



# HILLINGDON SCHOOLS FORUM

## AGENDA

### Tuesday 8<sup>th</sup> July 2025 at 1pm via TEAMS

#### Voting Members

NAME	ORGANISATION	TERM ENDS
<b>Maintained Nursery (1)</b>		
Shabana Aslam	McMillan Early Childhood Centre	Sep 2026
<b>Maintained Primary (8)</b>		
Kate Needs	Lady Banks	Sep 2027
Kris O'Sullivan	Deanesfield Primary	Sep 2028
Mel Penney	Glebe Primary School	Sep 2027
Carly Rissen	Colham Manor	Sep 2028
John Buckingham	Glebe School	Sep 2028
Jo Palmer	Hillside Infant & Junior Schools and Minet Junior School	Sep 2028
Tony Eginton	Minet Infant & Nursery Schools and Hillside Junior School	Sep 2028
Phil Haigh	Cherry Lane Primary School & Meadow High School	Sep 2028
<b>Maintained Secondary (1)</b>		
Dan Cowling (VICE CHAIR)	Oak Wood School	Sep 2026
<b>Maintained Special (1)</b>		
Pearl Greenwald & Bryony Smith (co-headteachers)	Hedgewood School	Sep 2027
<b>Academies (9)</b>		
Harshindar Buttar	The Park Federation	Sep 2027
John Garner	Ruislip High School	Sep 2026
Nicola Edwards	William Byrd School	Sep 2028
Liam McGillicuddy	Bishopshalt School	Sep 2027
Ben Spinks (CHAIR)	Middlesex Learning Partnership	Sep 2028
Nicola Kelly	Charville Academy	Sep 2029
Roseline Wilkinson	Charville Academy	Sep 2029
Roger Leighton	Partnership Learning Trust	Sep 2029
(vacancy)		
<b>Special Academies (1)</b>		
Sudhi Pathak	Eden Academy Trust	Sep 2026
<b>Alternative Provision (1)</b>		
Paul Chambers	The Skills Hub	Sep 2027
<b>Private, Voluntary &amp; Independent Early Years Providers (2)</b>		
Elaine Caffary	4 Street Nursery	Sep 2028
Naazish Haq	Little Companions	Sep 2027
<b>14-19 Partnership (1)</b>		
Jonathan Jacob	Global Academy	Sep 2028

#### Other attendees (non-voting)

NAME	REPRESENTING	TERM EXPIRES
<b>Independent Non-Maintained Special School</b>		
Debbie Gilder	Pield Heath School	
<b>Shadow Representatives (Maintained Primary)</b>		
Nicky Bulpett	Ruislip Gardens	Sep 2028
Louise Crook	Coteford Infant School	Sep 2028
Graham Wells	Colham Manor Primary School	Sep 2024
<b>Maintained Special</b>		
Jenny Rigby	Meadow High	Sep 2027
<b>Officers</b>		
Ndenko Asong	LA Strategic Finance Consultant	
Gary Binstead	LA Head of Education & SEND Commissioning	
Helen Boundy	LA (Clerk)	
Sanjaya Gunatilake	LA Finance Business Partner DSG	
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	

Item		Approx. time	Lead	Paper/ Verbal
1.	Welcome, apologies & opening comments		Chair	
2.	Minutes from previous meeting 25.03.2025		Chair	
<b>3. Items for Consultation</b>				
a)	Review Constitution for Schools forum & Membership Review		Chair & AP	Paper
b)	Review Terms of Reference for High Needs Sub Group Review Terms of Reference for Early Years Sub Group		Chair & AP	Paper
c)	Training Review & Future Meeting Arrangements		Chair	Verbal
<b>4. Items for Information</b>				
a)	Schools Balances at 31.03.25 (31.08.24 for Academies)		NA	Paper
b)	2024-25 DSG Outturn		NA & AP	Paper
c)	2025-26 Schools Maintenance Programme		MN & NM	Paper
d)	Threshold Funding for Mainstream Schools		NA & AP	Paper
<b>5. Next Meeting Date</b>				
	Next meeting will be held on Tuesday 9 <sup>th</sup> September (online).		Chair	
<b>6. Closing Comments</b>				

#### **Actions from previous meeting**

Item	Action	Lead	Update
Chair & Vice Chair Nominations	Invitations were made for nominations for the roles of Chair/Vice Chair by 22/4/25	AP	Complete. BS and DC elected chair and vice-chair respectively
2025-26 HN Budget	NA to show, in future reports, figures for top-up funding for special schools separately from the mainstream figure along with, where possible, comparative figures over time.	NA	These are notes for future reports.
2025-26 HN Budget	NA to provide a breakdown of the SEN Central expenditure.	NA	These are notes for future reports.
MFG Disapplication	AP to share Special School Banding Framework & Implementation PowerPoint Special School budgets will be shared by 27/03/25	AP	Shared with all members.

# HILLINGDON SCHOOLS FORUM

## MINUTES – Meeting held on Tuesday 25 March 2025 at 1pm via TEAMS

### Voting Members

NAME	ORGANISATION	ATTENDANCE	TERM ENDS
<b>Maintained Nursery (1)</b>			
Shabana Aslam	McMillan Early Childhood Centre	Present	Sep 2026
<b>Maintained Primary (8)</b>			
Kate Needs	Lady Banks	Present	Sep 2027
Kris O'Sullivan	Deanesfield Primary	Present	Sep 2028
Mel Penney	Glebe Primary School	Present	Sep 2027
Carly Rissen	Colham Manor	Absent	Sep 2028
John Buckingham	Glebe School	Present	Sep 2028
Jo Palmer	Hillside Infant & Junior Schools and Minet Junior School	Present	Sep 2028
Tony Eginton (CHAIR)	Minet Infant & Nursery Schools and Hillside Junior School	Present	Sep 2028
Phil Haigh (VICE CHAIR)	Cherry Lane Primary School & Meadow High School	Present	Sep 2028
<b>Maintained Secondary (1)</b>			
Dan Cowling	Oak Wood School	Present	Sep 2026
<b>Maintained Special (1)</b>			
Pearl Greenwald & Bryony Smith (co-headteachers)	Hedgewood School	Present	Sep 2027
<b>Academies (9)</b>			
Harshindar Buttar	The Park Federation	Absent	Sep 2027
John Garner	Ruislip High School	Present	Sep 2026
Nicola Edwards	William Byrd School	Present	Sep 2028
Liam McGillicuddy	Bishopshalt School	Apologies	Sep 2027
Ben Spinks	Middlesex Learning Partnership	Present	Sep 2028
Nicola Kelly	Charville Academy	Present	Sep 2029
Roseline Wilkinson	Charville Academy	Present	Sep 2029
Roger Leighton	Partnership Learning Trust	Absent	Sep 2029
(vacancy)			
<b>Special Academies (1)</b>			
Sudhi Pathak	Eden Academy Trust	Present	Sep 2026
<b>Alternative Provision (1)</b>			
Paul Chambers	The Skills Hub	Absent	Sep 2027
<b>Private, Voluntary &amp; Independent Early Years Providers (2)</b>			
Elaine Caffary	4 Street Nursery	Present	Sep 2028
Naazish Haq	Little Companions	Present	Sep 2027
<b>14-19 Partnership (1)</b>			
Jonathan Jacob	Global Academy	Absent	Sep 2028

### Other attendees (non-voting)

NAME	REPRESENTING	ATTENDANCE	TERM EXPIRES
<b>Independent Non-Maintained Special School</b>			
Debbie Gilder	Field Heath School	Apologies	
<b>Shadow Representatives (Maintained Primary)</b>			
Nicky Bulpett	Ruislip Gardens	Present	Sep 2028
Louise Crook	Coteford Infant School	Present	Sep 2028
Graham Wells	Colham Manor Primary School	Apologies	Sep 2024
<b>Maintained Special</b>			
Jenny Rigby	Meadow High	Apologies	Sep 2027
<b>Officers</b>			
Ndenko Asong	LA Strategic Finance Consultant	Present	
Gary Binstead	LA Head of Education & SEND Commissioning	Present	
Helen Boundy	LA (Clerk)	Present	
Sanjaya Gunatilake	LA Finance Business Partner DSG	Present	
Luisa Hansen	LA Head of Children's Finance	Present	
Dominika Michalik	LA Assistant Director of SEND & Inclusion	Present	
Nav Minhas	LA School Place Planning Manager	Present	
Abi Preston	LA Director of Education & SEND	Present	
Philip Ryan	LA Portage and Families' Information Service - Service Manager	Present	
<b>Observers</b>			
Carolyn Morrissey	Field End Primary School	Present	

Item	
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1	<p><b>Welcome, apologies &amp; opening comments</b></p> <ul style="list-style-type: none"> <li>• TE welcomed everyone to the meeting attendance is recorded in the list above</li> <li>• Kate Boulter has stepped down as Clerk, Helen Boundy will take over as clerk moving forwards. New email address for the Forum has been created and updated on the website. Any queries/questions should use this central email: <a href="mailto:schoolsforum@hillingdon.gov.uk">schoolsforum@hillingdon.gov.uk</a></li> </ul>
2	<p><b>Notification of Any Other Urgent Business - None</b></p>
3	<p><b>Minutes</b></p> <ul style="list-style-type: none"> <li>• Minutes of last SF meeting held on 28 January 2025 were <b>AGREED</b> as a true and accurate account.</li> <li>• The Chair noted that it was useful to have a single PDF document on the website which contains the agenda, papers and previous meetings minutes</li> </ul>
4	<p><b>Items for Decision – Bulge Places</b></p> <ul style="list-style-type: none"> <li>- GB outlined the current capacity situation, stating that there are 116 secondary places projected, giving a capacity of 3.17% across the borough. This is below the advised 5-8% additional capacity needed to allow for movement across the borough.</li> <li>- The request for 30 additional secondary places would increase the capacity to just under 4%.</li> <li>- Financial costs for the additional 30 places would be £108K in September and £77K next April.</li> <li>- There was concern that schools were being paid twice once through the growth fund and from the DSG. NA clarified that this was not the case - the £108K was to come from the Growth fund. The April to August payment will be part of the school's core funding, but the paper evidences the total cost of the bulge places for clarity.</li> <li>- DC highlighted that there are existing places in schools in the south of the borough and felt these should be filled first ahead of paying schools to create bulge classes. His school has taken additional children since census day, for which no funding will be received.</li> <li>- There is no expectation that this request will be made next year as current projections suggest further bulge places will not be required. However, capacity is low this year at 3.17%, which is below the expected 5-8% capacity the borough should have.</li> <li>- AP reiterated the need for this is to increase overall capacity in the number of places available.</li> <li>- The Chair summarised the discussion, emphasising that the guidance states the LA is responsible for financing the cost of extra classes rather than individual places.</li> <li>- SF were asked to vote to approve the Growth Fund of £108,815</li> <li>- <b>Vote Outcome:</b> A vote was taken on the proposal to create bulge classes, with a Growth Fund commitment of £108,815. The forum voted against the additional funding for the bulge places. The proposal was <b>NOT AGREED.</b></li> </ul>
5 a)	<p><b>Items for Consultation</b></p> <p><b>Chair &amp; Vice Chair Nominations</b></p> <ul style="list-style-type: none"> <li>- TE and PH's term of office expires in May 2025.</li> <li>- AP outlined the process by which anyone who wishes to nominate themselves or someone else for either role should send an email with</li> </ul>

	<p>some further information about themselves to:  <a href="mailto:schoolsforum@hillingdon.gov.uk">schoolsforum@hillingdon.gov.uk</a> – the closing date is <b>22 April 2025</b>.</p> <ul style="list-style-type: none"> <li>- If more than one member is nominated for either role, we will send out a survey to members with the nominations in order to vote before the next meeting in July.</li> </ul> <p><b>2025-26 HN Budget</b></p> <p><b>b)</b> <i>Paper for consultation was shared with the group.</i></p> <ul style="list-style-type: none"> <li>- NA provided an overview of the high needs budget for 2025-26, highlighting a planned overspend of £13.7 million, a 50% reduction compared to two years ago, indicating progress in managing high needs spending.</li> <li>- There are ongoing efforts to reduce high-cost independent placements and strategic decisions around spending.</li> <li>- Impact of Schools Block transfer - NA noted that the resources available for high needs have been slightly less than anticipated due to the schools block transfer. This has necessitated some tough decisions, such as pausing certain expenditures e.g. SENDEX.</li> <li>- The disapplication request for the schools block transfer was £1.94m which is less than was projected in previous forecasts.</li> <li>- PH asked if we could breakdown the indicated funding for Mainstream – which currently included top up funding for special schools (£40m)</li> <li>- The Chair requested if this could be expressed separately going forward and with a comparative for each of these brackets showing how it has changed over time.</li> </ul> <p><b>Action: NA to show, in future reports, figures for top-up funding for special schools separately from the mainstream figure along with, where possible, comparative figures over time.</b></p> <ul style="list-style-type: none"> <li>- The Chair requested a breakdown of the SEN central expenditure for future budgets</li> <li>- AP noted caution with this paper as it is difficult to predict high needs spend due to demand/tribunals etc. The figure is the number that we hope to get to as a result of further savings.</li> </ul> <p><b>Action: NA to provide a breakdown of the SEN Central expenditure.</b></p>
<b>6</b>	<p><b>a)</b> <b>Items for Information</b></p> <p><b>2024-25 DSG Monitoring</b></p> <ul style="list-style-type: none"> <li>- NA presented a brief paper outlining the forecast of DSG balance of £66.6 million at the end of the year. This is based on month 10 and could vary slight by the end of the year.</li> <li>- NA noted the significant overspend in the high needs block and the marginal overspend in central services. Continued efforts are being made to manage and reduce the overspend.</li> <li>- The Chair noted it is a 25% overspend in the High Needs Block.</li> </ul> <p><b>b)</b> <b>2025-26 SEND Commissioned Places</b></p> <ul style="list-style-type: none"> <li>- GB discussed the agreed SEND commissioned places for 2025-26. There is an increase in SRP and DU places from September in primary, the LA are working with secondary schools to develop more SRPs and DUs to increase capacity in future years.</li> <li>- There is a significant reduction in independent places. In 2022/23, there were over 400 places, this is now 330 (21% reduction).</li> </ul>

	<ul style="list-style-type: none"> <li>- Additional places are becoming available: The new special free school (waiting to hear from DfE) along with additional places for SRPs and 265 additional places at HRUC with the expansion to Barra Hall.</li> <li>- Overall increase of 292 additional places being commissioned.</li> </ul>
c)	<p><b>2025-26 EY Budget and Hourly funding</b></p> <ul style="list-style-type: none"> <li>- SG gave an overview on Early years funding formula. The consultation ran from 4<sup>th</sup>-14<sup>th</sup> February 2025.</li> <li>- PR shared the outcome of the consultation.</li> <li>- 3-4 yr olds overwhelming majority of respondents were in favour of at least one of the two options, with the most support being for the reduction by 25% of additional needs supplement to be moved to the Early Years Inclusion Funding budget</li> <li>- 2 yrs olds - to remove the additional needs supplement and focus on disadvantaged 2 year olds. Having noticed a drop in number of disadvantaged, the proposal is to try and incentivise settings. With the EYIF budget increasing, it will support those with SEN.</li> <li>- Paper gives qualitative feedback. The proposals give more stable funding.</li> <li>- KO provided feedback regarding the consultation noting very low response rate from primary schools. In her case, the email informing schools went into the junk box and was not shared on the weekly briefing.</li> <li>- PH noted the 3 &amp; 4 yr funding information was very detailed and the result of consultation was what we anticipated. 2yr funding changes raised more concerns. PR confirmed they hadn't modelled to the same level of detail, as the proposal was to remove a supplement that few settings received, as felt it would have little impact. PR has since had conversations with individual settings, some of which have ended up with lower hourly rate, though often this has not been related to the removal of the supplement. Their data has changed and, in some cases, they would have received a lower hourly rate anyway.</li> <li>- EC noted consultation coincided with other issues including the ESF review, which has had an impact. The pressures and margins are very slight so any variance will have an impact. Optimistic that the working group that is reviewing Early Years Inclusion Funding will make a difference and be effective and that next year we'll be in a more informed position.</li> </ul>
d)	<p><b>MFG Disapplication - AP shared a PowerPoint with the group which will be circulated after the meeting.</b></p> <ul style="list-style-type: none"> <li>- Existing banding system is from 2014. The review was carried out for a variety of reasons including as a condition with the safety valve agreement. The main objective in reviewing the banding was to have a fair, transparent and effective funding system.</li> <li>- Outlined clear descriptors to ensure consistent and common language.</li> <li>- Intention would be for a child to stay on the same banding if moving between settings as their needs would have been identified and shouldn't change.</li> <li>- Benchmarking exercise has showed that we were higher than other boroughs despite not having changed for 10 years.</li> <li>- New system is not as subjective and will be more transparent. However, 3 schools will lose a significant amount of funding as a result of the change and we are working with them to support them through the transition period. One school will see an increase in their funding.</li> </ul>

	<ul style="list-style-type: none"> <li>- Ordinarily the DfE expects to see that, year on year, per pupil funding remains at least the same as the year before. In order to reduce this, an application for an MFG disapplication for the 3 schools was submitted. This has been approved by the DfE and only relates to the high needs top up funding.</li> <li>- Schools impacted will only feel 34% of the full reduction in funding in the first year (25/26) as the LA is supporting the schools to ensure the total drop in funding is gradual and will fund these schools the difference in this first year.</li> <li>- The Chair asked how much will be saved overall from this. AP stated that, based on the current moderation of needs, this would lead to approx. £1m though reiterated this isn't about savings – it is to ensure appropriate funding is in place to meet needs and having a framework around it. With more complex children coming into the system, higher funding will go to schools supporting those children.</li> <li>- SG reiterated that any use of the word savings must be used very carefully. Figures are based on a cohort in a particular point in time and the funding for that school will also change as the profile of the children changes.</li> </ul> <p><b>Action: AP to share Special School Banding Framework &amp; Implementation PowerPoint</b></p> <p><b>Action: Special School budgets will be shared by 27/03/25</b></p>
7	<p><b>AOB / Closing remarks</b></p> <p>Next meeting will be held on Tuesday 8<sup>th</sup> July, agenda and supporting papers will be shared ahead of the meeting.</p> <p>AP – Clarified that an updated version of the MFG disapplication paper will be circulated. This has minor tweaks to provide some additional context for one school mentioned but does not change the content.</p> <p>AP also wanted to thank Kate Boulter, on behalf of LBH and the Schools Forum, for the years in her role as Clerk and for the work and support that she has given. It has been greatly appreciated.</p>

# Hillingdon Schools Forum Constitution

July 2025



**HILLINGDON**  
LONDON

[www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)



# Constitution for the Hillingdon Schools Forum

July 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 Education & Skills Funding Agency: [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 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, ESFA, Ofsted).

- Any member of the Forum may propose a motion in relation to a breach of conduct, which must be made in writing to an (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.
- A member who impedes the ability of the Forum to take decisions by non-attendance may be asked to resign.

## 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 must be proportionate to the number of pupils in the sector and will be reviewed annual based on January census data of pupil numbers. This review will take place in the July meeting
- School representation may be provided by Headteachers, Governors or representatives of either.

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.

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 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:

Type	No. of reps	Number of pupils	Elected by
<b>Local Authority Maintained School members - 9</b>			
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
<b>Academy members - 14</b>			
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
<b>Non-School members - 4</b>			
PVIs	2	4920 (approx)	Local Authority
14 – 19 Partnership	1	n/a	
Diocesan Representative	1	n/a	
<b>Total</b>	<b>27</b>		

(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 Non-Schools members elections

Non-Schools members refers to:

- Further education colleges/ 14-19 representatives
- Early years
- Diocese

Non-school members shall be appointed by contacting the relevant groups asking for their nominated representative.

# 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 September 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 5 meetings within the annual meeting cycle running from September through to August
- e. The member resigns, providing 3 months' notice
- f. A member has served two terms (2 x 4 years) or more, at which point members will be required to stand down and an election will take place. Members who have served two terms or more cannot stand for election again.

## 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 financial year running from April through to March. 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 3 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 confirmed at the meeting, usually by a confidential ballot.

Only voting members of the Forum can be elected as Chair or Vice Chair. A Member who is also an elected member or officer of the Council may not be elected 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.

### **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 3 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 two meetings without providing apologies. 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% 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 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 emailed 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-meets 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 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 & finish groups for specific pieces of work. The Forum will agree clear terms of reference for such groups, using a standard template.

### **7.3 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
- Voting (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 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. 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.
- Voting (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.

### **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
							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



## High Needs Schools Forum Subgroup

### Terms of Reference

July 2025

#### 1. Purpose

The High Needs Sub-group will oversee the expenditure from the High Needs Block (HNB) of funding and consider requests for changes to the funding in order to improve outcomes for children and young people aged 0 to 25 years with special educational needs and/or disabilities (SEND). The High Needs Sub-group is not a decision-making group; it will make recommendations to Schools Forum where necessary.

The High Needs Sub-group supports the larger SEND Improvement Programme, in the delivery of transformation activity that aims to improve partnership SEND services for children and young people while ensuring services are sustainable for the future and meeting the conditions of the Safety Valve agreement.

The high needs block budget has a significant deficit budget position leading to the LA entering into a Safety Valve agreement with central government. The role of the high needs monitoring sub-group is to work in partnership with the local authority to ensure appropriate steps are taken to address the current financial position. The focus of work for this authority, and for Schools Forum is to reduce this funding gap as much as possible, without compromising outcomes for children and young people with SEND.

#### 2. Responsibilities

Consider proposals from officers for setting the HNB budget each year and make recommendations to Schools Forum on the allocation of the HNB, in relation to:

- The DSG management plan, identifying specific pressures and areas for change and in particular impact of spend on outcomes for children and young people including top-up rates, number of places, capacity and other specific financial pressures or issues identified
- To act as representatives of all schools, to consider proposals objectively and impartially and to make recommendations based on evidence and in the overall best interests of all Hillingdon children and young people with additional needs.
- The wider strategic SEND improvement agenda which underpins Hillingdon's inclusive approach to ensuring positive outcomes for children/young people with SEND through a graduated response to meeting needs.

- Take into account current benchmarking data on spend and outcomes for children and young people with SEND and in Alternative Provision—following lines of inquiry where Hillingdon is an outlier and recommending solutions.
- Support the work to meet the local area's 5 ambitions as part of the [SEND & AP Strategy 2023-28](#) whilst achieving a financially sustainable position.
- Ensure the voice of children, young people and families is central to this work.
- To act as a consultation group with specialist knowledge and provide advice and support to the development of strategic commissioning plans, new local policies and strategies in the areas of SEND and Inclusion
- To consider recommendations for changes to the planned expenditure to reflect the needs of the local children and young people with SEND, ensuring improved outcomes remains the focus
- To provide greater transparency in decision-making and the use of HNB funding ensuring this is providing value for money

### **3. Membership**

School members (at least two members must be a representatives of the Schools Forum):

- Four primary school Headteacher representatives
  - one to be from a school with a Special Resource Provision (SRP) or Designated Unit (DU)
  - at least one to come from a school with a high proportion of pupils with EHCPs.
  - at least one Headteacher from an academy school and one from a maintained school
- Two secondary school Headteacher representatives
- One Alternative Provision representative
- Two special school representatives (ideally one from a maintained school and one from an academy school, where possible)
- One nursery/ early years provider representative
- One governor

Local Authorities Officers will include:

- Assistant Director of SEND and Inclusion
- Director of Education & SEND
- Schools Finance Officer(s)
- Head of Education & SEND Commissioning
- SEND EHC Service Manager
- Other officers of the authority will attend as and when required.

### **4. Chairing Meetings**

The chair will be appointed by the council's Schools Forum and must be a school member of the that forum.

## **5. Duties of Members**

All subgroup members will commit to:

- full attendance at all meetings. If members cannot attend, they must nominate an appropriate deputy to attend on their behalf
- to contribute fully and provide expert advice, knowledge and insights to deliver the subgroup's responsibilities
- complete any assigned actions by the agreed deadline.

## **6. Conduct and frequency of meetings**

This group will meet at termly, with more frequent meetings if necessary.

The Schools Forum will agree the High Needs Subgroup terms of reference annually.

The High Needs Sub-group is not a decision-making group and will:

- Share draft minutes and papers with Schools Forum following meetings
- make recommendations to Schools Forum, where necessary
- ensure the wider strategic transformation agenda and resulting budget plan is highlighted to the Schools Forum
- Identify current and any new initiatives that will assist achieving the financial objectives of the DSG management plan
- Identify risks and issues to achieving the financial objectives of the DSG management plan
- Share good practice and strategies with the broader school community

## **7. Approval**

The above proposals were endorsed by the High Needs sub-group of Schools Forum at its meeting held on XXXX.

Schools Forum adopted these Terms of Reference, membership and conduct for the High Needs Sub-group.





## Early Years Schools Forum Subgroup

### Terms of Reference

July 2025

#### 1. Introduction

The Early Years Group has been brought together as a sub-group of Hillingdon's Schools Forum, in response to the Government's plans for reforming the arrangements for the funding of Early Years provision.

Key to the successful delivery of the early years entitlement for two-, three- and four-year-olds is for the Council to achieve a balance in their priorities; securing sufficiency, quality and accessibility in funded Early Years provision. Critical to achieving this is a strong partnership between Hillingdon Council and providers in all sectors of Early Years provision, to enable them to assess and meet demand, according to local circumstances and market.

#### 2. Purpose

The purpose of the Early Years sub-group is to act as a consultative body of the Schools Forum. Members will act as representatives of providers in the private, voluntary, independent and maintained sectors in contributing to positive outcomes for young children, through supporting the delivery of sufficient high-quality places.

To offer advice, experience, information and recommendations to the Local Authority and the Hillingdon Schools Forum to ensure early years and childcare funding follows national and local requirements and priorities. The aim is to secure the best possible outcomes for children by delivering an entitlement which is high quality, flexible and accessible, and gives parents choices about what is best for their children.

On behalf of the Schools Forum, the group will: -

- Provide the Schools Forum with information and advice about the Early Years sector
- Contribute to and review Dedicated Schools Grant funding, as it relates to and impacts on Early Years.
- Acting as the principal channel by which those involved in ownership and management of early years settings may convey their views.
- Act in an advisory capacity in relation to the Council's duties to ensure sufficient high quality childcare places.
- Contribute to local policy development arising from the Government's Early Years national policy.
- Nominate two members of the Early Years sub-group to be the Early Years representatives on Schools Forum.
- Make recommendations to Schools Forum and its subgroups on relevant items.

### **3. Membership**

The membership of the Early Years Subgroup should be representative of all the different types of early years' education providers across the county who are eligible and registered to offer free early education entitlement.

Representation will be from early years provision across the borough to include:

- Representatives of Private, Voluntary and Independent sector (PVI) group education providers
- Representatives of childminders
- Representative of LA primary school which has a nursery class
- Representative of a special school which has a nursery class.

Members will be selected by inviting expressions of interest from all early years providers and selected by Local Authority officers and Forum Chairs with a view to maintaining a geographical spread in membership.

Membership will last for up to four years from the date of appointment.

Members unable to attend a meeting may nominate a substitute from the same sector to attend on their behalf. Any substitutes will need to be named before the meeting.

Members should remain impartial and not favour a particular provider or resource whilst advising on EY Forum.

The group will elect a chairperson and vice chair from the group at the first meeting who will also be representatives of Schools Forum.

The group will be supported by Local Authority officers in the Early Years Service.

The Council will provide administrative support for the group.

### **4. Conduct**

In carrying out their functions, members of the Early Years Subgroup are expected to act in accordance with the seven principles of public life set out in the first report of the Committee on Standards in Public Life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### **5. Meetings**

The Early Years Subgroup will meet at least three times a year with the dates and times to be agreed and circulated in advance.


Papers will be circulated seven days before the meeting.

Minutes and actions arising will be recorded and circulated to members following the meeting.

### **6. Approval**

The above proposals were endorsed by the Early Years sub-group of Schools Forum at its meeting held on XXXX.

Schools Forum adopted these Terms of Reference, membership and conduct for the Early Years Subgroup.

	<p style="text-align: center;"><b>London Borough of Hillingdon Schools Forum</b></p> <p style="text-align: center;"><b>08 July 2025</b></p>
<b>Title</b>	School Balances FY2024-25
<b>Agenda Item</b>	4a
<b>Report by</b>	Ndenko Asong (NAsong@hillington.gov.uk)
<b>Appendices</b>	Appendix A – School Balances
<b>Recommendation(s)</b>	To Note the details of the report.

## 1. Introduction

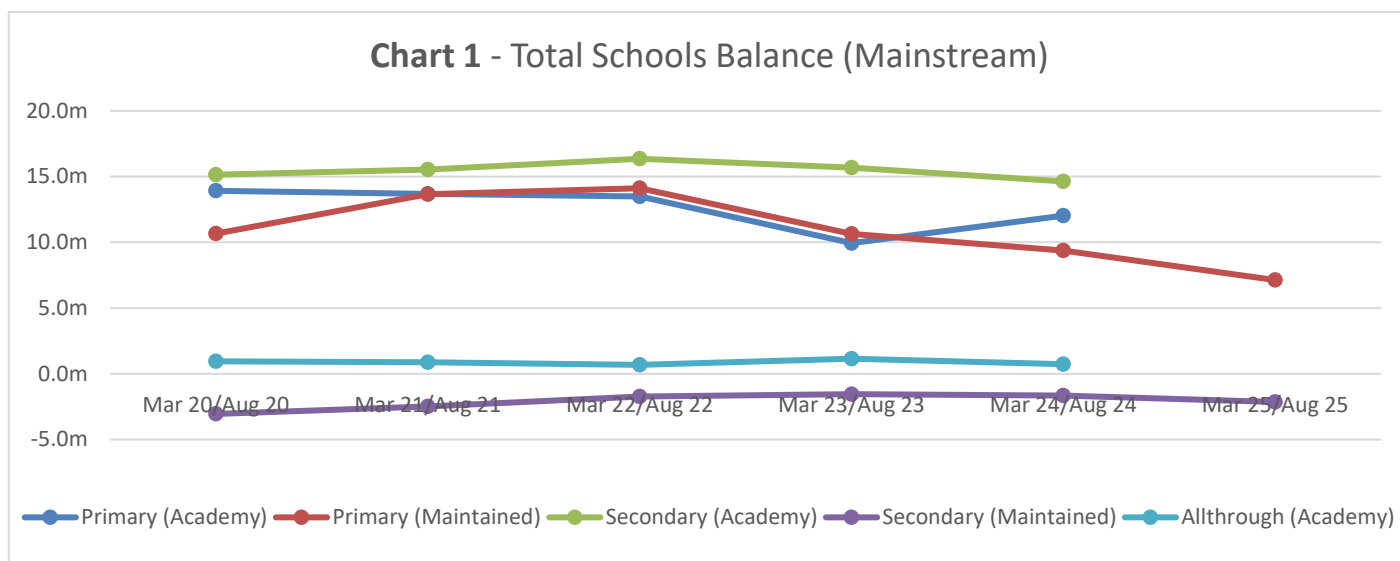
1.1. This report provides Schools Forum with information on the level of revenue balances held by Hillingdon schools as of 31 March 2025 (maintained) and 31 August 2024 (academies).

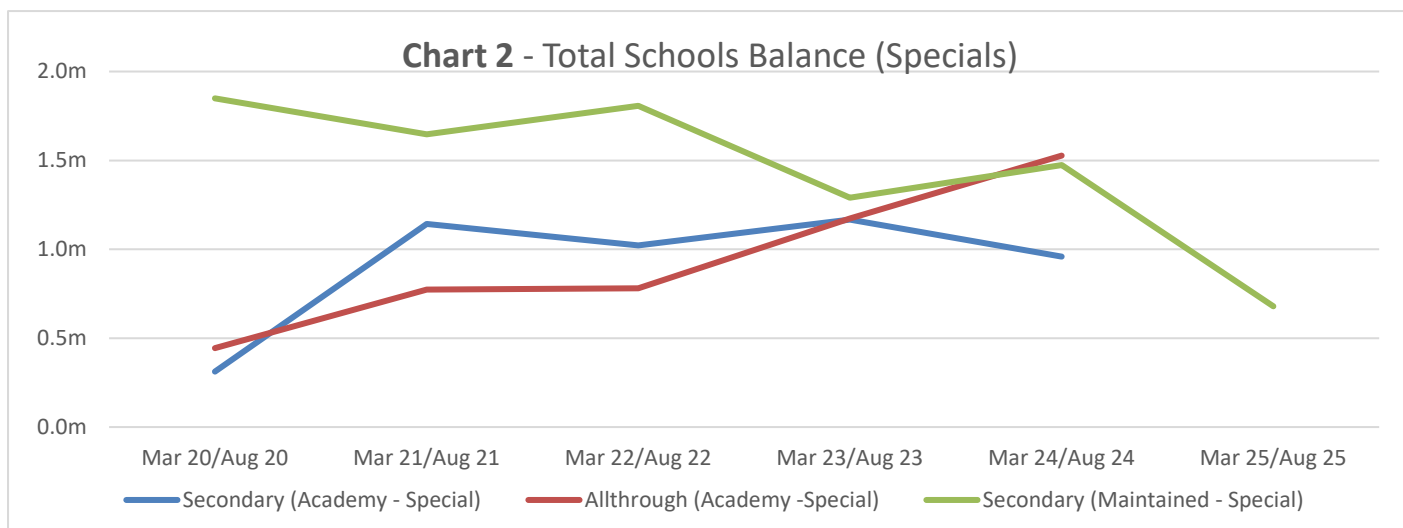
## 2. Recommendation

2.1. To note the content of the report

## 3. School Balances

3.1. For the year to 31<sup>st</sup> March 2024, total school balances for maintained schools dropped by **29%** to **£8.3m** whilst academy balances to 31<sup>st</sup> August 2024 increase by **2%** to **£30.6m**.





3.2. Chart 1 above shows the balances for maintained primaries have been on a decline over the last few years, highlighting the challenges within the sector, and a urgent need for strategic action to mitigate this decline.

3.3. The number of maintained schools closing the year with a deficit balance has increased by **5** to a total of **12** schools as at **March 2025**, compared to **March 2024**, carrying a total deficit balance of £3.7m, which is 44% of the total maintained balances, or one in every four maintained schools.(It is important to note that £2.2m is attributable to one school).

3.4. There are currently **7** academy schools with deficit balances at their last outturn report (**Aug 24**) totalling **£6.0m** which amounts to **20%** of the total academy balances.

3.5. **Table 1** below shows the total revenue balances for the different school groups whilst **Table 2** shows the split of surplus and deficit schools.

Table 1 - School Revenue Balance by Phase

			Mar 20 /Aug 20	Mar 21 /Aug 21	Mar 22 /Aug 22	Mar 23 /Aug 23	Mar 24 /Aug 24	Mar 25 /Aug 25	No Current Active Schools
Primary	Academy	Mainstream	13,919,402	13,679,909	13,479,043	9,942,997	12,039,954		22
Secondary	Academy	Mainstream	15,141,820	15,543,762	16,356,641	15,687,652	14,633,714		19
Allthrough	Academy	Mainstream	959,960	870,163	681,939	1,150,892	743,059		1
Primary	Academy	Special	400,420	577,420	647,420	877,656	660,495		2
Secondary	Academy	Special	312,000	1,143,000	1,022,000	1,167,000	958,000		2
Allthrough	Academy	Special	444,000	773,000	781,000	1,173,000	1,527,000		1
Nursery	Maintained	Mainstream	67,888	127,446	248,634	261,268	295,992	246,566	1
Primary	Maintained	Mainstream	10,671,631	13,656,965	14,114,564	10,637,327	9,364,297	7,131,116	45
Secondary	Maintained	Mainstream	-3,050,911	-2,485,635	-1,724,148	-1,545,705	-1,641,996	-2,129,899	2
Primary	Maintained	Special	481,388	888,879	1,002,980	1,129,139	2,226,680	2,351,531	1
Secondary	Maintained	Special	1,849,083	1,647,195	1,807,317	1,289,905	1,473,465	679,277	1
<b>Total</b>			<b>41,196,681</b>	<b>46,422,103</b>	<b>48,417,389</b>	<b>41,771,132</b>	<b>42,280,660</b>	<b>8,278,589</b>	<b>97</b>

Table 2 - Surplus/Deficit Split

	Maintained		Academy		Total
	Deficit	Surplus	Deficit	Surplus	
Nursery		1			1
Primary	11	35	3	21	70
Secondary	1	2	4	16	23
Allthrough				2	2
<b>Total</b>	<b>12</b>	<b>38</b>	<b>7</b>	<b>39</b>	<b>96</b>

\*Haydon college position is not represented

3.6. Appendix A details the balances of each individual school.

#### 4. Summary

4.1. The data shows that schools are facing budgetary pressures with **64%** of maintained schools having to use their reserves to balance the budget for **FY24-25** and **42%** of academies doing the same for year to **August 2024**.

4.2. Significantly, total school balances have dropped by 20% over a three-year period with **£7m (44%)** used up by maintain schools and **£2m (6%)** by academies.

4.3. If this rate of decline continues, it will mean reserves for all maintain schools falling to zero within the next 3 years.

Table 3 Maintained School Balances as % of Annual Revenue

Sector	Number of Schools in Deficit	Number with Balances < 2%	Number with Balances > 2% and < 8%	Number with Balances > 8% and < 20%	Number with Balances > 20%
Nursery	0	0	0	1	0
Primary	11	5	14	13	3
Secondary	1	1	1	0	0
<b>Total</b>	<b>12</b>	<b>6</b>	<b>15</b>	<b>14</b>	<b>3</b>

## Appendix A – School Balances

SCHNAME	Balance @ 31 Mar 2024	Balance @ 31 Mar 2025	YoY	3Yr Change
Bishop Winnington-Ingram CofE Primary School	-328,209	-411,549	-83,340	122,837
Botwell House Catholic Primary School	436,316	451,826	15,511	-521,076
Bourne Primary School	46,971	7,274	-39,698	-94,980
Cherry Lane Primary School	244,917	177,967	-66,950	-287,754
Colham Manor Primary School	609,284	917,003	307,719	641,139
Coteford Infant School	-86,716	-176,354	-89,638	-203,125
Deanesfield Primary School	756,073	627,805	-128,269	-357,110
Dr Triplett's CofE Primary School	715,588	811,983	96,396	20,083
Field End Infant School	120,311	-186	-120,497	-301,270
Frithwood Primary School	-46,009	-45,062	947	-79,127
Glebe Primary School	426,683	241,951	-184,732	-546,700
Grange Park Infant and Nursery School	124,862	34,743	-90,120	-355,061
Grange Park Junior School	287,851	136,030	-151,821	-30,059
Harefield Infant School	70,871	83,502	12,631	-144,482
Harefield Junior School	233,348	209,665	-23,683	-39,171
Harlington School	297,679	137,456	-160,223	-687,585
Harlyn Primary School	302,360	196,091	-106,269	-227,635
Harmondsworth Primary School	2,346	-60,354	-62,700	-121,710
Hayes Park School	320,897	138,157	-182,740	-213,571
Heathrow Primary School	209,319	-48,513	-257,832	-318,564
Hedgewood School	2,226,680	2,351,531	124,851	1,348,551
Highfield Primary School	161,611	177,668	16,057	-7,358
Hillside Infant School	56,078	49,122	-6,956	-56,597
Hillside Junior School	77,655	37,637	-40,018	-57,091
Holy Trinity CofE Primary School	7,988	96,663	88,676	126,671
Lady Bankes Primary School	-16,689	-108,990	-92,301	-174,372
Meadow High School	1,473,465	679,277	-794,188	-1,128,040
Minet Infant and Nursery School	536,699	475,099	-61,600	-83,427
Minet Junior School	1,203,041	718,663	-484,377	-95,190
Newnham Infant and Nursery School	28,656	27,283	-1,373	-139,070
Newnham Junior School	43,967	24,534	-19,433	-58,696
Oak Farm Primary School	-142,428	-138,242	4,186	-368,642
Oak Wood School	-1,939,675	-2,267,356	-327,680	281,833
Rabbsfarm Primary School	4,872	194,107	189,235	-358,019
Ruislip Gardens Primary School	572,308	375,767	-196,542	-6,697
Sacred Heart Catholic Primary School	147,695	75,113	-72,582	-156,090
St Andrew's C of E Primary School	266,936	297,120	30,184	86,117
St Bernadette Catholic Primary School	15,523	79,227	63,705	-93,521
St Catherine Catholic Primary School	91,421	178,742	87,321	52,761
St Mary's Catholic Primary School	136,952	137,638	686	6,010

St Swithun Wells Catholic Primary School	-92,981	-154,834	-61,853	-207,135
The Breakspear School	325,641	377,212	51,571	255,747
Warrender Primary School	313,329	314,056	727	37,740
Whitehall Infant School	86,757	-160,346	-247,103	-459,270
Whitehall Junior School	436,343	274,033	-162,310	-187,951
Whiteheath Infant & Nursery School	224,428	197,256	-27,172	-53,567
Whiteheath Junior School	57,440	-87,958	-145,398	-315,226
Yeading Infant and Nursery School	221,768	222,091	322	-617,753
Yeading Junior School	152,228	160,479	8,251	-71,887
McMillan Early Childhood Centre	295,992	246,566	-49,427	-2,068
	<b>11,718,438</b>	<b>8,278,589</b>	<b>-3,439,848</b>	<b>-6,247,161</b>

School Name	Balance @ 31 Aug 2023	Balance @ 31 Aug 2024	YoY Change	3Yr Change
Barnhill Community High School	813,616	994,721	181,105	483,067
Belmore Primary Academy	188,259	194,039	5,780	-142,474
Bishop Ramsey Church of England School	899,107	580,463	-318,644	-316,056
Bishopshalt School	88,092	169,915	81,823	-656,656
Brookside Primary School	390,000	14,000	-376,000	-1,198,000
Charville Academy	268,000	352,000	84,000	97,000
Coteford Junior School	67,041	-62,966	-130,007	261,895
Cowley St Laurence CofE Primary School	321,419	282,752	-38,667	-47,959
Cranford Park Academy	249,000	277,000	28,000	-86,000
De Salis Studio College	-2,025,000	-2,194,000	-169,000	-549,000
Field End Junior School	43,000	160,000	117,000	160,000
Global Academy	280,000	0	-280,000	-79,000
Grangewood School	566,000	592,000	26,000	326,000
Guru Nanak Sikh Academy	1,150,892	743,059	-407,833	-127,104
Haydon School †	348,015		-348,015	-343,211
Hermitage Primary School	356,000	346,000	-10,000	346,000
Hewens College	-1,453,000	-1,804,000	-351,000	-985,000
Hewens Primary School	-337,000	-354,000	-17,000	-1,994,000
Hillingdon Primary School*	-21,000	256,913	277,913	355,913
John Locke Academy*	86,000	218,089	132,089	168,089
Lake Farm Park Academy	458,000	725,000	267,000	79,000
Laurel Lane Primary School	598,009	891,140	293,131	269,034
Moorcroft School	847,000	296,000	-551,000	-182,000
Nanaksar Primary School	255,271	47,669	-207,602	-912,663
Northwood School	4,374,880	4,455,185	80,305	1,459,501
Park Academy West London*	184,903	138,746	-46,157	-113,733
Parkside Studio College	-1,097,000	-1,339,000	-242,000	-418,000
Pentland Field School	1,173,000	1,527,000	354,000	754,000


## Item

Pinkwell Primary School*	-638,000	245,985	883,985	352,985
Queensmead School	3,745,772	3,870,621	124,849	-236,145
Rosedale College	4,309,000	4,569,000	260,000	482,000
Rosedale Primary School	5,967,000	6,047,000	80,000	972,000
Ruislip High School	2,052,000	2,017,000	-35,000	449,000
Ryefield Primary School	429,000	433,000	4,000	-209,000
St Martin's Church of England Primary School	11,511	107,643	96,132	-53,694
St Matthew's CofE Primary School	608,597	883,654	275,057	105,187
Swakeleys School for Girls	156,078	280,891	124,813	230,146
The Douay Martyrs Catholic School	1,622,296	1,293,042	-329,254	-306,958
The Harefield Academy	-153,741	-161,449	-7,708	-121,449
The PRIDE Academy	320,000	662,000	342,000	-3,000
The Willows School	311,656	68,495	-243,161	-242,925
UTC Heathrow	83,878	329,801	245,923	423,801
Uxbridge High School	287,756	351,778	64,022	133,646
Vyners School	1,171,000	1,081,000	-90,000	-446,000
West Drayton Academy	274,000	282,000	8,000	23,000
William Byrd Primary Academy	-78,110	-69,964	8,146	-388,268
Wood End Park Academy	447,000	763,000	316,000	202,000
	29,999,197	30,562,222	563,025	-2,025,031

† - 2024 Accounts not yet published.

\* - Proportional representation of MAT balance



	<b>London Borough of Hillingdon</b> Schools Forum 08 <sup>th</sup> July 2025
<b>Report Title</b>	<b>DSG 2024-25 Outturn</b>
<b>Agenda Item</b>	4b
<b>Decision/Discussion/Information</b>	Information / Discussion
<b>Author</b>	Ndenko Asong, Strategic Finance Consultant <a href="mailto:nasong@hillington.gov.uk">nasong@hillington.gov.uk</a>
<b>Appendices</b>	

## 1. Intro

- 1.1. This report provides the Schools Forum (SF) with information on the DSG outturn position for FY2024-25.

## 2. Dedicated Schools Grant (DSG) (£15m Overspend)

- 2.1. The DSG in-year position is an overspend of **£15m** compared to the DfE allocation as at March 2025.
- 2.2. Most of the overspend is driven by the pressures on High Needs placements.
- 2.3. There was a significant improvement in the outturn compared to previous year with the overspend reduced by **40%**.
- 2.4. At the end of the year, the DSG balance stood at **£65.7m** deficit (see Table below).

Description	Allocation	Outturn	Variance
Schools Block			
→ ISB*	103,090k	103,090k	-
→ Growth Fund	1,687k	839k	-849k
→ NNDR	-2,792k	-2,792k	-
→ Academy Recoupment	-172,065k	-172,065k	-
Net Schools Block	104,777k	103,928k	-849k
Central School Services Block	2,463k	3,571k	1,108k
Early Years	37,394k	37,443k	49k
High Needs*	56,394k	71,213k	14,820k
In-Year Net DSG Outturn	-201,028k	-216,156k	-15,128k
Opening DSG Balance			-50,582k
<b>Closing DSG Balance</b>		-	<b>-65,710k</b>

\* Adjusted for Schools block transfer

## 3. Dedicated Schools Grant Income (nil variance)

- 3.1. There was no material difference in the DSG income received by the local authority (LA) from the DfE compared to the LA allocation for FY2024-25

#### 4. Schools Block (849k Underspend)

- 4.1. The Schools Block (SB) includes all funding paid directly to mainstream schools as part of their delegated budget share, including the funding recouped by the ESFA and paid to mainstream school academies.
- 4.2. There is also a growth contingency fund which is funded from the SB. The growth contingency is used to support schools that are expanding with the agreement from the LA.
- 4.3. The underspend is in relation to growth funding coming in lower than was allocated for.

#### 5. Central Schools Services Block (1,108k Overspend)

- 5.1. The DfE continues to reduce the allocation for historic commitment by **20%** year-on-year.
- 5.2. The block funding was used for the funding for ongoing responsibilities as well as historic commitments.
- 5.3. Overspend was as a result of increased staffing costs in the year to meet the needs of the services for maintained and academy schools in the borough. This included cost for the schools sufficiency planning for pupils in the borough including planning for provision to cover SEN pupils.

#### 6. Early Years Block (49k Overspend)

- 6.1. There was a marginal overspend of **£49k** in the Early Years Block for the year. The block now covers spend on early years provisions from under two years old right through to four years old.

#### 7. High Needs Block (14,820k Overspend)

- 7.1. This continues to be the area of DSG with the most significant pressure ending the year with a **£14m** overspend, thus adding significantly to the overall DSG deficit.
- 7.2. At **£14m**, the outturn represents a significant improvement on last year's when the overspend was higher by a factor of **1.79**
- 7.3. The achievements in the efficiency of resource allocation is as a result of the constructive work being undertaken by the service in delivering the challenging objectives of the safety valve programme.

	2024-25	2023-24	Change
Alternative, Tuition, Hospital & Therapy Provision	2.50m	2.02m	0.49m
Independent, FE & Post 16 Placements	13.59m	16.60m	-3.01m
Other SEN Expenditure	1.68m	4.42m	-2.74m
Top-ups and Place Funding	53.44m	54.19m	-0.75m
	<b>71.21m</b>	<b>77.23m</b>	<b>-6.02m</b>

#### 8. Conclusion

- 8.1. The outturn for 2024-25 saw the overall DSG deficit increase to **£65.7m** as the full impact of some of efficiency improvements begin to be felt.
- 8.2. This outcome is a significantly better result than expected and is an encouragement of the actions and strategy of the SEND service approach in meeting the needs of pupils with educational needs in the borough.

# School Condition Programme

Schools Forum  
July 2025

Michael Naughton  
Head of Capital Programme Works Service



# Schools' Capital Funding

The Department for Education (DfE) allocates capital funding each year to help maintain and improve the condition of school buildings and grounds. For maintained schools this is through school condition allocations (SCA), with funds paid to eligible bodies responsible for maintaining school buildings

The funding covers local authorities and local-authority-maintained schools, including maintained nursery schools. In Hillingdon Council this covers 31 community schools, 8 Foundation Schools and 1 maintained nursery.

The funding can be used for building fabric, mechanical and electrical works.



# Eligible capital works

The capital funding is typically used for the following types of works.

- **Building fabric** (roof replacements, windows replacement and standard door replacements, structural works).
- **Mechanical** (heating & hot water system replacement, cold water supply, ventilation, drainage).
- **Electrical** (replacement/upgrade of distribution boards and wiring).
- **Fire safety works** (fire door replacement, fire compartmentation, alarms, detectors).



# Non-eligible works

The funding typically can **not** be used for revenue expenditure on buildings. This includes

- **Compliance/testing** (gas and electrical checks, legionella testing, LOLER, asbestos management surveys, Fire Risk Assessments etc).
- **Servicing/maintenance and repairs** (servicing of equipment, maintenance of building fabric and external areas and day to day repairs).
- **Cyclical redecoration** (repainting, floor covering replacement)



# Condition surveys

Hillingdon Council has completed Condition surveys on most Foundation and Community Schools. The surveys covered the following

## **Building Survey**

A detailed assessment will be carried out on the condition of the following components:

- Building fabric (inc. roof, walls, floors, walls, windows, decorative condition, etc);
- Mechanical and Electrical systems (inc. space heating systems, hot/cold water supply systems, electrical installation, lifts, ventilation etc);
- Fire safety systems (fire doors, smoke/heat detectors, fire resisting barriers, extinguishers, riser, etc);
- Grounds (paving, paths, playground, external lighting, car park barriers/surface etc).



# Programme of works

## **Energy Assessment**

An assessment of the current energy efficiency and performance of the school buildings will be completed for each school. This will include a review of potential options for improvements and enhancements works which are suitable on a site-by-site basis.

This energy assessment review will be used to assist the Council, (or the schools themselves), in bidding on future decarbonisation and energy efficiency improvement works funding that will be made available by the Government in forthcoming years.

## **Measured Survey**

Creation of accurate floor plans in CAD format





# Condition surveys

## **5 Year School Condition Programme**

A 5-year programme of proposed condition works have been developed using the results of the school condition surveys. This School Condition Programme may change over time if items become more critical necessitating it being brought forward. Opportunities to combine separate works to reduce disruption will also be considered.

Year 1 will focus on fire safety works including replacing existing fire doors. It is likely that this will continue into year 2 due to the volume of work required.

A series of meetings will be held with each school during autumn term 2025 to go through the Condition Survey Reports in detail and provide advice and compliance and maintenance requirements.



# Programme of works

School	Year			
	Fire Safety	Building Fabric	Mechanical Services	Mechanical & Electrical Services
Bourne Primary	1/2	1		1
Cherry Lane Primary	1/2	1	2/3	
Colham Manor	1/2	5		4
Coteford infant	1/2			4
Deansfield Primary	1/2	2/3	2/3	4
Field End Infant	1/2	5	2/3	5
Frithwood Primary	1/2			4
Grange Park Infant	1/2	1	2/3	4
Grange Park Junior	1/2			1
Harefield Infant	1/2	5	2/3	4
Harefield Junior	1/2		2/3	4



# Programme of works

School	Year			
	Fire Safety	Building Fabric	Mechanical Services	Mechanical & Electrical Services
Harlyn Primary	1/2	1		5
Harmondsworth	1/2	1, 4 & 5		
Hayes Park	1/2	5	2/3	4
Heathrow Primary	1/2			2
Hedgewood Primary	1/2	1 & 2/3	1, 2/3	
Highfield Primary	1/2			4
Hillside Infant				4 & 5
Lady Banks	1/2	1 & 5		1 & 4
McMillan Nursery	1/2	1, 2/3 & 5		5
Newnham Infant	1/2	1, 5	2/3	
Newnham Junior	1/2	1	2/3	



# Programme of works

School	Year			
	Fire Safety	Building Fabric	Mechanical Services	Mechanical & Electrical Services
Oak Farm Primary	1/2	1 & 5	2/3	
Rabbsfarm Primary			1	
Ruslip Gardens Primary	1/2			
The Breakspear		2/3		1
Warrender Primary	1/2			
Whitehall Infant	1/2		2/3	4
Whitehall Junior	1/2			2
Whiteheath Infant	1/2		2/3	4
Whiteheath Junior	1/2	1 & 5		
Yeading Infant	1/2		2/3	4 & 5
Yeading Junior	1/2		2/3	4



# Contacts

## **Main Contact**

Dharmen Panchal  
Programme Manager

[dpanchal@hillington.gov.uk](mailto:dpanchal@hillington.gov.uk)

Responsible for delivering the School Condition Programme and providing technical advice of school maintenance issues.


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## **Other Contacts**

Bobby Finch  
Construction Co-ordination Manager  
[bfinch@hillington.gov.uk](mailto:bfinch@hillington.gov.uk)  
Provides general advice on school assets

Neena Singh  
Programme Co-ordination Officer  
[bfinch@hillington.gov.uk](mailto:bfinch@hillington.gov.uk)  
Provides project support for the delivery the School Condition Programme.



	<b>London Borough of Hillingdon</b> Schools Forum 08 <sup>th</sup> July 2025
<b>Report Title</b>	DSG Threshold Payments 2024-25
<b>Agenda Item</b>	4d
<b>Decision/Discussion/Information</b>	Information / Discussion
<b>Author</b>	Ndenko Asong, Strategic Finance Consultant <a href="mailto:nasong@hillingsdon.gov.uk">nasong@hillingsdon.gov.uk</a>
<b>Appendices</b>	

## 1. Introduction

- 1.1. The High Needs (HN) funding allows for top-up funding to be paid by the LA to schools to meet the needs of children with EHCP in addition to the resources the schools have from direct schools block funding including the notional SEN.
- 1.2. Some schools attract a disproportionate number of pupils with EHCP which in certain circumstances can be challenging from a resource perspective. The threshold payments recognise this challenge and is paid to these schools to support with the additional challenges of meeting the needs of these pupils.
- 1.3. The application of this threshold funding is in line with the DfE guidance requiring any such payments to only be applicable to a handful of schools.

## 2. Key points

- 2.1. Only mainstream schools are eligible to receive the threshold payments.
- 2.2. The applicable number on roll (NoR) used for the calculation is the NoR at the last October census used in the calculation of the schools allocation grant in the APT. The NoR is adjusted for the number of pupils in any ineligible sub-set of the school such as special resource provisions.
- 2.3. The threshold is set by the Director of Education and SEND. For FY2024-25 the threshold was set at 3.5%
- 2.4. Schools receive a prorated payment of £6k per FTE above the set threshold for the year.
- 2.5. The threshold funding should be considered as part of the core funding for the school and put towards supporting all pupils with SEN and should not be allocated to individual pupils.
- 2.6. In 2024-25 a total of **£647k** was paid to **25** schools representing about **26%** of our schools in the borough.
- 2.7. Table 1 below details the payments made to schools in FY2024-25. Appendix A provides further details on how the payments are calculated.

**Table 1 – HN Threshold Payments FY2024-25**

<b>School</b>	<b>Amount £</b>
Bishopshalt	5,957
Bwi	5,739
Charville	24,207
Cherry Lane	61,134
Coteford I	23,674
Coteford J	71,797
Cranford Park	4,317
Harefield Academy	8,368
Harefield I	1,706
Harefield J	13,370
Harlyn	11,471
Hayes Park	68,829
Hillside I	3,218
Hillside J	10,084
Holy Trinity	17,415
Laurel Lane	27,365
Park Academy	28,699
Rabbsfarm	52,579
Ruislip Community	79,458
Ruislip Gardens	22,296
St Martins	1,498
Vyners	67,215
Whiteheath I	2,020
Whiteheath J	15,313
Wood End Park	19,743
<b>Total</b>	<b>647,472</b>

## Appendix A

### SEND EHCP Threshold Funding Process

#### Background

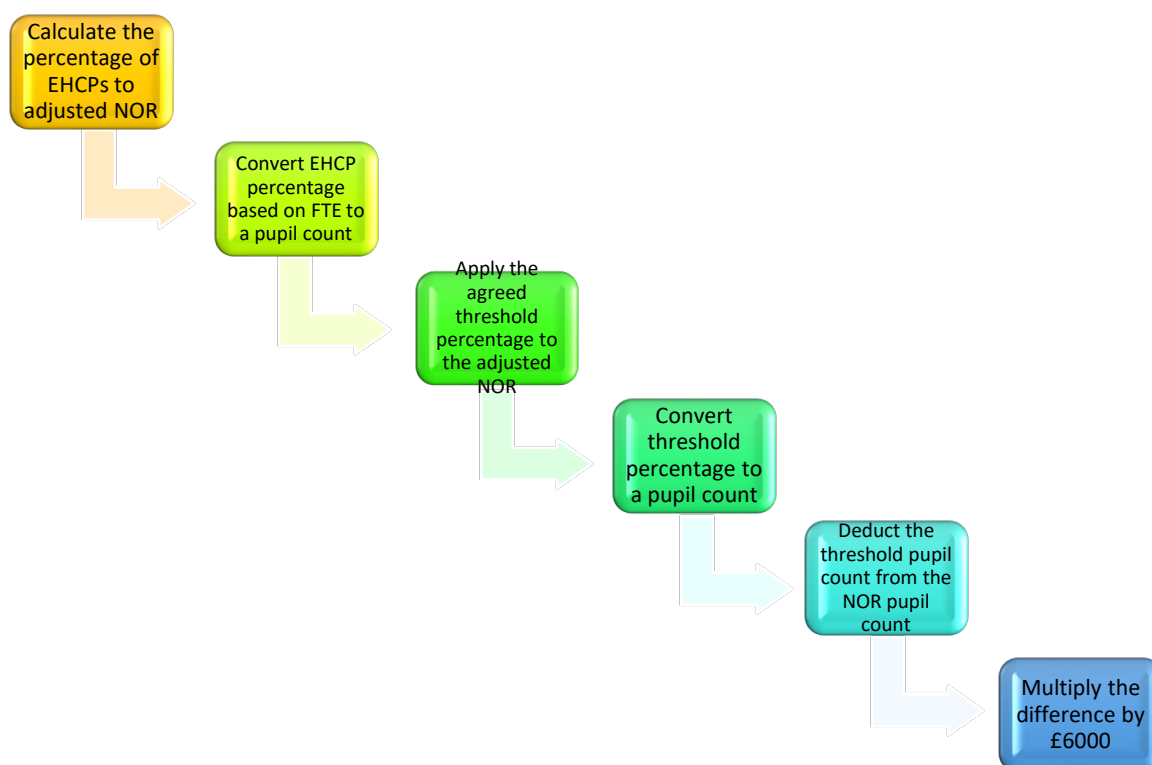
To provide additional funds to schools whose percentage of EHCPs (Education, Health and Care Plans) exceed an agreed value above their NOR (Number on Roll). Funding provided is non-statutory funding which is decided annually. The funding is given to schools to support them with the notional funding they must provide for children with EHCPs, where numbers exceed an agreed percentage compared to their school roll. The agreed threshold is decided from analysing national statistics and considering the budget provided, to reach an appropriate threshold.

#### Timeframe

Calculate and make payments to schools before the end of the financial year.

#### Data Sets

Using the October NOR census data adjusted to remove SRP and DU planned place numbers (as place funding is provided to these units separately). The EHCP FTE equivalency data as of December (this only includes children from LBH with EHCPs).



If the agreed threshold is 3.50%

#### Example 1

School A has an NOR (Adjusted) of 420 and 35 EHCPs (FTE Equivalent)

1. 35 divided by 420 multiplied by 100 = 8.33%
2. 420 multiplied by 8.33% = 34.99 Pupils
3. 420 multiplied by 3.50%
4. 14.70 Pupils
5. 34.99 minus 14.70 = 20.29 Pupils



6. 20.29 multiplied by £6,000 = £121,740

### **Example 2**

School B has an NOR of 600 and 19 ECHPs

1. 19 divided by 600 multiplied by 100 = 3.16%
2. As the school profile is less than 3.50% threshold, no further calculation or action is needed.