



# Complete Agenda

**Democratic Service**  
Swyddfa'r Cyngor  
CAERNARFON  
Gwynedd  
LL55 1SH

Meeting

**SCHOOLS FINANCE FORUM**

Date and Time

**2.00 pm, TUESDAY, 7TH FEBRUARY, 2017**

Location

**Hen Eglwys y Santes Fair, Tremadog**

Contact Point

**Glynda O'Brien**

**(01341) 424301**

**glyndaobrien@gwynedd.llyw.cymru**

(DISTRIBUTED: 31.01.17)

## AELODAETH / MEMBERSHIP

### AELODAU CABINET / CABINET MEMBERS

Y Cyngorydd/Cllr Gareth Thomas (Addysg)  
Y Cyngorydd/Cllr Peredur Jenkins (Adnoddau)

### CYFARWYDDWYR CORFFORAETHOL / CORPORATE DIRECTORS

Mr Iwan Trefor Jones

### PENNAETH CYLLID / HEAD OF FINANCE

Dafydd Edwards

### PENAETHIAID UWCHRADD / SECONDARY HEAD TEACHERS

Mr Alun Llwyd – Ysgol Dyffryn Ogwen  
Mr Dewi Lake – Ysgol y Moelwyn

Mr Dylan Minnice - Ysgol Botwnnog  
Mr Andrew Roberts - Ysgol y Berwyn

### PENAETHIAID CYNRADD / PRIMARY HEAD TEACHERS

Mrs Iona Jones - Ysgol Edmwnd Prys/Bro Cynfal  
Mr Rhys Williams - Ysgol Cymerau  
Mrs Menna Wynne Pugh - Ysgol Penybryn

Mr Trystan Larsen - Ysgol Rhostryfan  
Mr Llion Williams – Ysgol y Garnedd  
Mrs Kerry Parry - Ysgol Ganllwyd

### UNDEBAU ATHRAWON / TEACHERS' UNIONS

Mr Neil Foden – Ysgol Friars

### LLYWODRAETHWYR / GOVERNORS

#### Arfon

Mr Godfrey Northam - Ysgol Dyffryn Ogwen  
Mr Edward Bleddyn Jones – Ysgol Tregarth a Bodfeurig

#### Meirionnydd

Disgwyl enwebiad fel olynnydd i /awaiting nomination for Mr Gwynne Pierce - Ysgol Llanbedr  
Mrs Llinos Lloyd, Corff Cysgodol Dalgylch y Gader

#### Dwyfor

Mr Gwilym Jones, Ysgol Borthygest,  
Cyng. Michael Sol Owen, Ysgol Glan y Mor,

### ESGOBAETH / DIOCESE

Disgwyl enwebiad

### YSGOLION EGLWYS / CHURCH SCHOOLS

(Disgwyl enwebiad / Awaiting Nomination)

### YSGOLION ARBENNIG / SPECIAL SCHOOLS

Mrs Donna Roberts - Ysgol Hafod Lon

### Sylwedyddion / Observers :

Mr Arwyn Lloyd Thomas, Pennaeth Addysg / Head of Education Service  
Mr Owen Owens, Uwch Reolwr Gwasanaeth Adnoddau Addysg / Senior Education Resources' Manager  
Mr Hefin Owen, Rheolwr Cyllid y Gyfadran Datblygu/Finance Manager Development Directorate  
Cadeirydd Ffederasiwn Penaethiaid Cynradd  
Mrs Alwen Watkin, Cadeirydd Ffederasiwn Penaethiaid Uwchradd

# A G E N D A

## 1. APOLOGIES

To receive apologies for absence.

## 2. DECLARATION OF PERSONAL INTEREST

To receive any declaration of personal interest.

## 3. MINUTES

6 - 11

To confirm the minutes of the previous meeting held on 29 November 2016.

(Copy attached)

## 4. MATTERS ARISING FROM THE MINUTES

- (i) Cabinet Decision 13 December 2016 OO  
(please see pg.5 on the link below)

<https://democracy.cyngor.gwynedd.gov.uk/documents/g1842/Decisions%2013th-Dec-2016%2013.00%20The%20Cabinet.pdf?T=2>

- (ii) Report on research work into the budget and increased deficit of Tywyn School OO

- (iii) Up-date on the Service Level Agreements 2017/18 to 2019/20 OO

## 5. SCHOOLS' BALANCES FORECASTS 31 MARCH 2017

To submit the Finance Manager's report. HO

## 6. CONSULTATION ON PROPOSED CHANGE TO WORDING OF SCHEME FOR FINANCING SCHOOLS

12 - 18

To consider a report by the Senior Manager Education Resources Service.

(Copy enclosed) OO

## 7. ON-LINE PAYMENT SYSTEM

19 - 25

To consider a report by the Senior Manager Education Resources Service. OO

(Copy enclosed)

## 8. SIXTH FORM GRANT 2017/18

To receive a verbal report on the above. HO

**9. PUPILS' DEPRIVATION GRANT 2017/18**

To receive a verbal report on the above.

HO

**10. EDUCATION IMPROVEMENT GRANT 2017/18**

To receive a verbal report on the above.

HO

**11. £100M GRANT ON A NATIONAL LEVEL FOR 2016-2020**

To receive a verbal report on the above.

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**SCHOOLS' BUDGET FORUM**  
**Minutes of a meeting that took place at the Former St Mary's Church,**  
**Tremadog,**  
**on 29 November 2016 from 2.00 p.m. until 3.30 p.m.**

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**Present:**

Mr Godfrey Northam (Chair) - Ysgol Llanllechid Governor

**Cabinet Members:** Councillor Gareth Thomas (Education)  
Councillor Peredur Jenkins (Resources)

**School Heads:** Alun Llwyd (Ysgol Dyffryn Ogwen), Gwyn Howells (Ysgol y Gelli), Iona Wyn Jones (Ysgol Bro Cynfal/Edmwnd Prys), Rhys Williams (Ysgol Cymerau), Llion Williams (Ysgol y Garnedd), Kerry Wyn Parry (Ysgol Ganllwyd)

**Teachers' Unions:** Neil Foden (Ysgol Friars)

**Governors:** Michael Sol Owen (Ysgol Glan y Môr)  
Llinos Lloyd (Bro Idris Shadow Body)

**Officers:** Dafydd L. Edwards (Head of Finance Department)  
Owen Owens (Senior Manager Education Resources Service)  
Hefin Owen (Finance Manager)  
Glynda O'Brien (Member Support Officer)

**Apologies:** Andrew Roberts (Ysgol y Berwyn), Dylan Minnice (Ysgol Botwnnog), Dewi Lake (Ysgol y Moelwyn), Dafydd Meirion Roberts (Ysgol Brynrefail), Menna Wynne Pugh (Ysgol Penybryn, Tywyn), Trystan Larsen (Ysgol Rhostryfan), Gwilym Jones (Ysgol Borth y Gest).

The Chair welcomed the following new members to their first Forum meeting:

Kerry Parry, Ysgol Ganllwyd  
Llion Williams, Ysgol y Garnedd

and he took the opportunity to thank Gwyn Howells, Head of Ysgol y Gelli, for his commitment and support to the Forum's work over the years he had served as Forum member and best wishes were extended to him on his retirement.

## 1. DECLARATION OF PERSONAL INTEREST

Declarations of personal interest were received from Councillors Peredur Jenkins and Mrs Llinos Lloyd regarding item 7 on the agenda as they were governors on the Ysgol Bro Idris shadow body.

## 2. MINUTES

The Chair signed the minutes of the meeting of the Schools' Budget Forum that took place on 4 July 2016 as a true record.

### 2.1 **MATTERS ARISING FROM THE MINUTES**

The Head of Finance Department reported that the 2017/18 local government grant settlement showed an increase of 0.1% on average for local authorities in Wales, which had been welcomed by some, although it was insufficient to maintain the continuation of our current services due to inflation, the apprenticeship levy, etc., and that unexpected costs in the social care field also hit the Council. However, the Forum was reminded that firm work had been achieved a year ago to face the cuts, and that plans were afoot, although there had been a slippage with some strategies, such as additional learning needs. It was not anticipated that an additional contribution to the £4.3m from schools would be required in 2017/18. Following receipt of the draft settlement, an assessment was undertaken and it was anticipated that the Council must plan to make a saving of approximately £8m during the period between 2018/19 - 2019/20. It was added that some authorities had not been as prudent as Gwynedd Council, and cuts to schools over the border in 2017/18 were anticipated.

A Secondary Head noted concern in terms of secondary sector projections in 2017/18 and that they faced a reduction in pupil numbers for one year which entailed a 'demography' loss of approximately £400k for the sector and finding approximately £300k of savings. A very difficult year for the secondary sector was anticipated and the need to avoid having to make staff redundant in September 2017 and then re-appoint staff the following year was highlighted. It was further noted that schools had made cuts of approximately 14% to teaching staff last year and that the situation in terms of pupil numbers was a blow for the secondary sector. It was asked whether or not it would be possible to consider a bridging scheme to assist schools in difficult financial positions.

In response, the Cabinet Member for Education noted that such a scheme did not exist at present but that he could convey the secondary sector's concern to the Cabinet that schools faced a terrible situation.

The Cabinet Member for Resources added that undertaking long term savings could not be avoided but that it would be possible to consider a one-off plan to assist secondary schools for the difficult year. The Chair enquired if such a support plan would consider the balances of individual schools, and officers agreed to look into this.

#### **Resolved:**

**(a) To accept and note the above and ask the Finance Department to consider a temporary bridging scheme to assist secondary schools that could be faced with financial difficulties, considering surplus balances over 5%.**

**(b) To request that the Cabinet Member for Education and the Cabinet Member for Resources conveyed the secondary sector's concern deriving from the above.**

### 3. SCHOOLS WITH A DEFICIT IN BALANCES

Submitted - in accordance with the request of the Schools' Budget Forum, the report of the Head of Education Department outlining the background regarding an appendix that listed those schools with a deficit in balances.

Attention was drawn to the fact that the number of schools with a deficit had increased and that four schools had a deficit at the end of each year over the past three years.

However, the Senior Manager - Education Resources Service, noted that schools' circumstances can vary on an annual basis and following a discussion with schools that had been highlighted in yellow on the attached appendix to the report, the following was noted regarding the schools listed below:

- Llanrug - it was anticipated that there would be no deficit at the end of 2016/17
- Rhostryfan - it was anticipated that there would be no deficit at the end of 2017/18
- Hendre - it was anticipated that there would be no deficit at the end of 2017/18
- Y Berwyn - there would be a reduction in deficit by 2016/17

Attention was drawn to the fact that Y Berwyn and Tywyn Schools were granted staffing security and it was suggested that further research should be undertaken in the context of Tywyn school when the school cannot set a balanced budget within the budget.

It was anticipated that remaining schools (with the exception of Ysgol Rhosgadfan based on an agreement for a period of time) would clear the deficit.

During the ensuing discussion the following points were highlighted:

- (a) Any surplus/deficit from those schools that closed would transfer to the authority and the new schools would receive the same budget.
- (b) It was unlikely that some schools would reduce the deficit and that other schools strived and fought to maintain their schools.
- (c) It was suggested that a message should be sent to schools with a deficit that they were expected to strive hard to reduce the deficit.

**Resolved: (a) To accept and note the contents of the report.**

**(b) To request that the Senior Manager - Education Resources Service:**

- (i) **sends a letter conveying the viewpoint of the Schools' Budget Forum that those schools with a deficit in balances should strive hard to reduce the financial deficit**
- (ii) **arranges further research into Ysgol Tywyn's budget and increased financial deficit**

#### 4. **SCHOOLS WITH SURPLUS BALANCES**

Submitted - in accordance with the request of the Schools' Budget Forum, the report of the Head of Education Department outlining details regarding those schools with surplus balances over 5%.

Members were guided through the attached appendix to the report by the Finance Manager who noted that the total number of schools with a surplus over 5% had reduced, and that the financial total of the surplus element over 5% had increased. It was noted that 87 schools had had a surplus over 5% at some point during the last three years and 50 schools had had a surplus over 5% at the end of each year during the period (those schools highlighted in yellow in the appendix).

The Finance Manager was of the opinion that balances on the whole did not cause concern as schools' circumstance could change and some schools collaborated by having to share headteachers and, therefore, balances were not permanent ones.

During the ensuing discussion the following points were highlighted:

- (a) The Cabinet Member for Education expressed concern that there was an increase in the number of schools with a surplus over 10% and, while he accepted that the situation of each school was different, it was difficult for him as Cabinet Member to argue the case for schools especially when the Council was under huge pressure in terms of cuts in the budget.
- (b) Any surplus by schools should be used for current pupils in the schools and those schools with balances over 20% should be brought to account.
- (c) In order to balance their budgets, it would be valuable and useful for schools to know what the projections were / how much was left so that they could obtain a better picture of what the real figure was
- (d) In response to an enquiry regarding monitoring those schools with balances over the threshold, it was explained that a process was in place where schools submitted a plan and relevant officers considered them.

**Resolved: (a) To accept and note the contents of the report.**

**(b) To ask the Finance Manager:**

- (i) To submit a balance-sheet to the next meeting of the Schools' Budget Forum in January 2017 noting an additional column for balance projections by 31 March 2017 to provide a better picture of how much of the real figure will be left by schools after setting their budgets.**
- (ii) To collaborate with schools to achieve the above.**

#### 5. **ALL-THROUGH SCHOOL FUNDING METHODOLOGY**

Submitted - the report of the Head of Education Department outlining the methodology and principles to fund an All-through School.

The Finance Manager reported that the new all-through school, namely Ysgol Bro Idris, would open in September 2017 and consideration was given to how the all-through schools would be funded. A further explanation was provided in terms of methodology that Primary education statistics would be inputted



for each site of the All-through School and individually ran through the Primary Schools Funding Formula. Likewise, Secondary education statistics would be inputted for each site of the All-through School and individually ran through the Secondary Schools Funding Formula. The total funding allocation of the All-through School would be the total amounts calculated for each site.

In terms of principles, the Finance Manager explained how the average salary of an All-through School was calculated.

In response to a query regarding the number of schools within the catchment area of the All-through Schools that received minimum number of staff security, the Finance Manager confirmed that those schools would continue to receive protection to fund a Manager / teacher and that protection was approximately £600,000 in the Primary sector.

It was further explained that one budget would be established for the All-through School and the governing body would be responsible for modelling the budget.

The Cabinet Member for Resources noted that the All-through School would be innovative and in terms of success for the model, it was emphasised that the budget must be viable to create stability over a period of 3 / 4 years.

In response to a query regarding the sale of sites that were closing, it was noted that it would not be possible to sell them due to historical conditions that existed on the buildings.

**Resolved: To accept and note the contents of the report and approve the All-through School funding methodology.**

## **6. SERVICE LEVEL AGREEMENTS 2017/18 to 2019/20**

Submitted – a verbal report by the Senior Manager – Education Resources Services who noted that there was an intention this year to simplify the agreements. Appropriate officers would be requested to plan the agreements for 2017/18 for a period of three years, to consult on the contents with schools, and it would be reported back to the Schools' Budget Forum with responses at the meeting in summer 2017. It was added that consideration would have to be given to a different model this year to address the all-through schools, namely Bro Idris and Berwyn.

**Resolved: To accept, note and thank the officer for the report.**

## **7. DETERMINE DATES FOR MEETINGS**

Although 7 February 2017 had been determined for the next meeting of the Forum, it was reported that it would be more acceptable to hold a meeting at the end of January and the Member Support Officer was asked to arrange a convenient date with the Chair and appropriate officers.

A request was made to keep Tuesday afternoons clear, if possible.

**Resolved: To accept and note the above.**

**CHAIR**

<b>MEETING</b>	SCHOOLS' BUDGET FORUM
<b>DATE</b>	7 February 2017
<b>TITLE</b>	Consultation on proposed change to wording of Scheme for Financing Schools in relation to the transfer of the balances of closing schools
<b>PURPOSE</b>	Results of consultation with schools
<b>RECOMMENDATION</b>	Recommend that the Cabinet changes the wording of clause 4.8 of the Scheme for Financing Schools to the wording consulted upon
<b>AUTHOR</b>	Owen Owens
<b>CABINET MEMBER FOR EDUCATION</b>	Councillor Gareth Thomas

## 1. Background

1.1 The current wording of clause 4.8 of the Scheme for Financing Schools notes:

***Balances of closing and replacement schools***

*When a school closes any balance (whether surplus or deficit) reverts to the LEA; it cannot be transferred as a balance to any other school, even where the school is a successor to the closing school.*

1.2 Schools were consulted (see Item 6 - Appendix 1) on changing the wording of clause 4.8 to:

***Balances of closing and replacement schools***

*When a school closes any balance (whether surplus or deficit) reverts to the LEA; it cannot be transferred as a balance to any other school, apart from when that other school has been established as a result of the closure. In such a situation the balance will transfer to the new school under the provisions of the School Funding (Wales) Regulations 2010.*

1.3 The following considerations were noted in favour of the change in wording:

- Any monies in closing schools would follow the pupils to the new school.

- Under the current arrangements there could be a temptation for closing schools to spend any balances they have to ensure that the money does not transfer to the Authority. It could be envisaged that closing schools would spend on resources (which would transfer to the new school) but that the new school did not really need those resources. It would be far better that the money transferred to the new school allowing it plan for the appropriate use of the money in line with the requirements of the School Development Plan.
- No deficits would transfer to the Authority. As the Scheme for Financing Schools is currently worded, there is no incentive for a closing school to live within its budget. Changing the wording would promote responsible financial planning in schools because it would be foreseen that no school which knows it will be closing would wish to place any additional financial burdens on the new school being established.

## 2. Consultation Results

2.1 27 responses were received from schools (20 primary and 7 secondary). Every school that responded, bar one, was in favour of changing the wording of clause 4.8

2.2 The following comments were received:

### Primary schools

- It is believed that the adaptation is to be welcomed and is in accordance with the School Funding (Wales) Regulations 2010. It is agreed that the authority should not profit financially as a result of closing the school and that any money that left over by a school that is closing should follow those pupils that are affected by the changes. It would be much better that the money transfers to the new school which would in turn allow the new school to plan appropriate use of the money in accordance with the needs of the School Development Plan
- Agree with the suggestion. It is sensible and fair to the successor of the school that is closing
- We agree with the above statements
- This is to notify that the Ysgol Ganllwyd Governing Body will not meet again before 27 January and will not therefore be in a position to respond to the consultation in question
- Any finance should be transferred to the new school but the new school should not have to deal with financial deficits of schools that have closed. The money should, if it does not follow to the new school which is being established due to closure of schools, remain in the

primary sector rather than going centrally to the authority and the primary sector losing this finance.

- Totally agree with the change in wording and that is because I have as a head faced the situation of trying to spend the balances of three schools before they closed. It was a difficult situation trying to spend those balances before the end of the Summer holidays
- It is common sense that the money follows the pupils and that the money is used strategically in the new school
- We agree with the above statements
- Transfer the balances to the schools that are left in proportion to their pupil numbers OR reduce the 2017/18 cuts by using the money saved
- Support 4.8
- We agree with the change and welcome it.
- With regards to changing the wording of the Scheme for Financing Schools so that the balances of schools that are closing transfer to the new school (in accordance with the wording in your letter) we state that we are as a school IN FAVOUR of the adaptation.
- Unfortunately there has not been a meeting of the governing body this term but the scheme was sent to all the members to ask their opinion. Only two responded with in favour of the change.

### **Secondary schools**

- Agree with what is recommended
- Agree with what is recommended
- The GB agrees with the change in wording to the financing schools scheme so that the balances of schools that are closing transfers to the new school. The GB is of the opinion that this change creates a more solid context which allows and encourages responsible and careful financial planning. The GB is also of the opinion that careful consideration needs to be given before allowing deficits of a closing school to be shouldered by a new establishment. It is felt that this could mean that pupils in the future would be unfairly punished because of decisions in the past.
- The GB disagrees with the principle and is of the opinion that every new school should have a fresh start without having to shoulder the historical financial deficits of the closing establishments.
- The GB is in favour of this scheme. None of the members of the GB have an objection to the scheme.

### **3. Conclusion**

- 3.1 The overwhelming majority of schools that have responded are in favour of changing the wording of clause 4.8 of the Scheme for Financing Schools

### **4. Recommendation**

- 4.1 The Schools' Budget Forum recommends that the Cabinet changes the wording of clause 4.8 of the Scheme for Financing Schools in accordance to the wording in 1.2 above.

Uwch Reolwr / Senior Manager – Owen Owens

Gofynnwch am/Ask for: **Owen Owens**  
☎ (01286) 679467 Ein Cyf / Our Ref: **OO/AAS**  
📄 (01286) 677347 Eich Cyf / Your Ref:  
✉ [owenowens@gwynedd.llyw.cymru](mailto:owenowens@gwynedd.llyw.cymru)

9 January 2017

**For the attention of: Governing Body and Headteachers of Primary, Secondary and Special Schools**

**Consultation on proposed change to wording of Scheme for Financing Schools in relation to the transfer of the balances of closing schools**

Dear Colleague

I would like to receive your opinion regarding changing the wording of the Scheme for Financing Schools in relation to the transfer of balances of closing schools.

**Current Wording**

Paragraph 4.8 of the current Scheme for Financing Schools notes:

**4.8 Balances of closing and replacement schools**

*When a school closes any balance (whether surplus or deficit) reverts to the LEA; it cannot be transferred as a balance to any other school, even where the school is a successor to the closing school.*

However, Schedule 3 of the School Funding (Wales) Regulations 2010 allows for the amounts payable to a school which is established as the result of the discontinuance of one or more maintained schools to reflect the extent to which a school which has been discontinued has spent more than or has not spent all of its budget share in any funding period, *i.e. it is possible to transfer the balances of a closing school to the school being established in its place.*

**Change of Wording**

Your opinion is sought with regards to changing the wording of paragraph 4.8 to read as follows:

**4.8 Balances of closing and replacement schools**

*When a school closes any balance (whether surplus or deficit) reverts to the LEA; it cannot be transferred as a balance to any other school, apart from when that other school has been established as a result of the closure. In such a situation the balance will transfer to the new school under the provisions of the School Funding (Wales) Regulations 2010.*

Swyddfa'r Cyngor  
Caernarfon  
Gwynedd LL55 1SH  
01286 672255  
[www.gwynedd.llyw.cymru](http://www.gwynedd.llyw.cymru)

There are several considerations in favour of the change, including:

- Any monies in closing schools would follow the pupils to the new school.
- Under the current arrangements there could be a temptation for closing schools to spend any balances they have to ensure that the money does not transfer to the Authority. It could be envisaged that closing schools would spend on resources (which would transfer to the new school) but that the new school did not really need those resources. It would be far better that the money transferred to the new school allowing it plan for the appropriate use of the money in line with the requirements of the School Development Plan.
- No deficits would transfer to the Authority. As the Scheme for Financing Schools is currently worded, there is no incentive for a closing school to live within its budget. Changing the wording would promote responsible financial planning in schools because it would be foreseen that no school which knows it will be closing would wish to place any additional financial burdens on the new school being established.

I ask for your school's response to the proposal to change the wording of the Scheme for Financing Schools as described above **by Friday, 27 January, 2017**. I will then present a report to the Schools' Budget Forum meeting on Tuesday, 7 February, 2017, and the Forum's recommendation will be submitted to the Cabinet on 7 March, 2017. If the proposal meets with the approval of the Gwynedd Council Cabinet, it will be implemented from 1 April, 2017.

### School's Response

Regarding the change of wording to the Scheme for Financing Schools so that closings schools balances transfer to the new school (in accordance with the above wording), please state if your school is:

School No. :		School Name:	
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In favour :		Against :		No opinion :	
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Comments:



Return your responses to Annie Sanson ([anniesanson@gwynedd.llyw.cymru](mailto:anniesanson@gwynedd.llyw.cymru)) by **Friday, 27 January, 2017**.

Thank you

*Owen Owens*

**Owen Owens**  
**Uwch Reolwr Addysg (Gwasanaeth Adnoddau)**  
***Senior Manager Education (Resouces Service)***

<b>MEETING</b>	SCHOOLS' BUDGET FORUM
<b>DATE</b>	7 February 2017
<b>TITLE</b>	On-line payment system
<b>PURPOSE</b>	For your information
<b>RECOMMENDATION</b>	Approve the report
<b>AUTHOR</b>	Owen Owens
<b>CABINET MEMBER FOR EDUCATION</b>	Councillor Gareth Thomas

## 1. Background

- 1.1 Following several requests, including from schools and parents, it is intended to implement a scheme that would introduce an on-line payment system to pay for school meals in the County's primary and special schools.
- 1.2 Correspondence was held with primary and special schools outlining the intentions of the scheme and inviting any school that had objections to the scheme to let that objection be known by 27 January, 2017 (see Item 7 – Appendix 1).
- 1.3 It was also noted that the Authority will meet the costs of establishing the software, but the annual running costs would fall on the schools. A spreadsheet was sent to schools noting the annual costs for individual schools based on pupil numbers in September 2016 (see Item 7 – Appendix 2).
- 1.4 It is intended to introduce the on-line payment system in September 2017.

## 2. Response from Schools

2.1 Responses were received from 8 schools. There were no objections to the scheme, but some concerns were raised regarding the effect on dinner money clerks.

2.2 Here are the comments received:

- i) Just one question – how will parents without the necessary equipment be able to pay?

- ii) We have no objections to this scheme. It is something that has been a matter for discussion with staff and governors frequently last year. I am glad that this is being established.
- iii) Thank you! Have been fervently awaiting such a system for some time.
- iv) I welcome the development with regards to paying on-line, but where, therefore, does this leave our dinner money clerks? Their jobs would have to go in order for schools to be able to finance the scheme. Redundancy arrangements across the county's schools?
- v) Only a few questions – what exactly would happen to the dinner money clerk's job from September 2017 onwards? How much administrative work would there be in school afterwards? We have just appointed a new clerk and are concerned what the implications of the new system would be for that post.
- vi) Thank you, a very good idea. What will be happening to the dinner money clerks who are in the schools? I take it that they will not be needed.
- vii) No objection in principle but that it is another amount to come out of the school budget would my only concern. Would there be extra staff training costs and who would be responsible for matters such as e-safety? I assume that not everyone would have to use it, e.g. homes without broadband. Also, is it a system that can be used on a phone/tablet? It is likely that the number of homes that have a traditional computer are diminishing.
- viii) Is there an intention, in the wake of this, to abolish the post of dinner money clerk? Who will check the on-line payments from parents and be responsible for collecting and corresponding with regards to debts? I can see myself in a small school having to check another Excel spreadsheet to check payments. I can see that it would be effective and easier to administer in larger schools. Having said that, collecting money, and getting time to bank money is also a challenge here, especially with so many banks closing and the times of rural post offices being inconsistent.

### **3. Conclusion**

3.1 Schools have no objections to the scheme.

- 3.2 There was obvious concern regarding the effect on dinner money clerk posts. It can be foreseen that schools would wish to see the effect of the system on school procedures before coming to any conclusion regarding the work of their dinner money clerks. It would be extraordinary if the requirements to collect cash were to disappear completely from a school by the introduction of the system. Local staffing decisions would be a matter for individual schools.
- 3.3 There was also concern regarding the opportunity for families without computers to be able to make electronic payments. It will be possible to use methods such as PayPoint (i.e. to make payments in shops - similar to making top-ups for electricity and gas). It will be possible to use devices such as a phone/tablet.

#### **4. Recommendation**

- 4.1 Approve the above report.

Uwch Reolwr / Senior Manager – Owen Owens

Gofynnwch am/Ask for: **Owen Owens**  
☎ (01286) 679467 Ein Cyf / Our Ref: **OO/AAS**  
📄 (01286) 677347 Eich Cyf / Your Ref:  
✉ [owenowens@gwynedd.llyw.cymru](mailto:owenowens@gwynedd.llyw.cymru)

12 January 2017

**For the attention of: Governing Body and Headteachers of Primary and Special Schools**

**On-line Payment System**

Dear Colleague

Following several requests, including from schools and parents, it is intended to implement a scheme that would introduce an on-line payment system to pay for school meals in the County's primary and special schools.

There are a number of advantages in introducing an on-line payment system, including:

- no need for children to carry cash to school
- reduce the opportunities for cash to be lost
- reduce the opportunities for bullying amongst children
- parents are able to make payments at any time (24/7)
- the school and parents have a record that payments have been made and received
- payment reminder messages for parents in debt
- reduce the requirement for schools to handle cash
- reduce the administrative work involved in collecting dinner money
- reduce the work involved in balancing ledgers
- reduce the amount of cash that needs to be stored securely on school premises
- reduce the requirements involved in banking money

The introduction of an on-line payment system for school meals would also provide other opportunities for schools. For example, the same system could be used to allow on-line payments for clubs, trips, instrument lessons, milk, swimming, etc.

The introduction of such a system would also give schools an opportunity to re-examine their payment collection arrangements in general.

The Authority will meet the costs of establishing the software, but the annual running costs would fall on the schools. I attach a spreadsheet noting the annual costs for individual schools based on pupil numbers in September 2016.

It is intended to introduce the on-line payment system in September 2017.

Swyddfa'r Cyngor  
Caernarfon  
Gwynedd LL55 1SH  
01286 672255  
[www.gwynedd.llyw.cymru](http://www.gwynedd.llyw.cymru)

I will be presenting a report regarding implementing a scheme for an on-line payment system for Gwynedd's primary and special schools to the Schools' Budget Forum on 7 February, 2017. If you have any objection to the scheme please let me know by Friday, 27 January, 2017.

Thank you

*Owen Owens*

**Owen Owens**  
**Uwch Reolwr Addysg (Gwasanaeth Adnoddau)**  
***Senior Manager Education (Resources Service)***

**Cost per school of the On-line Payment System (Primary)**

Estimated annual cost of the on-line system £41,000

Estimated annual cost per pupil £4

School	No	Pupil Numbers Sept 2016	Cost per school of the on-line payment system
Gwaun Gynfi	2000	151	£604
Nefyn	2004	154	£616
Llanrug	2006	269	£1,076
Abererch	2008	77	£308
Abersoch	2009	24	£96
Beddgelert	2010	20	£80
Bethel	2011	154	£616
Bodfeurig	2013	66	£264
Borthygest	2015	66	£264
Brynaerau	2017	71	£284
Y Gelli	2026	224	£896
Penybryn	2028	132	£528
Trefferthyr	2033	121	£484
Cwm y Glo	2035	26	£104
Chwilog	2036	51	£204
Crud y Werin	2039	68	£272
Dolbadarn	2042	175	£700
Ederm	2046	72	£288
Felinwnda	2047	21	£84
Bro Plenydd	2048	81	£324
Garndolbenmaen	2049	58	£232
Glanadda	2051	50	£200
Llanaelhaern	2059	20	£80
Llanbedrog	2060	79	£316
Llangybi	2066	48	£192
Llanllechid	2069	274	£1,096
Llanllyfni	2070	87	£348
Morfa Nefyn	2075	41	£164
Baladeulyn	2078	33	£132
Nebo	2081	24	£96
Penisarwaen	2085	55	£220
Bro Lleu	2089	206	£824
Pentreuchaf	2093	124	£496
Rhiwlas	2097	43	£172
Rhosgadfan	2098	49	£196
Rhostryfan	2099	94	£376
Sarn Bach	2103	48	£192
Eifion Wyn	2104	205	£820
Talysarn	2108	101	£404
Y Gorlan	2110	96	£384
Yr Eifl	2111	60	£240
Tudweiliog	2112	54	£216
Waunfawr	2113	150	£600
Glancegin	2116	235	£940
Babanod Coed Mawr	2118	34	£136

## Item 7 - Appendix 2

School	No	Pupil Numbers Sept 2016	Cost per school of the on-line payment system
Yr Hendre	2119	422	£1,688
Bontnewydd	2122	179	£716
Y Garnedd	2123	357	£1,428
Cymerau	2125	353	£1,412
Abercaseg	2126	142	£568
Y Felinheli	2127	183	£732
Bro Tegid	2180	121	£484
Y Traeth	2181	213	£852
Brithdir	2183	35	£140
Corris	2185	63	£252
Dinas Mawddwy	2187	30	£120
Dyffryn Ardudwy	2189	66	£264
Bro Cynfal	2190	71	£284
Ganllwyd	2191	18	£72
Edmwnd Prys	2192	36	£144
Llanbedr	2194	48	£192
Llanelltyd	2197	54	£216
Y Garreg	2198	29	£116
O. M. Edwards	2199	107	£428
Manod	2205	108	£432
Pennal	2207	23	£92
Cefn Coch	2208	179	£716
Talsarnau	2210	50	£200
Tanygrisiau	2211	86	£344
Penybryn, Tywyn	2212	232	£928
Bro Hedd Wyn	2213	72	£288
Bro Tryweryn	2214	58	£232
Ieuan Gwynedd	2215	19	£76
Friog	2216	39	£156
Tan y Castell	2219	76	£304
Ffridd y Llyn	2220	70	£280
Maenofferen	2221	238	£952
Hirael	2227	159	£636
Craig y Deryn	2228	120	£480
Bro Llifon	2229	140	£560
Pont y Gôf	3004	105	£420
Maesincla	3005	301	£1,204
Y Faenol	3009	236	£944
Foel Gron	3010	40	£160
Llandygai	3013	151	£604
Llandwrog	3018	51	£204
Llanystumdwy	3023	30	£120
Tregarth	3029	115	£460
Cae Top	3030	240	£960
Gynradd Dolgellau	3041	144	£576
Santes Helen	3300	87	£348
Ein Harglwyddes	3301	128	£512
Beuno Sant	3305	44	£176
<b>TOTAL</b>		10,159	£40,636