



Complete Agenda

Democratic Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Meeting

SCHOOLS FINANCE FORUM

Date and Time

3.30 pm, MONDAY, 25TH JANUARY, 2021

Location

Virtual Meeting - Teams

Contact Point

Eirian Roberts

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(DISTRIBUTED 20/01/21)

SCHOOLS FINANCE FORUM MEMBERSHIP

CABINET MEMBERS

Councillor Cemlyn Rees Williams (Education)
Councillor Ioan Thomas (Finance)

CHIEF EXECUTIVE

Mr Dilwyn Williams

HEAD OF FINANCE

Dafydd Edwards

SECONDARY HEAD TEACHERS

Mr Dylan Davies – Ysgol Dyffryn Ogwen Mr Dylan Minnice - Ysgol Botwnnog
Mr Dewi Lake – Ysgol y Moelwyn Mr Arwyn Williams – Ysgol Tryfan

PRIMARY HEAD TEACHERS

Mrs Iona Jones - Ysgol Edmwnd Prys/Bro Cynfal Mr Richard Derwyn Jones – Ysgol Garndolbenmaen
Mrs Menna Wynne Pugh – Ysgol Penybrynn Mr Llion Williams – Ysgol y Garnedd
Mr Alan Wynn Jones – Ysgol Cymerau Mrs Eleri Morgan Davies – Ysgol y Gorlan

TEACHERS' UNIONS

Mr Neil Foden – Ysgol Friars

GOVERNORS

Arfon

Mr Godfrey Northam - Ysgol Dyffryn Ogwen
Mr Edward Bleddy Jones – Ysgol Tregarth

Meirionnydd

Gwilym Eifion Roberts – Ysgol Godre'r Berwyn

Dwyfor

Mr Gwilym Jones, Ysgol Borthyggest,
Awaiting Nomination - Secondary Schools' Governor

DIOCESE

Anest Gray Frazer

CHURCH SCHOOLS

Mr Elfed Morgan Morris – Ysgol Llandygai

SPECIAL SCHOOLS

Mrs Donna Roberts - Ysgol Hafod Lon

Observers:

Mr Garem Jackson, Head of Education Service
Mr Owen Owens, Senior Education Resources' Manager
Ms Kathy Bell, Schools' Group Accountant
Ms Gwenan Davies Jones Primary Head Teachers Federation Chair
Ms Ellen Williams - Secondary Head Teachers Federation Chair

A G E N D A

1. APOLOGIES

To receive apologies for absence.

2. DECLARATION OF PERSONAL INTEREST

To receive any declarations of personal interest.

3. URGENT BUSINESS

To note any items that are a matter of urgency in the view of the Chair for consideration.

4. MINUTES

5 - 8

To confirm the minutes of the previous meeting held on 28th September, 2020 (attached).

5. MATTERS ARISING FROM THE MINUTES

Verbal reports by Kathy Bell (Schools' Group Accountant) on:-

- COVID – additional costs / loss of income 2020/21;
- Additional Learning Needs Grant 2020/21

6. SCHOOLS' PROJECTIONS

9

Report by Kathy Bell (Schools' Group Accountant) (attached).

7. COUNCIL BUDGET 2021/22

Verbal report with slide presentation by Dafydd Edwards (Head of Finance).

8. SCHOOLS DIGITAL STRATEGY

Verbal report by Gwern ap Rhisiart (Dwyfor / Meirionnydd Area Education Officer)

9. SERVICE LEVEL AGREEMENTS 2021-24

10

Report by Owen Owens (Senior Manager Education Resources Service) (attached).

10. DATE OF THE NEXT MEETING

To note that the next meeting of the Forum will be held at 3.30pm, on Monday, 1st March, 2021.

SCHOOLS FINANCE FORUM 28/09/20

Present: Mr Godfrey Northam (Ysgol Dyffryn Ogwen Governor) (Chair).

Cabinet Member: Councillor Iwan Thomas (Finance).

School Headteachers:

Secondary: Dylan Davies (Ysgol Dyffryn Ogwen), Dylan Minnice (Ysgol Botwnnog) and Arwyn Williams (Ysgol Tryfan).

Primary: Iona Jones (Ysgol Edmwnd Prys / Bro Cynfal), Menna Wynne Pugh (Ysgol Penybrynn), Alan Wynn Jones (Ysgol Cymerau), Richard Derwyn Hughes (Ysgol Garndolbenmaen) and Eleri Morgan Davies (Ysgol y Gorlan).

Teachers' Unions: Neil Foden (Ysgol Friars)

Governors: Edward Bleddy Jones (Ysgol Tregarth).

Church Schools: Elfed Morgan Morris (Ysgol Llandygai)

Special Schools: Donna Roberts (Ysgol Hafod Lon)

Observer: Gwenan Davies Jones (Chair of the Gwynedd Federation of Primary Headteachers)

Officers: Owen Owens (Schools Senior Manager), Kathy Bell (Schools Group Accountant), Gwern ap Rhisiart (Dwyfor / Meirion Area Education Officer), Huw Ynyr (Assistant Head - Information Technology), and Eirian Roberts (Democratic Services Officer).

1. ELECTION OF CHAIR

RESOLVED to re-elect Mr Godfrey Northam as Chairman of the Forum for 2020/21.

2. ELECTION OF VICE-CHAIR

RESOLVED to re-elect Councillor Cemlyn Williams as Vice-chair of the Forum for 2020/21.

3. APOLOGIES

Councillor Cemlyn Williams (Cabinet Member for Education), Dilwyn Williams (Chief Executive), Dafydd Edwards (Head of Finance Department), Gwilym Jones (Governor - Ysgol Borthygest), Anest Gray Frazer (The Diocese) and Garem Jackson (Head of Education Department).

4. DECLARATION OF PERSONAL INTEREST

No declarations of personal interest were received.

5. MINUTES

The Chair signed the minutes of the previous Forum meeting held on 2 March, 2020 as a true record, subject to the following correction:-

The Chair noted that although he had asked for a letter to be sent to those not present at the meeting, he did not believe that he had stated that it was necessary to ask for the reason behind those absences.

6. MATTERS ARISING FROM THE MINUTES

In response to questions from the Chair regarding forum membership, it was noted:-

- That no one had stated that they did not wish to continue to be a member of the forum.
- That gaps in the membership had been discussed with the Governors' Unit and that it was intended to ask the Governors' Association to make appointments to the empty seats by the next meeting of the forum.

7. FINAL SCHOOL ACCOUNTS FOR 2019-20 FINANCIAL YEAR

Submitted, for information - a report by the Schools Group Accountant detailing the schools' final accounts for the 2019/20 financial year.

The Chair noted that Ysgol Uwchradd Tywyn's situation had changed immensely from a deficit of -£49,045 on 31 March 2018 to balances of £115,668 on 31 March of the current year, and that action on the part of governors, the headteacher and the officers was evident.

It was noted that this situation was not consistent across the sector and that the increase of £450,000 in secondary schools' balances could be attributed almost completely to two schools.

The Schools Group Accountant noted that Welsh schools accountants had undertaken an exercise on school balances, which differentiated between the balances and deficits, and that it was surprising to see that so many schools carried such substantial deficits in their accounts from year to year. There was annual criticism of schools for carrying balances, but taking the deficits they carried into account brought their net position down.

The Schools Senior Manager noted that there was a story behind almost every case of high balances, and that it was not individual cases of the kind that were a cause for concern for him, but rather consistently high balances.

RESOLVED

- (a) **That the Education Department and the Finance Department should cooperate closely with the schools carrying a financial deficit, in order to ensure that the cleared the deficit as soon as possible.**
- (b) **That the Education Department and the Finance Department should continue to monitor school budgets.**

8. SCHOOL GRANTS 2020-21

Submitted, for information - a report by the Schools Group Accountant detailing the school grants situation for 2020/21.

The Chair asked whether the introduction of the Accelerating Learning Programme Grant had led to reducing some other grants. In response, the Schools Group Accountant

explained that the Professional Development Grant was the only one that had been reduced.

RESOLVED to accept the information.

9. COVID-19 FINANCIAL MATTERS

Submitted - a verbal update on the following matters because of Covid-19:-

- Additional expenditure
- Reduced income
- Other

The Schools Group Accountant noted:-

- That Welsh Government had shared the funds authorities were able to claim, namely additional costs and reduced income due to being unable to operate as usual.
- That the type of additional expenditure claimed on schools level was around £50,000, and that the Education Department had also been submitting applications.
- That the main costs were the costs of preparing free school meals, along with a certain amount of transportation costs.
- That schools had also faced additional cleaning costs, as well as over £20,000 for signs encouraging people to maintain a distance of 2 metres, etc.
- That the main income claimed from Welsh Government was the school meals. The Council had been unable to serve meals for five months, but was still required to employ the staff.
- That the Head of Finance Department would report to the Council's Cabinet on 13 October regarding the latest monitoring and Gwynedd's situation by that time.
- In terms of the furlough scheme, only those services that were losing income could claim, and so this was not relevant to the situation of schools, apart from two schools that prepared their own food or provided sports activities. A furlough grant had been received for some staff, and more information would be available following the Cabinet meeting.

It was noted that schools were facing new costs since the summer, e.g. screens and refitting the canteen. In response, the Schools Group Accountant explained that there was an intention for schools to be able to claim for this until 30 September.

An enquiry was made as to how the schools were likely to be able to claim school meals income. In response, the Schools Group Accountant explained that this happened at authority level, and would be included in the Head of Finance Department's report to the Cabinet on 13 October. An enquiry was made as to whether the funding would come into school budgets, and the Schools Group Accountant said that she greatly hoped so.

10. GWYNEDD SCHOOLS DIGITAL STRATEGY

Submitted - a report by Gwern ap Rhisiart (Dwyfor/Meirion Area Education Officer) and Huw Ynyr (Assistant Head, Information Technology) providing Forum members with an update on the Gwynedd Schools Digital Strategy since the previous meeting on 2 March 2020.

The Assistant Head of Information Technology noted that as yet, not everyone had responded to the letter requesting a comprehensive picture of schools' intentions and the ability of their budgets for investment in equipment. It was intended to ask school headteachers and governor chairs to respond by the end of the week, so that it would be

possible to report to the Cabinet, which would then finally adopt the strategy. No specific questions had arisen with regard to the digital strategy, other than the big question of how it would be funded.

The Dwyfor/Meirion Area Education Officer reiterated the observations made by the Assistant Head of Information Technology, also noting that it had been necessary to place the order for devices in September, although the discussion continued.

Some headteachers noted:-

- That the questionnaire put headteachers in a difficult situation. It meant that they had to provide a definite answer to the question of full contribution, but although there was no wish to endanger the strategy, many schools would find it difficult to commit to contributing fully towards the costs of replacing equipment.
- Although the investment was generally welcomed, that schools had concerns, e.g., interactive whiteboards had not been included, and they were expected to reach the end of their lives at the same time as the devices. In response, the Assistant Head of Information Technology noted that equipment such as screens could be a matter to revisit.

RESOLVED to accept the information.

11. ADDITIONAL LEARNING NEEDS & INCLUSION

Submitted, for information - a report by Ffion E. Ellis (Assistant Head of Additional Learning Needs) providing details of the work of the Additional Learning Needs Funding Working Group in relation to the Additional Learning Needs and Inclusion Strategic Review.

The Dwyfor/Meirion Area Education Officer noted that the working group had been established and had met; however, due to the pandemic, the discussion had not proceeded as everyone would have liked, and the timetable for action had been reviewed.

RESOLVED to accept the information.

12. DATES OF MEETINGS FOR THE 2020-21 ACADEMIC YEAR

Several members noted that meeting at 3.30pm on a Monday was convenient for them. It was therefore agreed that dates would be planned on this basis for the academic year, with the next meeting to be held during November.

The Cabinet Member for Finance noted that 2020/21 had been a challenging financial year, and that it was now time to start looking at the 2021/22 budget. He added, although he was unable to guarantee this, that he greatly hoped that there would be no need for further cuts to education in the following year's budget.

The meeting commenced at 3.30 pm and concluded at 4.10 pm

CHAIR

Agenda Item 6

ITEM 6

MEETING	SCHOOLS' BUDGET FORUM
DATE	25 January 2021
TITLE	Schools' Projections
PURPOSE	Presented for information
RECOMMENDATION	To accept the report
AUTHOR	Kathy Bell – Schools' Group Accountant

3 year projections were prepared for schools in early December 2020 on the basis of the September 2020 census of pupil numbers -

demographic change	2021/22		2022/23		2023/24		cyfanswm	
primary	-169	-£309k	-141	-£468k	-126	-£281k	-436	-£1,058k
secondary	+118	+£447k	+115	+£457k	-7	-£45k	+226	+£859k
special	no projected change in pupil numbers							
total	-51	+£138k	-26	-£11k	-133	-£326k	-210	-£199k

The statistics show the decrease in primary numbers is mainly due to older pupils moving on to the secondary sector, whilst the number of younger pupils starting in primary has/will reduce.

Therefore, over the next 3 years, it is projected that our primary schools allocation will decrease by approximately £1million - equivalent to 18 teachers. The increase in the secondary sector is equivalent to 15 teachers. The further in the future that schools' project pupil numbers e.g. September 2022 the more difficult it is to project accurately. Obviously, there are differences from school to school within the sectors with regards to increase/decrease in numbers.

The Head of Finance will report to the Forum on the Council's budget for 2021/22 and will highlight any effect on schools' finances.

The Education Officer will report to the Forum on the Digital Strategy for Schools.

Schools' grant for 2021/22 have not been confirmed and there is no guarantee that every grant will continue nor increase/decrease next year. Slightly apprehensive that this information will not be available for some time yet.

Recommendation
To accept the information

Agenda Item 9

ITEM 9

MEETING	SCHOOLS FINANCE FORUM
DATE	25 January 2021
TITLE	Service Level Agreements 2021-24
RECOMMENDATION	To accept the report
AUTHOR	Owen Owens Senior Manager Education Resources Service
CABINET MEMBER FOR EDUCATION	Councillor Cemlyn Rees Williams

Service Level Agreements

Gwynedd Council offers schools Service Level Agreements for a range of services. The agreements below will end on 31/03/21.

SLA	Type of school			
	Primary	Secondary	Special	All-through
Catering	✓	✓	✓	✓
Cleaning and Caretaking	✓	✓	✓	✓
Education Business Centre	✓			
Grounds Maintenance	✓	✓	✓	✓

The Catering, Cleaning and Caretaking and Education Business Centre agreements are being offered again for the period 01/04/21 to 31/03/24. The Grounds Maintenance agreement is being offered for one year (01/04/21 to 31/03/22), since the work of re-modelling of the allocation to schools for Grounds Maintenance so that it reflects more accurately the grounds maintenance requirements of the individual school sites is continuing.

A consultation process is being held with schools regarding the Service Level Agreements to be offered in April 2021.

Schools have received copies of the draft SLAs presented by the services, and the differences between them and the current SLAs have been highlighted. Schools have been invited to present any comments by 12th February, 2021.

It is recommended that the Schools' Finance Forum accepts the report.