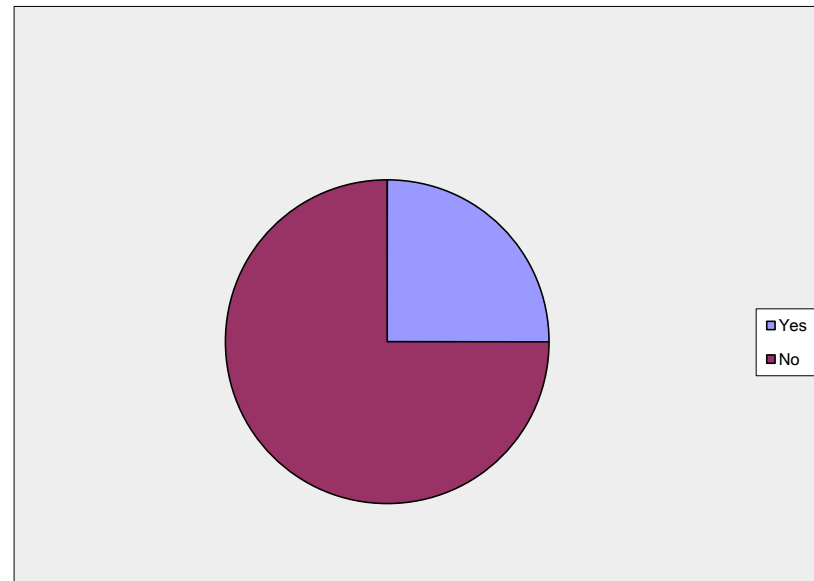
| Comments |
|--|
| Not sure |
| My agenda and papers are sent to me so I don't know as I don't need to look! |



6 **Are papers published as a single document, so that users can download easily?**

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 25.0% | 1 |
| No | 75.0% | 3 |
| Comments | | 2 |
| <i>answered question</i> | | 4 |
| <i>skipped question</i> | | 1 |

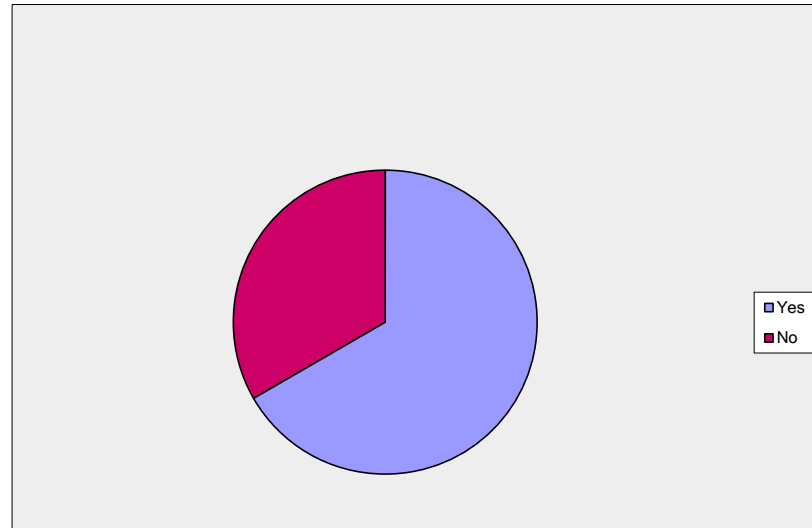
| Comments |
|---|
| It does take some time to download and print papers and I often miss one when they are being printed. It would be easier in a single document |
| Not sure as I have never actually downloaded them from the site. |



7 **If papers are tabled at the meeting, are they published on the website promptly after the meeting?**

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 66.7% | 2 |
| No | 33.3% | 1 |
| Comments | | 4 |
| <i>answered question</i> | | 3 |
| <i>skipped question</i> | | 2 |

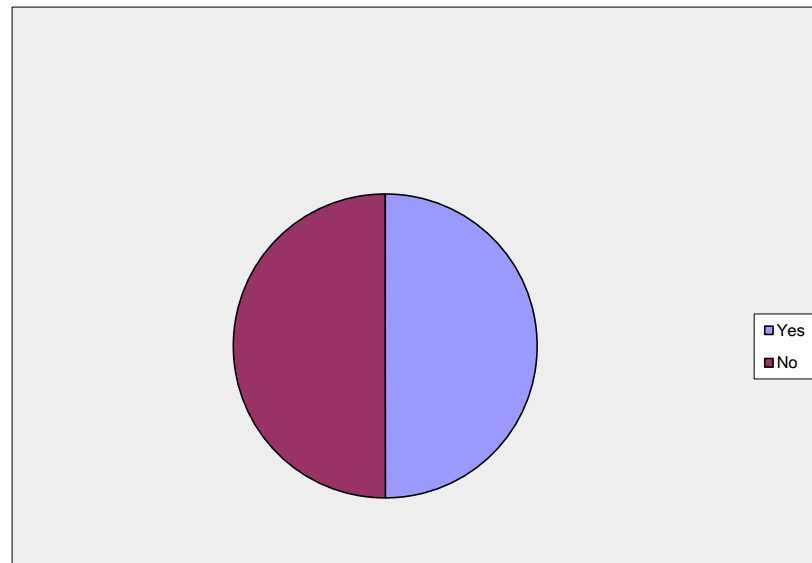
| Comments |
|---|
| Not sure |
| Don't know |
| Again not sure about this as I am a new member who has not yet had the opportunity to attend many meetings. |
| Not sure |



8 **Are draft minutes published in a reasonable time(e.g. within 2-3 weeks) after the meeting, rather than waiting until the following meeting?**

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 50.0% | 2 |
| No | 50.0% | 2 |
| Comments | | 2 |
| <i>answered question</i> | | 4 |
| <i>skipped question</i> | | 1 |

| Comments |
|--|
| It was longer than 2/3 weeks last year but I believe a plan is now in place for minutes to be available more quickly |
| Again I am not really well placed to affirm this but so far this seems to be the case. |

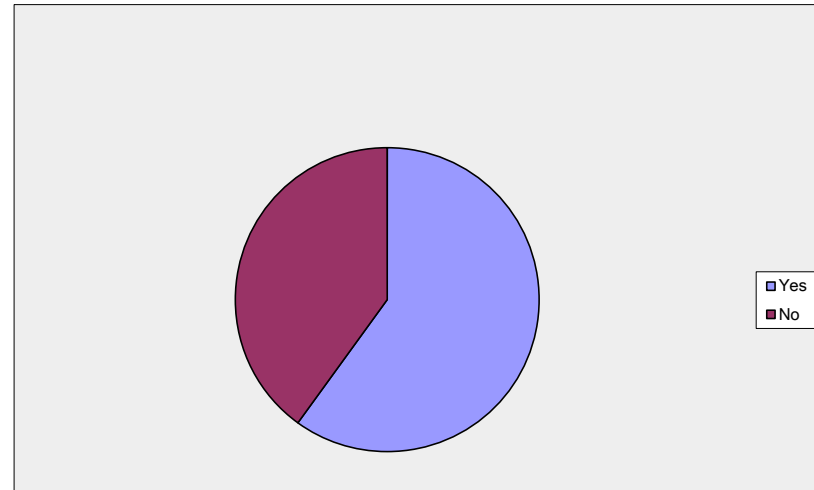


9

Are minutes clear and unambiguous, with sufficient detail to illustrate the discussions, without reporting verbatim every point made?

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 60.0% | 3 |
| No | 40.0% | 2 |
| Comments | | 1 |
| <i>answered question</i> | | 5 |
| <i>skipped question</i> | | 0 |

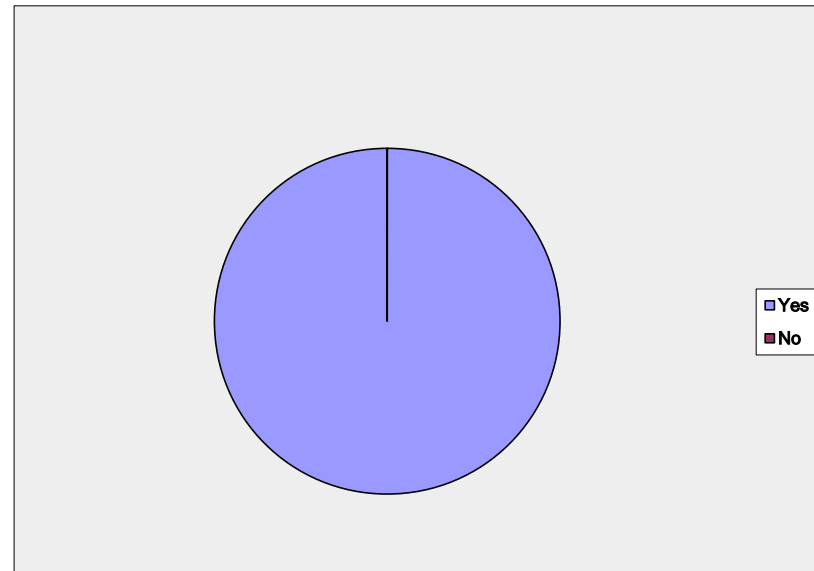
| Comments |
|------------------------------------|
| To date from my short involvement. |



10

Is the constitution clear and appropriate? Including e.g. - a clear process for ensuring proportional representation -the process for electing members and their tenure -the timescales for review is clearly set out -the process for dealing with repetitive non-attenders

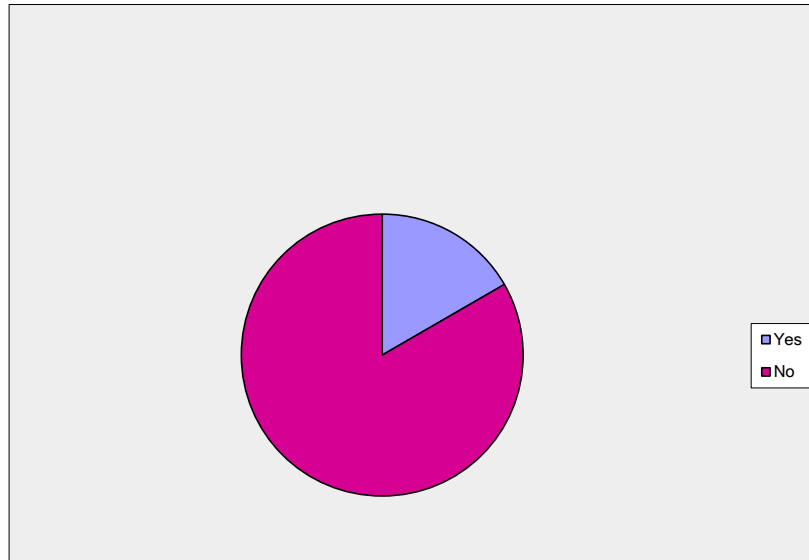
| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 100.0% | 4 |
| No | 0.0% | 0 |
| Comments | | 0 |
| <i>answered question</i> | | 4 |
| <i>skipped question</i> | | 1 |



11

| Is there an Induction pack or training programme available for new members? | | |
|---|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 20.0% | 1 |
| No | 100.0% | 5 |
| Comments | | 3 |
| <i>answered question</i> | | 5 |
| <i>skipped question</i> | | 0 |

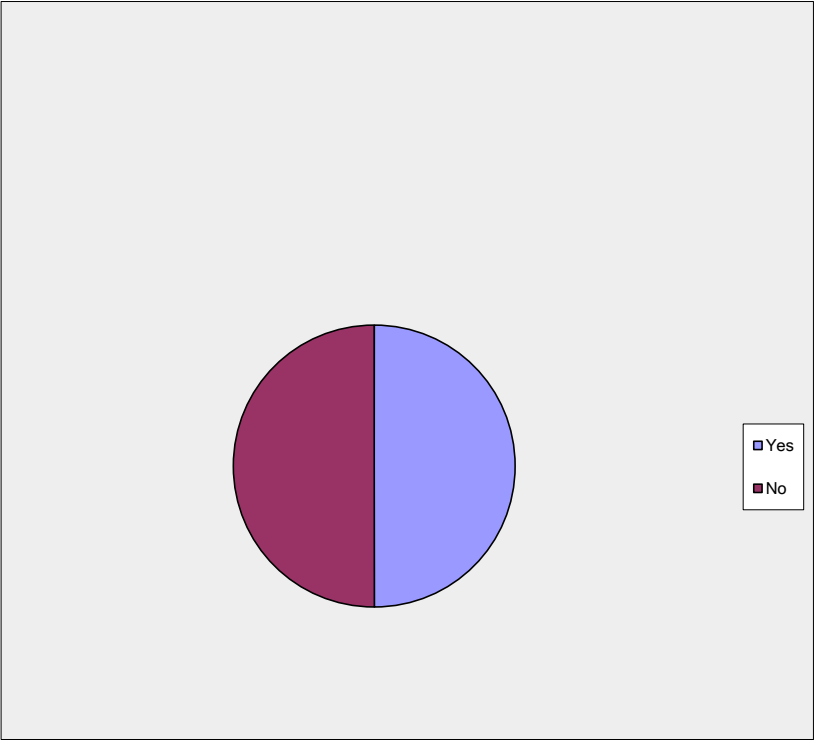
| Comments |
|---|
| But I was provided with brief induction prior to the first meeting. |
| I have not really had any useful induction, I have merely been directed to the relevant terms of reference on line. |
| Not sure |



12 **Is the election process clear and transparent? i.e representatives are elected only by the group they are representing, whether phase-specific for maintained schools , or by proprietors of academies for academy members.**

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 50.0% | 2 |
| No | 50.0% | 2 |
| Comments | | 2 |
| <i>answered question</i> | | 4 |
| <i>skipped question</i> | | 1 |

| Comments |
|--|
| Not sure |
| I am still unclear. Each year as a governor I have received invitations to become a member of the forum. It was not till this year that I decided to nominate myself since there seemed to be a lack of people willing to participate. My previous reluctance had been due to my inability to participate for a part of the year when I am out of the country. I made this clear in my application but I was still accepted. I have no idea how I was then elected or by whom? |

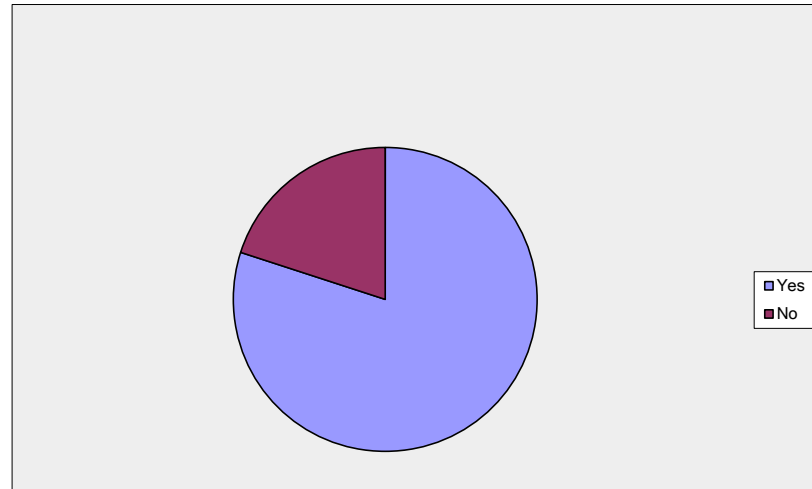


13

Do the papers contain clear recommendations and indicate in a consistent manner whether the item is for information, consultation or decision?

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 80.0% | 4 |
| No | 20.0% | 1 |
| Comments | | 1 |
| <i>answered question</i> | | 5 |
| <i>skipped question</i> | | 0 |

| Comments |
|--------------|
| On occasions |

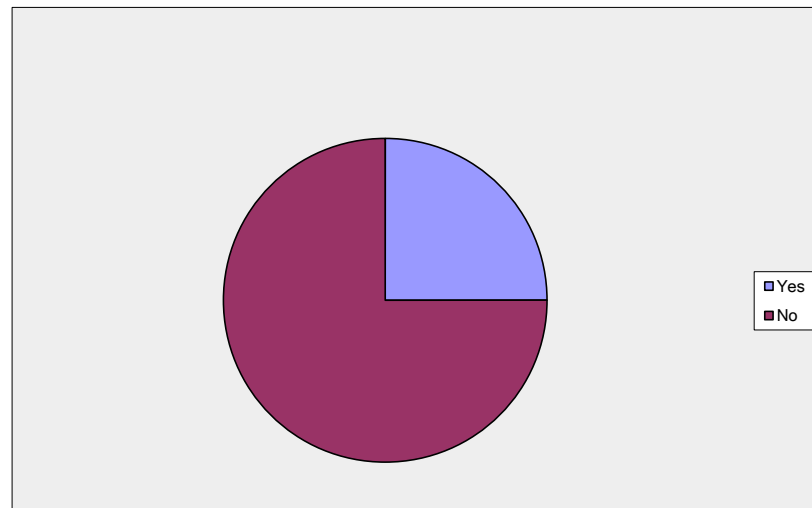


14

Is it clear to observers who are the attendees at the forum are representing?(e.g. by the use of name plates, indicating sector)

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 25.0% | 1 |
| No | 75.0% | 3 |
| Comments | | 1 |
| <i>answered question</i> | | 4 |
| <i>skipped question</i> | | 1 |

| Comments |
|---|
| I do not recall from my small attendance so not sure. |

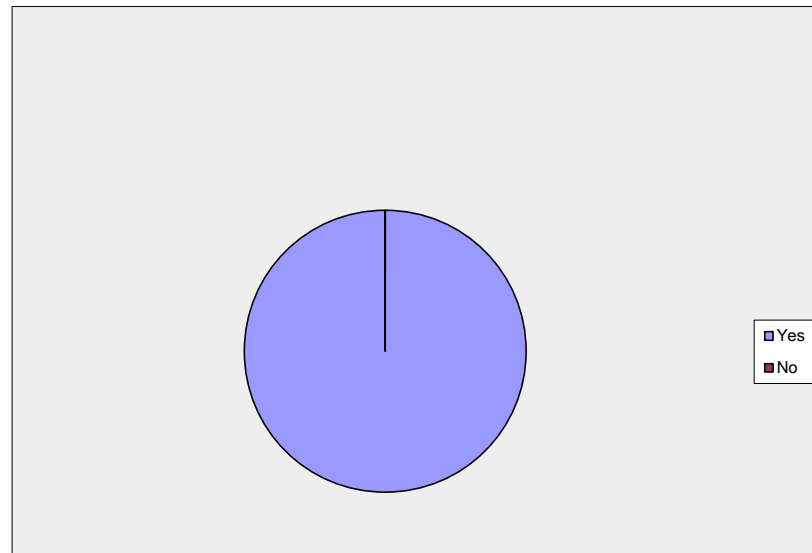


15

Does the chair manage the meeting well, ensuring that all are able to contribute to the agenda items, that no bias towards any sector is evident and that no single person or organisation is able to dominate the discussion?

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 100.0% | 4 |
| No | 0.0% | 0 |
| Comments | | 1 |
| <i>answered question</i> | | 4 |
| <i>skipped question</i> | | 1 |

Comments
 I could not possibly make such an assessment not enough experience of the meetings.

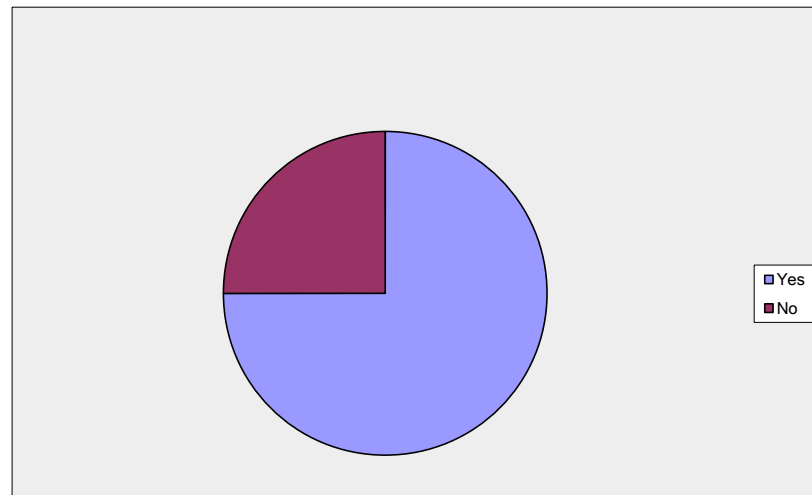


16

Is there inclusive participation in discussions for all phases and types of members?

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 75.0% | 3 |
| No | 25.0% | 1 |
| Comments | | 1 |
| <i>answered question</i> | | 4 |
| <i>skipped question</i> | | 1 |

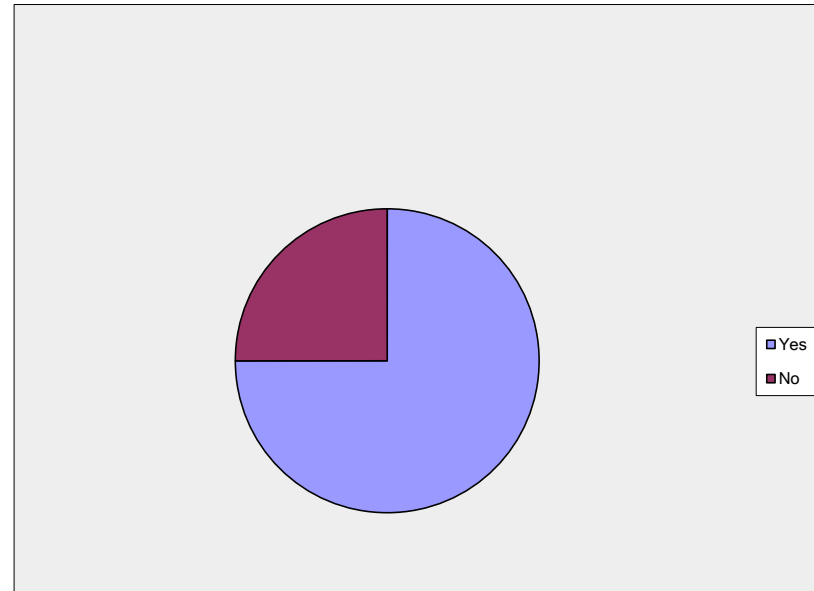
Comments
 Again not enough experience.



17 Do members actively canvass views and objectively represent their whole peer group at the forum and provide feed back after meetings?

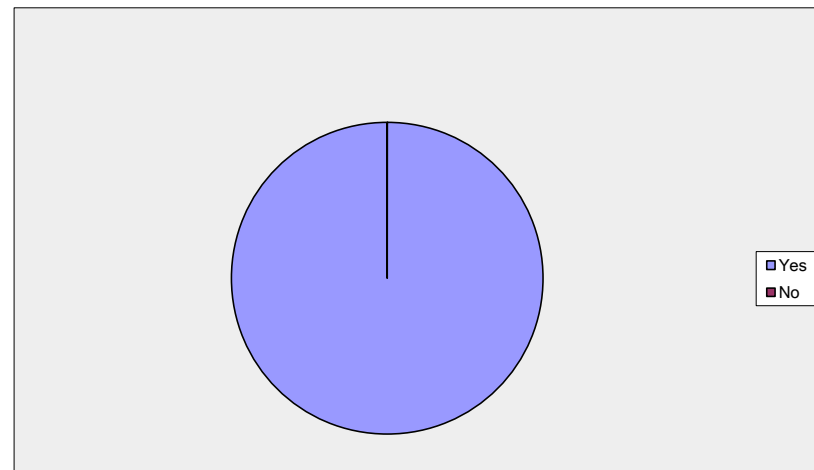
| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 75.0% | 3 |
| No | 25.0% | 1 |
| Comments | | 3 |
| <i>answered question</i> | | 4 |
| <i>skipped question</i> | | 1 |

| Comments |
|---|
| Although this is difficult for governors to achieve |
| This is not something I have any experience of. After my first meeting, no one spoke to me and I just went home so I gave no feedback but maybe this happens usually. |
| I believe so |



18 Where votes are required, is it clear who is eligible to vote for different items?

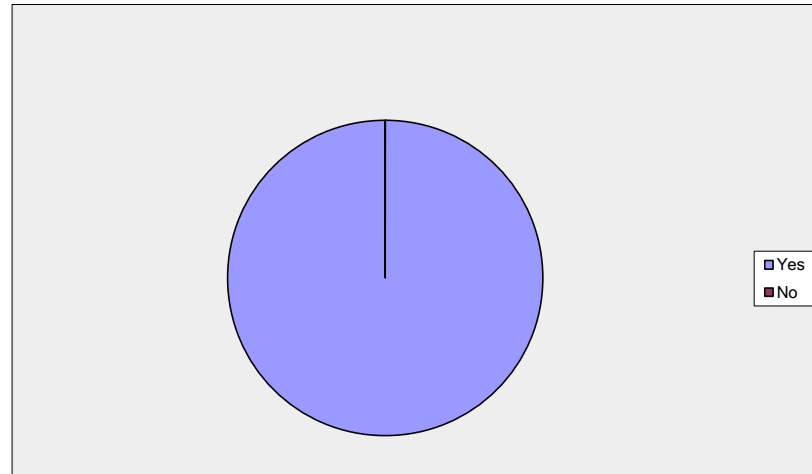
| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 100.0% | 5 |
| No | 0.0% | 0 |
| Comments | | 0 |
| <i>answered question</i> | | 5 |
| <i>skipped question</i> | | 0 |



19 **Where votes are required, are the arrangements for recording the votes clear and unambiguous?**

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 100.0% | 4 |
| No | 0.0% | 0 |
| Comments | | 1 |
| <i>answered question</i> | | 4 |
| <i>skipped question</i> | | 1 |

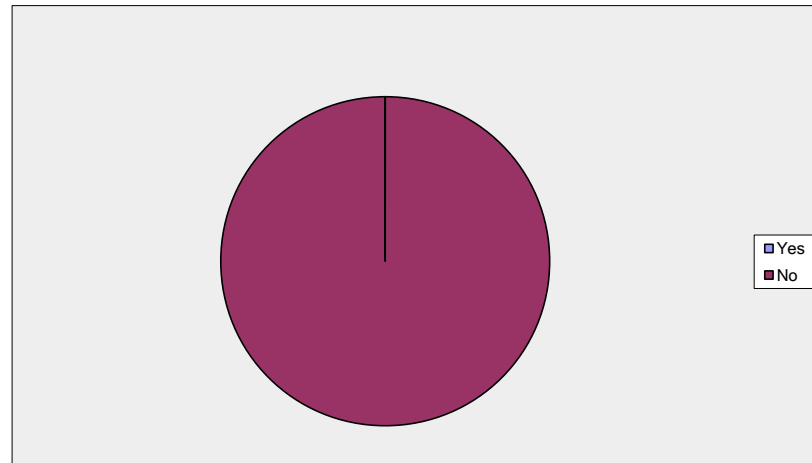
| Comments |
|-----------------|
| Again not sure. |



20 **Is there a system in place for decision if votes are tied?**

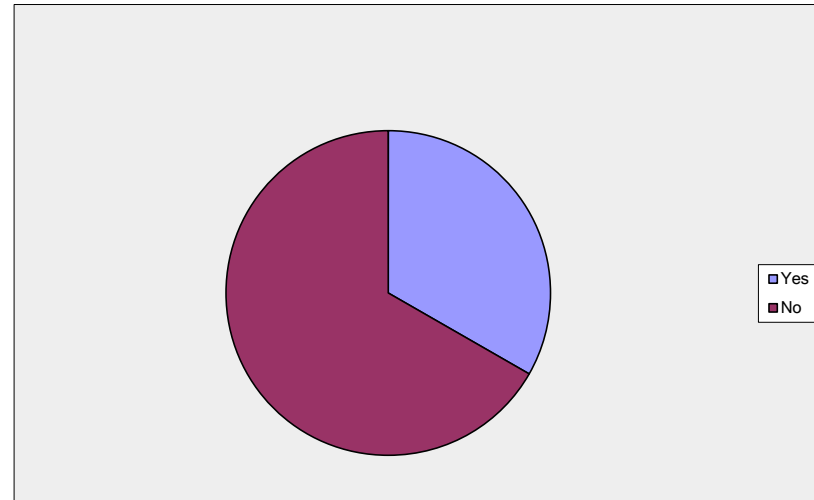
| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 0.0% | 0 |
| No | 100.0% | 2 |
| Comments | | 3 |
| <i>answered question</i> | | 2 |
| <i>skipped question</i> | | 3 |

| Comments |
|------------------------------------|
| Not sure |
| Not experienced this so don't know |
| I do not know this. |



| 21 Is the operational and good practice guide used to regularly review the forum's adherence to good practice? | | | |
|--|------------------|----------------|----------|
| Answer Options | Response Percent | Response Count | |
| Yes | 33.3% | 1 | |
| No | 66.7% | 2 | |
| Comments | | 3 | |
| <i>answered question</i> | | | 3 |
| <i>skipped question</i> | | | 2 |

| Comments |
|---|
| Don't know |
| Again I have not enough experience to answer this |
| This is the first year |



LONDON BOROUGH OF WALTHAM FOREST

| | | | |
|---|---|-------------|-----------|
| Meeting / Date | SCHOOLS FORUM 16 September 2015 | Agenda Item | 10 |
| Report Title | Early Closure of Schools Accounts 2015-16 | | |
| Decision/ Discussion/ Information | For Information | | |
| Report Author/ Contact details | Rishi Peetamsingh – Group Accountant, Schools 0208 496 6304 Rishi.Peetamsingh@walthamforest.gov.uk Linda Burton- Head of Financial Planning 0208 496 4392 Lin.Burton@walthamforest.gov.uk | | |
| Appendices | None | | |

1. SUMMARY

This report highlights the need for the earlier closure of schools accounts to meet the requirements of amended regulations for Local Authority reporting. The aim of this change is to improve local government transparency and accountability through timelier closedown processes.

2. RECOMMENDATIONS

For the reasons given in this report Schools Forum to note the new requirements for the earlier closure of maintained schools' accounts.

3. Background

- 3.1 The amended regulations requires the Statement of Accounts to be signed off by the Chief Finance Officer on or before 31 May (currently 30 June), subject to Audit.
- 3.2 The Accounts are to approved by Audit and Governance Committee with the External Auditors opinion and published by 31 July (currently 30 September)
- 3.3 This revised timetable is mandatory from 2017-18. However, Waltham Forest is proposing to pilot earlier closure from 2015-16.

- 3.4 The final figures from maintained schools form a material part of this Authority's Statement of Accounts. Currently schools are required to submit closing statements and figures by 30 April to meet the 30 June deadline for approval.
- 3.5 Schools will need to submit their final data on 31 March (or prior to the Easter Break if appropriate). This could mean that schools may discourage all non-essential spending in the last week or two of March to enable them to finalise their figures.
- 3.6 Alternatively, schools submit closing figures for February with estimates for March. Schools Forum in November will receive a report with a detailed timetable and actions to meet the new deadlines.
- 3.7 Since school funding is ring-fenced, there will never be a loss to the schools by submitting data earlier- it will mean 'prior year adjustment' being made in the authority's accounts in the following year to reflect the schools' final position. This already happens to a lesser extent.

4. Conclusion

The proposed pilot for earlier closedown will help schools and the Authority to ease into the new timetable in 2017-18. It may be of benefit of schools as March, April and May are often very busy months, while contending with the Easter break.