

# Schools Forum Agenda

Thursday, 5 October 2017

**4.30 pm – 6.30 pm** , Council Chambers - Civic Suite  
Lewisham Town Hall  
London SE6 4RU

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<b>Item</b>	<b>Pages</b>
<b>1. Apologies and Acceptance of Apologies</b>	
<b>2. Election of Chair and Vice Chair</b>	
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<b>5. Matters Arising</b>	
<b>6. Apprenticeship Levy and Public Sector Targets</b>	<b>9 - 11</b>
An update on the latest position.	
<b>7. Annual Health and Safety Report</b>	<b>12 - 22</b>
This report provides details of the auditors finding during the year.	
<b>8. Catering Contract Annual Report</b>	<b>23 - 43</b>
This report reviews the performance of the contract.	
<b>9. Financial Update &amp; Budget Monitoring</b>	<b>44 - 49</b>
This report updates members on the latest financial events and looks at the monitoring position.	
<b>10. Spending Review of Selected DSG Budgets</b>	<b>50 - 60</b>
As part of the budget setting cycle it was agreed that as a regular item in the Autumn we would do a rolling review of selected budgets. The	

budgets considered in this report are:

- Education Support Grant
- Looked After Children (Education)

## 11. Review of the Scheme of Delegation

61 - 64

The Scheme of Delegation is revised annually in March, however following discussions with the Department of Education, they have requested that a change is made to our process regarding redundancy costs recharged to schools.

## 12. Any Other Business

### Future Meetings

07 December 2017  
18 January 2018  
15 March 2018

All meetings will be held between 16.30 and 18.30

### Sub Group Meetings

High Needs Sub Group	Funding Task Group	
21 November 2017 01 March 2018	22 November 2017*	Provisional*

**\* This meeting date will depend on whether the second national funding consultation document has been received.**

# Agenda Item 4

## LEWISHAM SCHOOLS FORUM

### Minutes of the meeting held on Thursday 22nd June 2017

Membership (Quorum = 40% i.e. 8)    ✓ = present    ✕ = absent    a = apologies  
s = substitute

		Attendance				
		06/10	08/12	17/01	16/3	22/6
<b>Primary School Headteachers</b>						
Liz Booth	Dalmain	a	✓	✓	✓	✓
Paul Moriarty	Good Shepherd	✓	✕	✓	a	✓
Michael Roach	John Ball	✓	✓	✓	✕	✓
Sharon Lynch	St William of York	✓	✓	✓	✓	a
Keith Barr	Kender	✓	✓	✓	✓	✓
<b>Nursery School Headteacher</b>						
Nikki Oldhams	Chelwood	✓	✓	a	✓	✓
Cathryn Kinsey	(Substitute)			s		
<b>Secondary School Headteachers</b>						
Jan Shapiro	Addey & Stanhope	✓	a	✓	✓	a
David Sheppard	Leathersellers Federation	✓	✓	✓	✓	a
Mark Phillips	Deptford Green	✓	✓	a	✓	✕
Ruth Holden	Bonus Pastor	✓	a	a	a	a
<b>Special School Headteacher</b>						
Lynne Haines	Greenvale	✓	✓	✓	✓	✓
<b>Pupil Referral Unit Headteacher</b>						
Dr Liz Jones	Abbey Manor	✓	✓	a	✓	✓
<b>Primary School Governors</b>						
Rosamund Clarke	Perrymount	✓	✓	✓	✓	✓
Dame Erica Pienaar	John Ball	✓	✓	✓	a	✓
Keith Dwan	King Alfred Federation	✓	✕	✓	a	a
<b>Secondary &amp; Special School Governors</b>						
Pat Barber	Bonus Pastor	✓	✓	✓	✓	✓
James Pollard	Addey & Stanhope	✓	a	a	a	✓
Ruth Elliot	Watergate	a	✓	✓	✓	✓
<b>Academies</b>						
Declan Jones	Haberdashers' Aske's	✓	✓	✓	✓	✓
<b>14-19 Consortium Rep</b>						
Gordon Gillespie	14-19 Consortium	s	✕	a	✕	✕

Early Years - PVI						
Dawn Nasser	Rose House Montessori			✓	✓	✓
Diocesan Authorities						
Sara Sanbrook-Davies	Southwark Diocesan Board of Education		✓	✓	✓	✓
Stephen Bryan	Education Commission – Catholic Diocese Southwark	✓	*	a	a	a
Yvonne Epale	Education Commission – Catholic Diocese Southwark (Substitute)				s	s

Also Present	
Sara Williams	Executive Director CYP
Dave Richards	CYP Group Finance Manager
Hayden Judd	Principal Accountant - Schools
Kate Bond	Head of Standards & Inclusion
Warwick Tomsett	Head of Joint Commissioning & Targeted Services
Nikki Sealy	Early Years Quality & Sufficiency Manager
Ruth Griffiths	14-19 Strategic
Selwyn Thompson	Head of Financial Services
Councillor Paul Maslin	Cabinet Member - CYP
Eddie Dove	Headteacher Marvels Lane
Lea Bonnell	NUT
Janita Aubun	Clerk

### 1. Apologies and Acceptance of Apologies

Apologies received from Sharon Lynch, Stephen Bryan, Dave Sheppard, Jan Shapiro, Ruth Holden and Keith D'Wan.  
Apologies accepted.

Forum informed that Ruth Holden has resigned.

Substitute for Education Commission – Catholic Diocese of Southwark, Yvonne Epale.

### 2. Declaration of Interests

There were no declaration of interests.

### 3. Minutes of the Meeting held 16 March 2017

Item 9. Scheme of Delegation, Finance Manual & Forum Terms of Reference – clarified new escalation process timetable for a school that fails to submit a budget plan or budget monitoring return 1 week after deadline. This will require a letter from Kate Bond to the Head and Chair of Governors.

Schools Forum Action Summary – Item 5, Apprenticeship Levy – HR report for Forum to be chased.

Schools Forum Action Summary – Forum were advised that the central calendar which includes key meetings, such as the SAO briefings for example

and deadlines such as the SFVS, has been drawn up, and was circulated in April. Officers will arrange for it to be sent out again.

Minutes were agreed.

#### **4. Matters Arising**

No matters arising.

#### **5. Annual Internal Audit Report**

Forum were presented with a 2016-17 summary report of the internal audit work in schools.

The findings of the report highlighted the fact that there are recurring issues in governance, assets and procurement. Internal audit informed Forum that in addition to the overall opinion for the whole audit, for the next round of reviews, they will provide an assurance opinion on the main risk areas.

Audit recommended Governors include a review of recommendations as one of their regular agenda items.

Forum also suggested peer review as a key piece of work which could be used to pre-empt audit recommendations.

#### **Decision:**

- Report noted.

#### **6. Recording Managed Moves**

Forum discussed and reviewed the results produced by the Primary Fair Access Panel on how schools should take a share of managed moves.

#### **Recommendation**

- Forum agreed a voluntary code of practice of funding following a managed move between primary schools.
- Agreed that the funding would be based on the AWPU unit and the date of admission. Formula to be circulated to all schools in September.

There was one abstention.

#### **7. DSG End of Year Financial Position**

Forum were presented with a report which considered the schools' carry forward position and the final position on the Dedicated School Grant at the end of the financial year.

### Schools' Carry Forwards

Year end balances total in schools is £12.4m excluding external funds. This represents a £0.3m increase between end of financial year 2015-16 and 2016-17.

9 secondary schools, 3 primary schools and the pupil referral unit (PRU), had a deficit budget at the end of the financial year 2016-17. Agreed budget recovery plans are in place for 6 of these schools and the other schools are working with the Local Authority to agree plans. Forum considered whether we should extend the loan period to 5 years however the 2015 statutory guidance from the DfE says a maximum 3 years should be given.

### Mutual Funds

Non-Sickness Supply are reporting an overspend 2016-17.

### Finance and HR Support

Forum were informed of the numerous finance training sessions which have been held and visits to over 60 schools. 50 HR health checks have been completed as well as a number of reorganisation/redundancy consultations being undertaken.

### Financial Performance and Compliance

Forum were informed of the notable improvements in the return rates for the SFVS (Schools Financial Value Standard) – 100 % compliance. There are 2 schools with outstanding budget plans but they are in communication with finance about this. Overall there is significant improvement in the quality of and in meeting the earlier deadline for budget submissions.

### Loans to Schools

5 loans have been agreed to schools. Loan amounts are credited to the school account and so the school will no longer show a deficit. The school will need to budget for the loan however.

### Recommendation

- Noted the balances held by schools.
- Noted the DSG position.
- Agreed to roll forward the mutual fund balances into 2017-18.

## **8. School Budgets 2017/18 and Financial Update**

### Submission of Budget Plans

Forum were updated on the budget plan submission position for schools in view of the fact that the deadline has been brought forward to 1st May. 3 schools who have not submitted a plan. 2 of the schools are currently working with the LA and the remaining school has been written to.

### Nursery Schools Protection

The Early Years funding reforms have cut the nursery school funding hourly rate from £7.70 to £4.94.

In light of this the Local Authority are proposing the following:-

- 2017/18 – nursery schools funding for statutory hours be protected at £7.70.  
Additional Free Hours funded at £4.94.  
£100k split equally between the 2 nursery schools.
- 2018/19 – nursery schools funding for statutory hours (as above).  
Additional Free Hours (as above).  
£50k split equally between the 2 nursery schools.  
All subject to DfE proposals.
- 2019/20 – as per 2018/19 proposals, again subject to the DfE.

### Growth Fund

Earlier this year Schools Forum made a decision that schools would not receive additional funds for recycling a bulge class. However due to the timing of this decision (i.e. happening after schools had made the decision to recycle), and the fact that the information sent out by the council was not explicit enough, we had no alternative but to top-up funding on a pro-rata basis using schools most recent declaration of Year 6 bulge class numbers. Five schools were affected by this and officers apologised to Forum about the situation. This issue is to be further discussed at the Pupil Placed Planning Admissions Forum.

### Schools Financial Package

One of the main finance software providers to schools is undergoing change and this is likely to result in approximately 40 Lewisham schools not having a finance package. Officers are asking that schools work in partnership to see the best way forward and in order to acquire the most suitable replacement package.

### Recommendation

Forum agreed the following:-

- To note the position on schools budgets.
- The Nursery School protection allocation.

- The position of the growth fund.
- To consider whether schools should come together to review the future of the finance package used by schools.

## **9. Schools Finance Support**

Forum were presented with a report which looked at the existing support available to schools from the local authority, and considered whether the level of support is appropriate short and medium term, in light of the increasing financial burden and cost pressures.

### Budget Pressures

- Significant increase in the number of schools in deficit.
- Impact of the national funding formula and unfunded cost pressures over the next 3 years.

### Schools Finance Support Team

Support is offered directly to schools and also through a service level agreement (SLA). The Finance Support Team comprises of 3 officers (principal accountant, accountant and assistant accountant), and is managed by a finance manager.

Forum were informed that the Finance Team is small in comparison with other boroughs, but there is not a great deal of evidence on benchmarking of costs.

Forum were also advised that finance support for Lewisham schools is challenging and unique as schools can use a number of different software systems.

In recognition of the problems faced, a principal accountant has been appointed short-term till end July and an additional two staff are to be recruited for 12 months fixed term, pending any finance review 2018/19 and 2019/20.

Forum looked at the income level generated and considered the future of the Service Level Agreement.

### Decision

- Report noted.

## **10. Early Years Sub Group Report**

Schools Forum were updated on the progress surrounding the implementation of the 30 hrs free childcare for working parents, which commences September 2017.



This system is now in operation for parents with children up to the age of 4 who want to access the funded childcare entitlement from September. Lewisham have received 350 applications so far and a web services system will be used which will allow providers to submit codes initially via the portal to check eligibility themselves. The software for this system has been installed and tested and further details on this will be provided in the next schools mailing.

### Early Years Partnership Board

The sub group met this afternoon and considered the terms of reference and make-up of the Early Years Partnership Board.

### Recommendation

Forum agreed the following:-

- That there should be a review of the agreed charge that a maintained provision should make for any additional purchased hours and that schools should consider which of the charges shown, should apply:-

Basic rate as provided by the new Early Years Funding formula = £4.94 per hr

Rate increase of 56p per hr = £5.50 per hr

Rate increase of £1.06 per hr = £6.00 per hr

The result of the consultation to be brought back to the next schools forum meeting and if agreed will be taken to mayor and cabinet with the recommendation.

## **11. Any Other Business**

This is the last Forum meeting for Dr Liz Jones – Abbey Manor College, who will be leaving Lewisham. Forum congratulated her for her contribution and wished her well for the future.

No other business was raised.

Meeting closed 18.15pm.

Date of next meeting:-

05 October 2017      4.30 to 6.30pm

### **SCHOOLS FORUM ACTION SUMMARY**

<b>ITEM</b>	<b>ACTION TO BE TAKEN</b>	<b>OFFICER (S) RESPONSIBLE</b>	<b>OUTCOME/ CURRENT POSITION</b>
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<b>Sub Group Membership March 2016</b>	Add Secondary Head to Formula Consultation Task Group	Ruth Holden	TBC
<b>Forum 16 March 2017, Item 5 – Apprenticeship Levy</b>	Report to Schools Forum	Diane Parkhouse	Outstanding
<b>Forum 22 June 2017 – Item 10 – Early Years Sub Group Report</b>	Early Years Standard Charging Rate Consultation result to be brought back to Forum	Warwick Tomsett/Nikki Sealy	TBC

<b>Schools Forum</b>			
<b>REPORT TITLE</b>	<b>The Apprenticeship Levy and Public Sector Targets</b>		
<b>KEY DECISION</b>		<b>Item No.</b>	<b>6</b>
<b>CLASS</b>		<b>Date</b>	<b>5 October 2017</b>

## 1. Purpose of the Report

To update the Forum on the use of the Apprenticeship Levy funds and to report on the progress of schools to meet the Public Sector Targets for Apprenticeships.

## 2. Background

The Forum are reminded of the following: -

- 2.1 The Government has committed to creating 3 million new apprenticeships in this Parliament, (2015-2020), with 2 primary measures to achieve this ambition. The 2 measures are: -
- The Apprenticeship Levy
  - The Enterprise Act 2016 which introduces apprenticeship targets for public sector organisations including schools.
- 2.2 *Apprenticeship Levy:* Employers with a UK pay bill of over £3m from both private and public sectors will be required to pay 0.5% of that into a levy. The levy payment will be ring fenced in a digital account held by government and can be used to purchase apprenticeship training.

*The Enterprise Act 2016:* The Enterprise Act came into force on 4<sup>th</sup> May 2016. It introduced a range of changes to employment law including the introduction of apprenticeship targets for public sector organisations in England. The targets will be set by future regulation but, in principle, will apply only to those bodies with 250 or more employees. The Act also introduced a statutory definition of ‘apprenticeship’ in England to help set minimum standards. In future it will be an offence to label any training as an ‘apprenticeship’ unless it satisfies the statutory requirements and forms part of an individual’s employment.

## 3. What has it meant for Lewisham Schools?

- 3.1 In the first six months of the year, Lewisham Schools, both community and voluntary aided who use the Council’s payroll have contributed **£253,227.30p** to the Levy digital account. It is projected that the full year contribution for the same group of schools will be **£2,227,898.28p**

- 3.2 During that period **zero** funds have been drawn by schools.
- 3.3 Kender School has recruited 1 apprentice, however this is against a target of 111. Drawing money from the Levy account is not dependent on meeting the public sector target; however the point of making reference to this is to highlight how difficult it is to meet the target. Kender use an alternative payroll provider and therefore have a separate digital account.
- 3.4 The public sector target for apprenticeships in 2017/18 is 2.3% of the total headcount (not FTE). The list identifying what this means for individual schools is attached again for information.
- 3.5 There are no plans to introduce any legal or financial penalties for not achieving the target. However, to ensure public bodies are having regard to the target and in order to increase transparency there will be a duty for public bodies to publish information on progress towards meeting the apprenticeship targets annually. It is anticipated that school progress will be published individually within the annual report.

#### **4. Implications and Challenges for Schools**

- 4.1 Whilst Apprenticeship Frameworks and Standards are available with more in the development stage there is a concern that the availability of suitable options remain limited and progress is slow in development. For example, a number of school business leadership and management type posts were anticipated for the autumn term 2017. These will not now be available until next year. An apprentice teaching post is in the same position. The public sector target, therefore remains unrealistic for organisations to meet.
- 4.2 Frameworks for traditional apprenticeship roles remain available but attract low level funding and would require recruitment in large numbers to make a 'dent' in the Levy. Both the Levy and the Enterprise Act come at a time when many schools are seriously considering reducing staff numbers rather than recruiting more.
- 4.3 A possible solution to this is to consider up-skilling existing staff. By considering this option schools would only have to cover the cost of the one day per week the apprentice would need to study away from the workplace rather than the additional salary costs a new recruit would bring. The Apprenticeship must clearly be an up-skilling opportunity, for example, a teaching assistant training to be a higher level teaching assistant.
- 4.4 Provided below is a link to a useful search engine that will allow schools to search for suitable courses. The link also includes details of when courses start and how frequently they run and of providers that are appropriately located. Details are also given of the qualification levels needed to be able to commence the course. The Link is:

<https://findapprenticeshiptraining.sfa.bis.gov.uk/Apprenticeship/Search>

- 4.5 The Forum should also be aware that there are a number of Apprenticeship Training Agencies (ATAs) offering to assist schools with the apprenticeship process. These agencies are not recognised as providers and schools will not be able to access Levy funds by using them. A note will be going out on the mailing to warn all schools to beware of approaches of this nature. If in any doubt please contact Charlotte Gibson, the Council's Apprenticeship Co-ordinator on 020 8314 6452 or at [charlotte.gibson@lewisham.gov.uk](mailto:charlotte.gibson@lewisham.gov.uk)
- 4.6 As previously noted the current public sector target remains unrealistic to meet given continued budget pressures and the limited suitable apprenticeship frameworks available. Charlotte Gibson is happy to assist schools recruit to traditional apprenticeship roles where schools are able to consider this.
- 4.7 Management of the digital account remains with the Schools' HR Team.

Diane Parkhouse  
Schools' HR Team Business Manager

September 2017

# Agenda Item 7

Schools Forum  
5th October 2017  
Item 7

LEWISHAM SCHOOLS FORUM			
REPORT TITLE	Schools Health & Safety – Annual Report 2016 - 17		
KEY DECISION	No	Item No.	7
CLASS	Part 1	Date	5 October 2017

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## 1. Purpose of the report

- 1.1. The purpose of this report is to present to members of the Schools Forum and the Children & Young People (CYP) Health, Safety and Welfare Committee a summary of the 2016/17 Health & Safety (H&S) activities undertaken by the Authority.

## 2. Recommendations

- 2.1. It is recommended that the Schools Forum and the CYP Health, Safety and Welfare Committee note the contents of this report.

## 3. Background

- 3.1. The Council undertakes to carry out the following activities annually:

- A programme of onsite Health and Safety audits of Community schools based on risk ratings, accident/incident profile and Ofsted reports.
- Health and Safety Self-Assessments of all schools in the Borough
- Inspections of all schools with radiation sources (under CLEAPPS guidelines)
- Health and Safety training and support.
- Manage the online accident/incident reporting platform including review, advice and support to schools.
- An annual building related statutory review of Community schools and all other schools through a Service Level Agreement (SLA)

#### 4. Onsite H&S audits

- 4.1 The council aims to conduct a full (onsite) audit at all community schools on a three year cycle as opposed to four years previously. During the academic year of 2016/17, 20 schools were planned for an onsite audit with 21 being undertaken. This compares favourably with 2015/16 where five schools were audited. Of the 21 onsite audits conducted, two were rated excellent, three required improvement with all other schools achieving a good rating.
- 4.2 The purpose of the onsite audit exercise is to provide the auditor an experience of the health and safety standards at the school. This is achieved through reviewing all health and safety related documentation and conducting a walkabout inspecting the school premises. The onsite audit concludes with a report and an assurance opinion that is shared with the Authority, School Governors and the schools senior management. The Health and Safety assurance opinions used by the Council are noted in the table below:

H&S Assurance Opinion	Adequacy of H&S arrangements	Compliance with H&S arrangements
<b>EXCELLENT</b>	Robust framework of controls matched to risk ensures H&S objectives are likely to be achieved.	H&S controls are applied continuously or with minor lapses.
<b>GOOD</b>	Sufficient framework or key controls for H&S objectives to be achieved but could be stronger.	H&S controls are applied with some lapses.
<b>WEAK</b>	Risk of H&S objectives not being achieved due to the absence of key internal controls.	Significant breakdown in the application of H&S controls.
<b>POOR</b>	System of control not in place. Absence of basic H&S controls resulting in inability to meet objectives.	Absence of compliance with fundamental H&S controls.

Noted below are lists of schools audited in 2015/16, 2016/17 and those scheduled for an audit in 2017/18

#### 2015/2016

School
Ashmead
Coopers Lane
Drumbeat(Brockley)
Drumbeat(Bromley)
Sedgehill

**2016/2017**

<b>Schools</b>
Chelwood Nursery
Adamsrill
Athelney
Dalmain
Deptford Park
Elfrida
Fairlawn
Haseltine
Lucas Vale
Rushey Green
Sandhurst Infants
Sandhurst Juniors
Torridon Infants
Torridon Juniors
Connisborough
Deptford Green
Forest Hill
Sedgehill
Sydenham
New woodlands
Watergate

**Scheduled for 2017/2018**

<b>Schools</b>
Holbeach
Edmund Waller
Grinley Gibbons
Horniman
Turnham
Rathfern
Abbey Manor College
Stillness Infants
Stillness Juniors
Kilmore
Beecroft Garden
Clyde Early Childhood Centre
Gordonbrook



Kender
Marvels Lane
Beecroft Garden
Elliot Bank

- 4.3 Health and Safety audit reports typically provide commentary on an exception basis (i.e. recording only areas for improvement). The audit report sets out areas for improvement and recommendations are made. These recommendations are rated High, Medium, or Low and it is the responsibility of the School's management to ensure these are addressed within the prescribed timescales.
- 4.4 All the schools that were rated good or excellent for their onsite audit rated themselves excellent for their annual H&S self-assessments. However, the three schools that were rated required improvement for their onsite audit also rated themselves excellent. With only three schools of twenty one requiring improvement it demonstrates the value of annual self-assessments as a tool to support schools to maintain a continuous improvement. It should be noted that the three schools that were rated as requiring improvement for their H&S onsite audit addressed their recommendations very quickly and are consequently rated good.

## 5 Annual Self- Assessments

- 5.1 Further to the programme of rolling onsite Health & Safety audits for community schools, the Authority requests that every school complete a self-assessment of their Health and Safety arrangements on an annual basis. For community schools this is a mandatory requirement whilst for VA, Foundation and Academies, this a voluntary exercise but one that is encouraged by the Council. The purpose of the annual Health and Safety self-assessment is to demonstrate a level of assurance but to also provide schools and governing bodies with a tool kit to review its Health and Safety arrangements and to maintain awareness.
- 5.2 The scope of each health and safety self-assessment audit reviews the key risk areas for effective management of H&S in a school environment. Within the self-assessment, specific risks areas are considered. These are:
- **H&S Documentation** including Policies, Procedures and Risk Assessments
  - **Workplace/Site-specific arrangements** such as, for example, statutory inspections including gas, electricity and boilers, and other inspections such as playground equipment and security)
  - **Job Specific risks** such as, for example, lone working, working at height, homeworking, use of computers and manual handling.
  - **Hazardous materials** such as, for example, laboratory chemicals, cleaning chemicals and specialist substances used in arts projects.
  - **Work Equipment risks** such as, for example, maintenance of workshop equipment, maintenance of ladders, maintenance of contractors' equipment such as floor cleaners and ovens.

- **Occupational Health and Welfare** such as, for example, medical follow up on issues such as back problems and stress.

5.3 In response to the poor levels of response in previous years a more robust procedure for following up those schools not responding was adopted. This included directly following up the schools via telephone and emails and also extending the closing day of return by three weeks. As a consequence the 2016/17 return rate was the highest since the self-assessment exercise commenced with a 100% return for community schools.

5.4 All schools that returned their annual self-assessments rated themselves excellent. This compares favourably with the onsite audit scores for schools that took part in both and demonstrates the value of self-assessment as a trigger to ensure schools are well prepared for the onsite audit. Only three schools who had onsite audits required improvement and following support these are all now rated good.

5.5 **Please note the comparison below;**

#### **Self-Assessments Summary**

2015/16

- 49 Schools returned audits ( 5 rated good and 44 rated excellent)
- 11 Schools did not return the assessments

2016/17

- All community Schools returned audits (100%) (all rated excellent)
- 10 other schools (VA, Academies, Foundation) Schools did not return the assessments

5.6 The format and content of the self-assessment audit is reviewed annually following feedback from the schools and any changes in H&S legislation and policy.

5.7 Based on feedback from a number of forums, the 2017/18 self-assessment audit (to be issued in November) aims to have clearer categories with more explanatory notes. The new questionnaire will be online and in excel form and will automatically provide scoring. The completed questionnaire will be piloted with five schools in September/October before being sent to all schools in early November. Schools will be expected to return the completed questionnaire by the end of February 2018.

5.8 Once the results from the annual self-assessment have been analysed the Authority will note any arising themes or trends and incorporate these into the annual plan which will be shared through school forums/meetings, training opportunities and advice through the schools mailing.

## **6. Radiation Source Management Inspections**

6.1 In 2015/16 annual inspections under CLEAPSS guidelines (see [www.cleapss.org.uk](http://www.cleapss.org.uk) ) for those schools managing radioactive sources was introduced.

The ten schools below were inspected in 2016/2017.

Addey and Stanhope,  
Bonus Pastor,  
Connisborough,  
Deptford Green,  
Forest Hill,  
Haberdasher Askes Knights Academy,  
Prendergast,  
Prendergast Ladywell,  
Sedge hill and  
Sydenham

- 6.2 Two of the above schools did not have trained Radiation Protection Supervisors due to staff leaving the schools. Subsequently both have since sent their appointed staff for training and are now complaint
- 6.3 All other schools were satisfactory and compliant with the Ionising Radiation Regulations
- 6.4 All schools with ionising radiation are given support by the Schools Health and Safety Advisor through onsite checks/inspections. They are also required to ensure that they have a trained Radiation Protection Supervisor who is normally a senior member of the Science Department. This training is provided through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPPS) and it is a legal requirement under the Ionising Radiation Regulations

## 7. H&S Training & Support

- 7.1 Health and safety training is arranged locally by each respective school or federation and based on their local requirements informed by a training needs analysis. E Learning is also being encouraged where appropriate. Additional training and information in health and safety is delivered through other forums e.g. COG meetings, Head teacher Leadership Forum and SAO meetings
- 7.2 The Council offers Health and Safety Lead Governors training termly and a full suite of other courses throughout the year e.g. Lone Working. A training session for school clerks on lone working has been conducted Three Lead Governors training session were held in 2016/17 However a number of schools do not send representatives to attend these courses. Going forward enhanced awareness and promotion of these courses will be facilitated through Schools mailing and school forums.

Training take up is shown below;

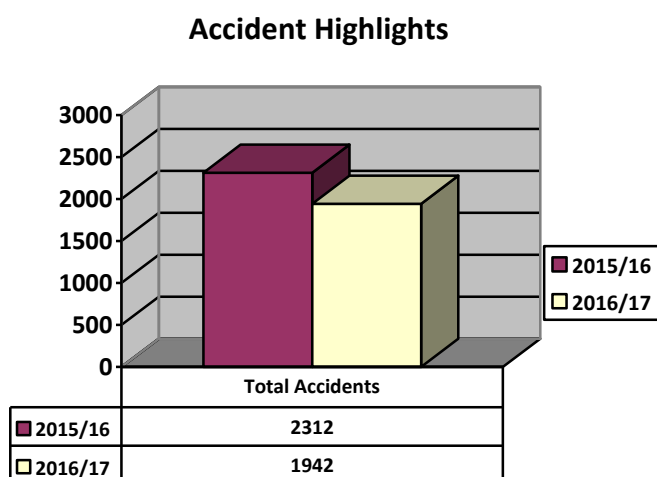
Governor training sessions	2016-17			2015-16		
	Summer	Autumn	Spring	Summer	Autumn	Spring
Health and safety for governors	11	7			10	22

- 7.3 Senior management training, Stress management, lone working and events risk assessment and management have been identified as key areas needing further support from the council. Schools have been advised to arrange this training locally and LBL recommend courses that schools can enrol on.
- 7.4 The requirement for Trained Assessors (for example, for the risks of working at height, display screen equipment (workstation) assessment, manual handling, construction and maintenance projects, fire marshals and PEEPs training) has again been identified by some schools. Schools have been encouraged to source this training and where the Council runs them, they will be advertised appropriately. Further schools are encouraged to conduct courses as collaborative to increase training opportunities while reducing costs and providing networking opportunities.
- 7.5 Schools have been closely supported to ensure they comply with their health and safety obligations. Information has been sent over the past year through school mailings on the health and safety policy documents schools require, information on First Aid training, EVC coordinators training, changes to the 'There and Back' (TABA) Policy – outdoor education and visits policy and accident and incident reporting including RIDDOR.

## 8 Incident Reporting

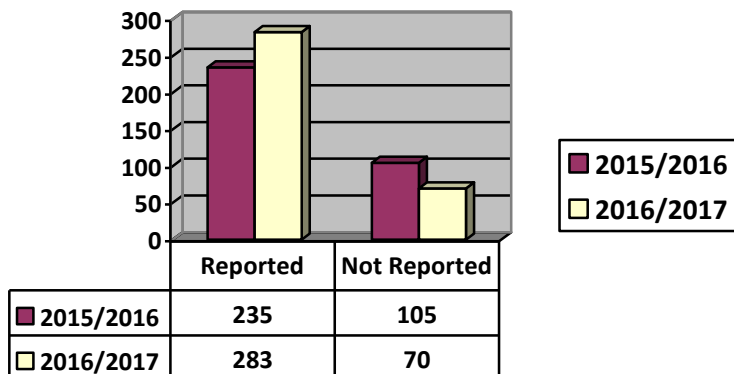
- 8.1 Accidents, incidents and dangerous occurrences continue to be reviewed regularly

The total number of Accidents in 2015/16 was 2312. This number reduced by 16% in 2016/17 where the total was 1942 as per the graph below;



Although the number of reported RIDDORs rose from 235 in 2015/16 to 283 in 2016/17 the number of unreported RIDDORs reduced from 105 in 2015/16 to 70 in 2016/17 as per the graph below;

## Riddors



The top 5 causes of accidents were;

- Contact with moving / flying/falling objects / person
- Slip / trip / fall / on same level
- Contact with something fixed or stationary
- Assault by a pupil / client on an employee
- Assault by a pupil / client on a pupil / client

- 8.2 Primary schools continue to report the most accidents and these are largely trips and falls and bumps from collisions.
- 8.3 Assaults by pupils have also increased slightly overall and this will continue to be monitored closely. This will be considered within the training management programme currently being developed. In particular, de-escalation training and general personal safety training have been highlighted. In addition, there will be a focus on providing schools with information and training on how to risk assess and manage events.
- 8.4 From site inspections it was noted that many instances of verbal and minor physical abuse are not being recorded and further advice will be issued regarding what constitutes abuse and how it should be followed up.
- 8.5 Finally, a number of schools have not been reporting RIDDOR incidents to the HSE or appear not to be reporting incidents to the Council. These have been identified and the schools have been individually approached over the incidents concerned. Schools have already received advice from LBL and from the HSE on this subject but further advice and reinforcement will be provided.

## 9. Statutory Maintenance

- 9.1 In 2016/17 schools were asked to purchase a Statutory Maintenance Review SLA or self assess their compliance with regulatory building regulations and guidance. Unfortunately the number of schools purchasing the SLA was limited and those submitting information and the quality provided has not provided the Authority with the necessary assurance. Therefore all Community schools will have a

statutory compliance review undertaken by the Estates Management Service with all other schools offered the opportunity to purchase a review through a SLA.

- 9.2 While limited assurance of building related statutory compliance was evident last academic year due to the method employed by the Authority, onsite H&S audits undertaken often offered praise of the schools compliance with building related regulations and guidance.

## 10. Educational Visits

The 'There and Back Again (TABA)' Outdoor Education Policy was reviewed recently in conjunction with Wide Horizons who are the Authority's advisors for outdoor activities.

The following key changes have been made to the policy;

- The Policy is to be reviewed every three years
- EVC coordinators are to receive refresher training every three years.
- Key health and safety policy documents (policies and risk assessments) from hosts should be requested and cleared for adequacy before any trip is undertaken.
- A letter from the host organisation confirming that they have adequate arrangements on site to keep our staff and pupils safe will be required

In addition, all overseas trips and trips involving outdoor adventures e.g. trekking, sailing or kayaking, off-piste skiing, and glacier travel must be reported to the Council before the visit by emailing the final checklist to Charles Shava: [charles.shava@lewisham.gov.uk](mailto:charles.shava@lewisham.gov.uk);

Wide Horizons Outdoor Education Trust is the appointed advisor to ensure the Authority comply with its legal responsibilities for all school trips. The Headteacher is appointed to provide overall leadership for each school, centre or service in so far as outdoor trips are concerned. In addition, all schools and children's establishments must have a designated Educational Visits Coordinator (EVC). This may be the Headteacher, senior teacher or senior staff who in the view of the Head teacher is competent to undertake delegated tasks. It became apparent through some of the safeguarding visits that not every school had a trained EVC and we have now started to collect the names of the EVCs and the dates of their training to have a greater oversight of this and ensure that the appropriate staff and the necessary training is in place. The EVC must be trained through Wide Horizon or other accredited trainer

The new policy and handbook has been distributed through Headteacher mailing but is also available through Wide Horizons or by contacting Charles Shava: [charles.shava@lewisham.gov.uk](mailto:charles.shava@lewisham.gov.uk)

## 11. CYP Health and Safety Committee

The CYP Health and Safety Committee is a sub-committee of the Corporate Board and receives and analyses all health and safety information from schools quarterly and feeds into the Corporate Board. The Head of Standards and Inclusion is currently chairing the CYP Health and Safety Committee and she sits on the Authority's Corporate Board to report on CYP Health and Safety issues. The committee meet quarterly preceding the Corporate Board. The Committee reviews all proactive and reactive interventions of health and safety in schools and makes recommendations to the Corporate Board. Recent changes to the Committee to improve its performance and representation include having representatives from schools sitting on this Committee. Trade Union representatives are encouraged to be present at every meeting.

12. Summary and Actions for 2017/2018

<b>Summary of the Action Plan for 2017/2018</b>			
Action	Date of Action	Evidence of Action/Completion	Any Further Action
Send out the new health and safety self-assessment questionnaire	October 2017	Questionnaires sent	Follow up after closing date
Carry out onsite audits as per current onsite audit programme	ongoing	Audit emails, reports sent to schools	Develop action plan for any deficiencies
Provide health and safety awareness training for Lead Governors	November 2017, February 2018, June 2018	Training records available	Continue promoting the training
Recommend the type of training that schools require to improve their competence in health and safety management. Work closely with schools to ensure training and advice delivered is of acceptable quality	ongoing	Schools training records	Continuous monitoring
Supporting schools to develop their health and safety policies and ensure the main policy is signed	ongoing	A log of health and safety policies in file and main policy signed	Continuous review
Support schools to improve their consultation with staff through developing health and safety committees	ongoing	Functional Health and safety committees or other forum	Continuous review
Supporting schools in making sure they understand their responsibilities under the COSHH Regulations including having COSHH cupboards for storing chemicals	ongoing	COSHH risk assessments in place COSHH cupboards in place and chemicals stored safely	Continuous review
Supporting schools with PFI to understand their roles for health and safety i.e. that they ultimately have overall accountability for health and safety in the premises. Therefore encouraging close cooperation between PFI and school management	ongoing	Minutes of schools/PFI meetings	Attend PFI/Schools meetings where possible and give advice
Ensuring those schools with Radioactive materials are up to date with their annual checks	ongoing	Schools have completed annual checks	Continuous review
Launch the new There and Back	11	Policy in place	Promote the Policy to

Policy and ensure all our EVCs are trained. Also work closely with Wide Horizon to achieve incidents free trips for our schools	September 2017		schools through schools mailing etc.
Reinforcing the procedures for reporting accidents, incidents, dangerous occurrences and work-related ill-health with a view to improving the standard of general reporting and especially focussing on RIDDOR reportable incidents and the subsequent follow up investigations, and abuse.	ongoing	Improvement in reported data No late reporting RIDDORS reported on time	Continuous review
Reviewing the monitoring of schools statutory compliance.	ongoing	Up to date Records of statutory maintenance in place	Continuous review

For further information on this report please contact:

Charles Shava; Schools Health & Safety Advisor  
London Borough of Lewisham  
0208 314 7233 and [Charles.shava@lewisham.gov.uk](mailto:Charles.shava@lewisham.gov.uk)

Fiona Gavin; Estates Management & Contracts  
London Borough of Lewisham  
0208 314 2559 and [fiona.gavin@lewisham.gov.uk](mailto:fiona.gavin@lewisham.gov.uk)



# Agenda Item 8

Schools Forum

5th October 2017

Item 8

LEWISHAM SCHOOLS FORUM			
REPORT TITLE	Catering Contract – Annual Report 2016 - 17		
KEY DECISION	No	Item No.	8
CLASS	Part 1	Date	5 October 2017

## 1. Purpose of the Report

The purpose of this report is to review the performance and charging mechanism for schools.

## 2. Recommendation

### The Forum agree

- i. To agree to continue to charge Primary, Special and Nursery schools on the current charging basis of pupil numbers and FSM Ever 6 numbers for 2018/19.
- ii. Agree to increase the price of a paid meal from £2.10 to £2.20 from 1 May 2018.
- iii. Note the performance of the contract in year 2 (16/17).
- iv. Note the retendering of the Kitchen Facilities Maintenance contract.

## 3. Background

In May 2015, Lewisham Council entered into a school meals contract with Chartwells on behalf of schools for five years with the option to extend for two further years subject to the necessary approvals.

The contract was awarded inclusive of payment of the London Living Wage on a phased implementation. There are 72 schools who have bought into the school meals centralised service with contract value of circa £50m, the exact figure will vary due to the number of meals supplied and inflationary pressures.

## 4. Charging

- 4.1 Due to the phased implementation of the London Living Wage in the first two years of the contract it was anticipated that staffing costs would increase by circa 20% with the potential of further above

inflationary increases anticipated. To avoid primary schools experiencing a steep rise in the costs after the first term and commencement of the second full academic year officers proposed that the current charging at contract commencement should be continued allowing the cost of the school meals provision to be evened out over the life of the contract (first five years). Officers considered a number of variables such as staffing costs, inflation, and some are more predictable than others. A risk remains around national decisions, such as the future of the universal infant free meals. It is likely to mean that an adjustment to this price or charge will need to be made in the future. As the catering contract is run on a self-financing basis the charge could go down as well as up.

- 4.2 Since the commencement of the contract the minimum hourly rate (London Living Wage) for staff has risen to £9.75. This increase has not been reflected by any additional costs being passed onto the schools within the contract.

## **5. Paid Meal charges**

- 5.1 The current charge to a parent for a paid primary school meal is £2.10, however the actual cost of a meal is in an excess of this. Therefore for every paid meal there is a subsidy which is borne by the school.
- 5.2 In February 2016 Schools Forum agreed to permit annual increase of ten pence to the primary paid meal until the price is comparable to the governments agreed price of £2.30 for Universal Infant Free School Meals (UIFSM).
- 5.3 Benchmarking data indicates the uplift still places Lewisham on the low side in London. The current cost of the universal free school meal grant is £2.30. This is more in line with the paid meal charges of other London Boroughs.
- 5.4 Therefore it is recommended that Schools Forum agree to increase the primary paid meal price by 10 pence to £2.20 in 1 May 2018 and agree to consider a further uplift in a years' time.
- 5.5 As noted in 5.1 each paid meal is currently subsidised. Therefore an increase in the charge of the paid meal will reduce the cost of the contract to schools

## **6. Overview of the Contract Performance (year two)**

- 6.1 The school meals contract has been in operation for seven terms and completed two full academic years September 2015 – July 2017. Noted below are some of the benefits realised since last year.

- 6.2 The number of schools within the central contract has increased by one with All Saints School joining the centrally managed contract in the summer term. The take up of total meals provided between April 2016 – March 2017 increased to 3.3 million (171,000 more meals than last year) equating to a rise of circa 5.5%. 1.9 million meals served were Free School Meals (FSM) an increase of 15,000 from the first year of the contract.
- 6.3 The school meals contract employs circa 500 staff with 70% of the workforce being Lewisham residents. Since the commencement of the contract staff will have seen a circa 20% increase in salary to reflect Lewisham Council and our schools commitment to pay the London Living Wage. Further, 2 apprentices from the Mayor's apprenticeship scheme were employed on the contract with Chartwells this year, one in the Lewisham Training Kitchen (NVQ professional Cookery) and another in the HR team started NVQ L2 Business. One graduate was also employed as a nutritionist. All three are Lewisham residents. In addition there are two LTK volunteers (also Lewisham Residents) for the Community Cooks sessions every Friday at the training kitchen.
- 6.4 Chartwells have attained or retained the following;
- Food for Life Silver
  - Sustainable fish city
  - Red tractor
  - Fairtrade
  - Sugar Smart pledge
  - British Lion Eggs
- 6.5 The Council's Education Catering Client team continue to monitor the school meals contract in partnership with Environmental Health to enable increased visits to school and better working relations.

## **7. Community Involvement**

- 7.1 31,319 local residents benefited from community involvement with Chartwells this year including;
- Lewisham People's day (pizza for the people) - a free wood fire pizza making workshops.
  - An annual free Midday meal supervisors accredited HSE and food hygiene training course.

- Bore Place- meet the Grower termly school uptake incentive (free farm trip for 30 pupils)
- 48 Community Cooks sessions
- Sessions at the training kitchen for school and community groups
- A dedicated Nutritionist to support the borough and Public health

## **8. Kitchen Management**

- 8.1 In addition to the school meals contract the Council manage a FM and equipment contract to ensure the school kitchen estate complies with statutory guidance and food safety regulations. The opportunity to tender for this contract is currently available and a new contract will be in place in Jan 2018 for a period of 2 years and 4 months + a possible 2 year extension. This contract is designed to terminate in line with the catering contract.
- 8.2 A conditional survey of 50 school kitchens was carried out this year by KEG and this has led to improvement projects at seven schools with and investment of £163,000. The results of the survey will allow the estate management team to plan and programme the remainder of the required repairs and improvements.

Appendix A: Chartwells Annual Report

# Lewisham School Meals

## Annual Report

Year Two: 1<sup>st</sup> May 2016 - 31<sup>st</sup> April 2017



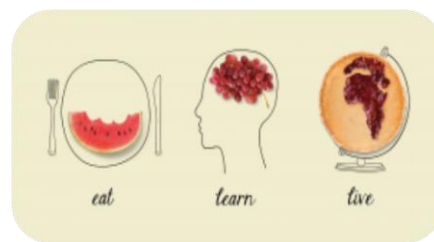
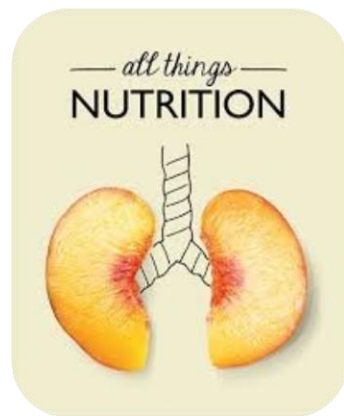


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1-4	<b>Corporate Overview</b>
5-22	<b>Annual Performance Review 2016/17</b>
23- 26	<b>Future Developments 2017/18</b>



## Corporate Overview



## Introduction from the Contract Manager

On behalf of the Chartwells Lewisham team I am pleased to introduce our second annual report in the continued partnership with Lewisham Council.

Chartwells is part of Compass Group UK and Ireland's commercial catering sector is committed to providing tasty, sustainably sourced and nutritionally balanced meals to Lewisham schools.

Chartwells have been providing food to school children of Lewisham for over ten years. , Since our contract with Lewisham Council commenced in May 2015 we have continued to build on our service development plan.

Highlights of the year include the introduction of sustainably sourced seafood to our menus, joining Jamie Oliver's *Sugar Smart* campaign, and our chef Shereene Weston winning an award at the LACA (Lead Association for Catering in Education) National finals three years in a row.

The number of Silver *Food For Life* school meals served by Chartwells in Lewisham was 3.3 million (2016/2017). Our report provides further details of measuring success through meal uptakes and the initiatives that we carry out to educate children on the importance of eating a healthy meal.

All Chartwells dedicated personnel are invested in continuing to enhance the catering service we provide to Lewisham schools. We are very proud of our loyal team members, many of whom celebrated their 25th year anniversary with Chartwells Lewisham this year.

Looking ahead to 2017/18 Chartwells will continue to drive meal uptake and develop our educational activities as well as provide new employment opportunities for the people of Lewisham.



**Gordon Stenhouse**  
Chartwells Senior Regional Manager for  
Lewisham

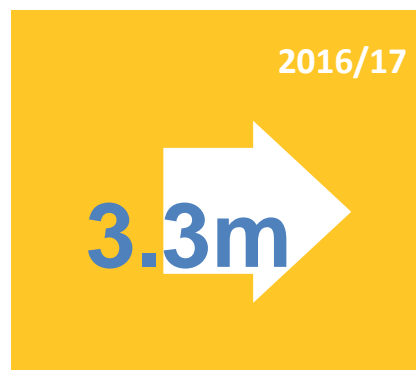
### Chartwells investment into Lewisham

To ensure that schools have the necessary tools to deliver a great service each year Chartwells continues to invest £30K per annum in light catering equipment and £23K in the licensing costs of Bluerunner for both the Primary and Secondary schools.

In addition to this Chartwells jointly funded a new cashless catering system in two secondary schools this year at a cost of £14k.

Chartwells continues to invest £75K a year into the operating of the very popular *Lewisham Training Kitchen*.

### Review of 2016/17 Meal Numbers



Number of meals served in 2016/17



Number of Free school meals served in Lewisham in 2016/17

#### 2016/17 Vs 2015/16



- + 15,000 free school meals served.
- + 171,000 total meals served.

### Public Benefit

Chartwells continue to have a positive impact on the local communities living in Lewisham. Summarised below are some of Chartwells key community programmes that take place in our schools and training kitchen:

#### Chartwells sponsors Lewisham People's Day

A regular stall holder at Lewisham People day we hold educational and interactive activities for the local community to join in.

#### Free weekly 'Community Cooks' sessions at the Training Kitchen

Friday's 'Community Cooks' is a free drop-in session open to all participants to try their hand at cooking basic dishes from scratch.

#### Free accredited training for school mealtime supervisors

Delivering free training sessions on food safety to school staff in Lewisham and eight foodbank staff from the Downham and Whitefoot Food Project.

#### Free community development hours

This year 40 free hours were used by a variety of community groups at the Lewisham Training Kitchen. These bookings support organisations like; Lewisham Public Health, Lewisham Reach, Young First, Lewisham Child Minders, Lewisham Young Carers and Downham Brownies.



In association with



Above: Award winning LTK Chef Manager Shereene Weston at work in the *Lewisham Training Kitchen*





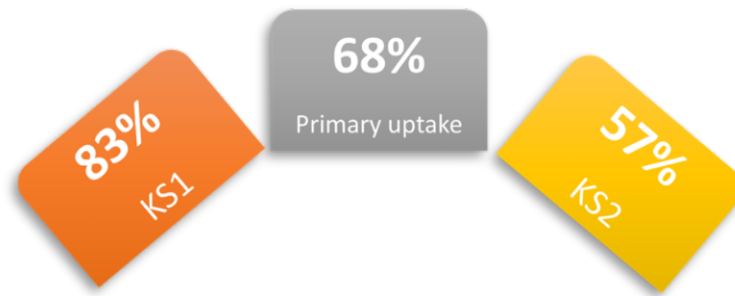
# Annual Performance Review **2016/17**

The following Chapters will cover the performance areas of contract delivery for the period of April 2016 to March 2017.

-  Business Development
-  Health, Safety and Environment
-  Our People
-  Marketing & PR



## Primary School Meal Uptake 2016/2017



Annual meal uptake by key stage Vs school roll

## Free School Meals (FSM) and Universal Infant Free School Meals (UIFSM) Uptake 2016/17

As a Local Council catering company we have a duty of care to the young children in the community therefore we fully support the UIFSM initiative. We aim to break down any barriers to pupils using their entitlement striving to achieve 100% uptake.

We served 1.7 million primary school free meals in Lewisham in 2016/17, 34,000 more than in 2015/16.

We continue to drive free school meal uptake in a number of ways:

### Parent food tasters

Holding food taster evenings at schools in conjunction with Q&A sessions with our Nutritionist this helps to keep parents informed about our food offers.

### Menu development

Through parent and student councils new menu taster sessions we obtain valuable feedback to help us tailor our food offers to better suit the diverse community groups within our schools.

### Online marketing

Raising public awareness of our food offers and FSM entitlement through our Lewisham School Meals website.

### Parent flyers

Keeping parents and carers informed about our latest offers. Every new menu cycle we distribute 30,000 menu flyers in schools.

### Theme days

A great way of providing children with an opportunity to explore culturally relevant food. Theme days are a key driver in meal uptake, in the summer term theme days helped lift an overall meal uptake by 7%.

### Bespoke Special Diet Menu's

Our dedicated 'Graduate Nutritionist' provides pupils with specific dietary requirements and a bespoke menu as part of our school meal inclusion drive.

## Business Development

### Secondary School Meal Uptake 2016/17

This year 50 out of every 100 students had a Chartwells meal this is an increase of 4% compared with 2015/16.

**625,504**  
Meals Served

### Pupil Paid Meals

The Pupil paid meals uptake has increased by 13% on last year as our 2015/16 work to increase uptake continues e.g. implementing cashless catering into additional Secondary schools to shorten queuing times which is seen as a major barrier to meal uptake.

### Pupil Free (FSM)

83% of Lewisham Secondary FSM pupils took a meal on the spring 2016 National census day. However a recent survey from the Children's Society found only 53% of FSM children use their entitlement every day. 62 free school meals out of every 100 were consumed in 2016/17, as Chartwells continues to strive for 100% free school meal uptake.

### Cashless Catering

#### Case Study – Trinity Secondary School

On the 20<sup>th</sup> of February 2017 Trinity Secondary school joined Conisborough College using a web based cashless payment system.

The results of which have seen improved queuing times and a 5% higher meal uptake when comparing the schools like for like figures April 2017/16.

Next year Sydenham Girls and Forest Hill boys will join Trinity Secondary school in becoming fully cashless.

## Marine Stewardship Council (MSC) Award

The Marine Stewardship Council (MSC) is an international organisation which addresses the problems associated with unsustainable fishing and aims to protect seafood supplies for the future.

### Why is MSC necessary?

In the early 1990s, the impact of overfishing of seafood supplies and ecosystems was becoming an increasing concern across the world. Overfishing (i.e. catching more fish than the population can replace) has serious consequences which affects the balance of life in the oceans but also impacts on coastal communities. Some marine populations have declined so much that their survival as a species is severely threatened.

The MSC allows fisheries to show that they are well managed and that they fish in a sustainable way. MSC certified sustainable fisheries ensure that fish are caught at levels that allow fish populations and ecosystems to remain healthy and productive. The MSC's traceability standard, 'Chain of Custody' ensures that fish can be tracked back from ocean to plate.

The MSC uses its blue ecolabel (see below) to identify seafood that has come from sustainable fisheries certified to its standard. The MSC's mission is to transform the seafood market to a sustainable basis by recognising and rewarding sustainable fisheries and influencing people's choices when buying seafood.



Chartwells has achieved MSC certification across their Lewisham school menus. This means hoki fillets, salmon fish fingers/fishcakes and breaded pollack served in primary schools across the Lewisham local authority contract are all MSC certified sustainable!

Look for the MSC logo on our school menus October 2017

## Business Development



### What is Sugar Smart?

Sugar Smart is a new community led campaign to reduce sugar in our diets. High consumption of sugar leads to weight gain and childhood obesity in Lewisham sits well above the national average.

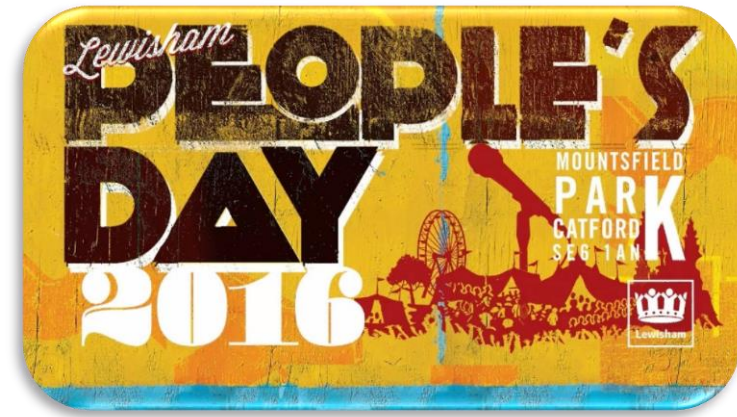
Lewisham, together with Greenwich council have signed up to become the first Sugar Smart Boroughs in London. This was launched with an event catered by Chartwells at PLACE/Ladywell on the 21st of October 2016.

Local organisations' and businesses' in Lewisham are becoming Sugar Smart by pledging to make changes that will support our community in making healthier and lower sugar choices.

### What have Chartwells pledged?

Chartwells has become a Sugar Smart organisation and have made a number of pledges to promote a healthier, lower sugar lifestyle in Lewisham. These include:

- Ensuring all drinks served in schools are compliant to the school food standards.
- Providing information on healthy food e.g. posters, classroom workshops and flyers.
- Continuing to reduce the amount of sugar in the primary and secondary school menus with each menu cycle.
- To achieve a sugar content reduction of 20% by the year 2020 in Chartwells menus.



Lewisham People's day is one of south east London's biggest free festivals. This year's event took place in Mountsfield Park on the 9th of July 2016 and has been a proud fixture in the Lewisham events calendar for 32 years.

Chartwells sponsored the celebrations for a second year with a ready, steady, go – pasta making workshop. 150 people from the community really enjoyed learning about how to make fresh pasta, with the best part eating their pasta dish after.



### Staff Training

New Lewisham Training Kitchen (LTK) apprentice Russell Ockwell has joined us after being a longstanding LTK Community Cooks volunteer. Russell is currently working on an NVQ in Professional Cookery at Lewisham College and supports LTK Manager Shereene Weston with schools and community groups.



Russell (far back) assisting with the Community Cooks session

### School Activities

#### YMA (Young Makers Agency) project

LTK has partnered with the YMA (Young Makers Agency), the YMA is a creative project whose aim is to engage young people between the ages of 13 – 19 in making the things they really want to see happen in their neighborhood a reality.

The project attracts around 40 young people every Tuesday evening and includes students from most of the boroughs Secondary Schools. LTK has hosted 8 Street Food sessions in the kitchen where the young people are involved in creating popular street food in a safe and hygienic environment and then serving it to the wider group for their evening meal. While still in its developmental stage the project has been very popular and we are planning to support it further and develop the session plans.

### Community Activities

*"They came back very enthused by the course, and said it was really good."*

**Luisa Element**  
School Business Manager



Dalmain School Supervisors at the Lewisham Training Kitchen.

#### School Meal Supervisor Food Safety Training

From January 2017 Chartwells started a free one day food safety training course at the Lewisham Training Kitchen.

The course consists of a verbal and practical presentation, followed by a computer based ELearning course which is specific to their role.

Training covers Food Safety basics, Health and Hygiene and Allergen Management. Over 50 supervisors have attended, on completion each received a City and Guilds accredited training certificate recognised by Environmental health.



## In Unit Health and Safety (HSE) Campaigns

Starting in September 2016 a new in unit HSE campaign will be taking place over a 12 month period. This is aimed at reducing the numbers of lost time injuries this year and to further prevent them occurring by using Compass Groups 'Slips, Trips and Falls' awareness campaign. All Unit Managers will conduct refresher training with all unit Staff, these topics are chosen based on our Safety First statistics. Focusing on the front line colleagues the campaign is divided into two themes:

'Get a Grip' (October- March) and 'Cut It Out' (April-September)

Next year there will be a central review to measure incidents and the impact of the campaign.

## E-Learning

In September 2016 we launched two newly revamped HSE staff training courses.

- Working Safely
- Working Safely with Food

All front line colleagues using eLearning will complete 'Working Safely' (19 modules), whilst only those whose role involves food handling will complete 'Working Safely With Food' (13 modules).

## Safeguarding Policy Update

When the new Government Safeguarding guidelines were introduced in September 2016 we updated our company Safeguarding policy by bringing it in line with the new government guidance. In addition the new policy is displayed in our kitchens across Lewisham alongside the school's individual policy and their Safeguarding officer's details.

## Environmental Health



# 85%

46 out of 54 sites were awarded between 4-5 Stars

April 16-March 17.

The food hygiene rating awarded to a business reflects the standards of food hygiene found on the date of inspection by the local authority body. Chartwells will continue to work with Lewisham Council to achieve a 4-5 star rating in each kitchen that Chartwells operates.

## Health, Safety and Environment

### Increasing the accuracy of measuring plate wastage



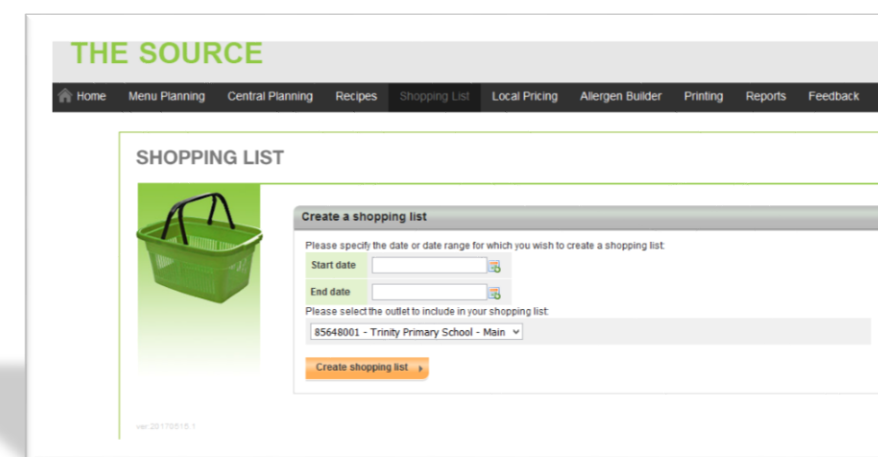
Winnow is a digital system that automatically measures food waste using any bin on the smart scale. It's simple to operate, just select what food is wasted and how. Cloud based software records and analyses the days waste. Reports are then sent showing the highest areas of waste. Savings can then be made by implementing improvements based on accurate data.

Compass Group UK and Ireland are testing this system across the entire business estate, including Lewisham. In March 2017 we selected Lancelot Primary School to trial Winnow over a three month period.

Based on the data received following this trial, Compass will make the decision whether or not to roll this system out across the entire estate.

## The Source

Launched by Compass Group in September 2016, The 'Source' is a new resource which has been developed to enable our Secondary School Unit Managers to access all menu related information in one place. From allergen cards to stock ordering, this new site provides time saving efficiency. As well as this, the accuracy of menu ingredients ordering using the shopping basket tool has minimised food wastage across the secondary schools.



## Award Winning Staff

Each year Chartwells enter *School Chef of the Year* for London and the South east.

Three time LACA (Lead Association for Catering in Education) winner Shereene Western pictured here on the right. Represented Chartwells this year, although Shereene's menu did not win, Chartwells won the best marketing for the South East at the 2016 national finals.



## Dedicated People

Every year we give out a number of long service awards to many of our team members who have been with us for 5 years or more.

In 2016/17 we gave this award out to 58 employees in Lewisham in recognition for their hard work and commitment to the borough.

We would like to thank them all for their commitment and passion in delivering school meals and supporting pupil and children to lead a healthy well balanced life.

Within the Lewisham contract Chartwells have a high rate of staff retention, with less than 5% of staff leaving within six months of starting employment with us.



## Our People

### Qualified Staff in Lewisham

All Chartwells staff complete a 12 week accredited e-learning course valid for three years. Mandatory modules include Food Safety, Safeguarding and Health & Safety. In addition we support our staff with gaining a National Vocational Qualification (NVQ) in Professional Cookery for Levels 2 or 3 in partnership with Lewisham College. This is an annual course with staff attending college for one day a week. Starting in September, their place on the course is subject to the results of their literacy and numeracy test results. In 2016/17 we had 8 employees studying towards a National Vocational Qualification after successfully gaining a place on the course.

### Apprenticeships

In January 2017 our office apprentice completed her NVQ L3 in Business Administration and is now a permanent member of our administration team. We recruited 2 new apprentices in 2017 from the Mayors Apprenticeship Scheme; A Food Service apprentice at the Training Kitchen who is completing an NVQ in Professional Cookery level 2 and 1 Office administrator apprentice completing an NVQ L3 in Business administration. All apprenticeships are fully funded by Chartwells and typically take a year to complete. Once qualified, employees can diversify their role within Chartwells and the wider arms of Compass Group.

### Work Experience

In partnership with Lewisham Council's Work Experience Team, we hold work experience placements for 14-16 year olds and 16+. In 2016/17 we filled 6 placements at the Lewisham Training Kitchen from pupils attending school in the borough.

### Recent Graduates

We employ a dedicated graduate nutritionist to prepare bespoke special managed diet menus for the children in Lewisham. Our Nutritionist also promotes healthy eating within the borough with our Fun into Food assemblies and interactive workshops presented in schools around Lewisham.

### Learning and Development

Each menu cycle the Food Development team led craft training workshops with all Unit Managers at the Lewisham Training Kitchen to improve the food offer to pupils. *What Excellence Looks Like* presentation guides are kept on site for the Manager to refer to and use as a training tool for new starters.

## Investment in to the Borough

Chartwells are committed to supporting Lewisham social outcomes through our local resident's employment drive, with 70% of our workforce being local residents in 2016/17. We continue to work with Lewisham Council and the 'Job Centre Plus' to assist local residents not in education, employment or training (NEET) back into work. Helping the young people of Lewisham identify their career options through work placements (6 this year) and Secondary school career fairs.

By giving our people the opportunity to develop with us through NVQ training courses and apprenticeships, we have helped 14 Lewisham residents this year to progress in their chosen careers through internal promotions and nationally recognised qualifications.

### Community Involvement Activities

This year 31,319 local residents benefited from our community involvement, through;

- Lewisham peoples day (open to all)
- Lewisham Training Kitchen community cooks free sessions x4 a month (480 attendees)
- Added value events (5,839 attendees) listed below:
  - Nutritionist's added value whole school assemblies.
  - Workshops at both the school and Lewisham Training Kitchen.
  - Bore Place farm class trips.
  - Supporting community led charity events at the Green Man Community Hub.

### Local Business

Chartwells is committed to supporting the local economy of Lewisham and where possible using local businesses to support the contract. Over the course of the year we have utilised a number of local business in assisting our operational needs as follows;

- **Manpower** – Use of local Temp Agency to fulfill our temporary staffing needs.
- **Equipment** – Local catering equipment hire for our hospitality and event needs.



(350 of 500) Of Our Staff Are Lewisham Residents



£128,152 Spent In Local Lewisham Businesses



6 Work Experience Placements Taken By Lewisham Residents



31,319 Local Residents Benefited From Our Community Involvement

## Feedback

Annual surveys of our service are used to gain valuable contract insight from both schools and parents. We continued to develop on our service to schools, maintaining our whole school approach to food culture. We have engaged with schools and parents to tailor our service to meet their needs and increase meal uptake. I have listed below the outcome of the feedback we have received.

### Annual Parent and Headteacher online Surveys

#### Parent - We're all ears' online survey November 2016

This survey was launched nationally via E-shot during national school meals week to 541,000 parents nationally in conjunction with being promoted on the Lewisham School Meals website and by school newsletters.

The outcome showed no change to the high levels of service satisfaction received in 2015. The results of the 2016 survey were used to develop our service for the forthcoming year. See highlights of service developments below;

<p><b>Survey outcome compared with 2015:</b></p> <p><i>Parents felt taster sessions encourage them to pay for a hot meal.</i></p> <p><b>Development:</b> We have increased the number of parent taster sessions held in schools.</p> <p><i>An 8% drop was reported in the UIFSM take up. Out of those, the majority of patents were unaware of their entitlement.</i></p> <p><b>Development:</b> We Increased the promotion of UIFSM at parent tasters and through school assemblies.</p> <p><i>In 2016 theme days are a more popular reason to purchase a meal.</i></p> <p><b>Development:</b> Three theme days a term are offered to schools. We will be working with schools to ensure parents can purchase a meal on the day for their child(ren).</p> <p><i>Tuesdays and Thursdays are least favorite meal days.</i></p> <p><b>Development:</b> Chartwells Autumn / Winter menu has addressed this, serving proven popular dishes on those days.</p> <p><i>Main barriers for parents (no change from last year) meal price and children not liking every dish.</i></p> <p><b>Development:</b> More engagement with student councils, new menus have been developed based on their feedback during taster sessions.</p> <p><i>Parents preferred communication via email or electronic newsletter.</i></p> <p><b>Development:</b> promoting the Lewisham School Meals website to parents. Digital copies of our menus sent to schools to publicise on their parent portals.</p>
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#### School-'School leader Survey' (online) February 2017

Only 17% of school leaders took the survey back in February. Unfortunately the response rate was not high enough for us to gather sufficient data to produce a concise report. We will run the survey again next year and we hope at least half of all schools will participate.

#### Regular Headteacher Meetings

1,860 meetings were conducted in 2016/17 with the Head of school or Business Managers. These meetings were used to improve our service through individual service level agreements being agreed and reviewed annually. An example of a positive meeting outcome: John Ball School are now implementing regular parent taster sessions in the school to help improve their school meal uptake.

#### Free class cooking sessions at our Training Kitchen

1,320 school pupils learnt practical craft skills with our free cookery sessions. Pupil feedback is received at the end of each session and evaluated. This feedback is used by the Kitchen Manager to develop future sessions. This year we received 95% positive feedback!

## Marketing & PR

### Termly School Incentive

The 'Meet the Grower' termly incentive at Bore Place organic working farm is now in its second year.

We created this incentive to; drive termly meal uptake in traditionally low uptake schools, and reward schools who have achieved a better than average meal uptake.

The original offer was for 30 pupils to enjoy an educational visit to Bore Place organic farm in Kent. With all costs covered by Chartwells, except for transportation.

In 2016 we updated this offer and opened it up to include more choice of activities. Based on the feedback we received from schools last year, we now offer winning schools the following options to choose from:

- A day trip to the farm for 30 pupils.
- Teacher's twilight (after school) sessions.
- Whole school assemblies.
- Continued professional development (CPD) teachers Farm visit.

In 2016/17 with the updated offer in place only 5 out of the winning 60 schools took up the offer (Eliot Bank, St. Stephen's, St. Winifred's, St. William of York and Elfrida). This is a great curriculum led offer and we encourage any winning school to take up this offer in 2017/18.

### FIELD TO FORK DAY

New offer for Schools in Lewisham



### 60 Schools

Won the Bore Place incentive May 2016– April 2017.

### 322 Pupils

Benefitted from this incentive.

### 98% Positive Feedback

From schools who rated their experience and said they would be keen to visit again.





Engagement

Lewisham School Meals – Dedicated Website

Created in September 2015 to better communicate our offer to the public, the site has received over 5,000 visitors since its launch and contains information on our catering service, people, facilities and how to contact us.

Lewisham Training Kitchen – Community Sessions

'Community Cooks' was set up to support the local community by providing free weekly cookery classes designed to teach a basic life skill. With an emphasis on preparing nutritionally balanced, money saving recipes our classes tackle public health issues such as obesity and unhealthy eating habits. 528 Lewisham residents participated in our sessions this year.

Private Hire; we also hire out our facility to the public and organisations alike. In partnership with Lewisham council we offer 100 free development hours a year to organisations' whose application meets Lewisham Council's criteria.

Social Media – Follow us on

- Instagram, our @Lewishamschoolmeals account showcases the great food that we serve in the borough. Launched in 2016 we are looking to grow our 8 followers by encouraging students to tag us in on their favorite healthy food pictures. Part of a marketing campaign in conjunction with healthy eating week 2018.
- Twitter, @LTKLovesFood shouts about the great work which is done in our dedicated training facility. Since its launch in 2015 we have tweeted 234 times, grown our fan base to 202 followers, with our tweets receiving 98 likes!

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Marketing & PR

Communication - Termly newsletters to schools

In October 2016 we launched the first termly newsletter to Lewisham primary schools. This newsletter emailed to schools, highlights the developments and activities held by Chartwells each term. The newsletter also contains useful contact information and school incentives.



Theme Days



In January 2017 the new theme day menus were launched in primary schools. Developed by our central marketing team, with supporting promotional material. These theme days are based on different countries cuisines and supported by our food superhero Sadie the explorer. Schools that hold a theme day typically see a 15% lift in meal uptake in comparison to a standard trading day.

# Looking Forward to 2017/18







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The new service development plan for the forthcoming contract year will cover the key, contractual areas plus a wider view of Chartwells aspirations for 2017/18.

As with 2015/16 service development plan it will continue to reflect the needs and objectives of the schools and local community, incorporating London Borough of Lewisham's aims and objectives in line with our continued partnership and commitment to the Council.

## Developments

The next page will focus on our key development areas for 2017/18 as outlined below;

-  **Business Growth**
-  **Health, Safety and the Environment**
-  **Our People**
-  **Marketing and PR**

## Business Growth

New Developments in 2017/18

We are taking the following initiatives to increase meal uptake in 2017/18

### Menu Development

Chartwells are developing a new secondary school menu with feedback gained from pupil forums. This menu offers more global choice and is in line with popular meal offers on the high-street.

### Acquisitions

All Saints Primary school in Blackheath joins Chartwells Lewisham contract in June 17. With this addition to the primary school sector we are strengthening Chartwells Lewisham portfolio.

### Service Delivery

Chartwells monitoring officer reviews the service at each Chartwells Lewisham site annually. The recommendations in these reports are implemented to improve service delivery at each site to increase meal uptake.

## Health, Safety and the Environment

### Staff Training

Chartwells will continue with the slips, trips and falls awareness campaign in 2017/18 to drive forward a reduction in recorded long term injury.

The free school Meal Supervisor food safety training program is developing with a new session plan and will continue at the Lewisham Training Kitchen with 12 sessions a year.

### Moving forward technologically in 2017/18

Chartwells employee's Health and safety certification records will be more easily accessible to the local authority. The certificates will be held in a cloud based drive replacing the paper records kept on site, reducing the amount of paper used within the Chartwells contract.

### Sugar Smart Pledge

Chartwells will continue to monitor sugar levels each menu cycle and make reductions in sugar levels with each new menu on an ongoing basis until our target of 20% by 2020 has been reached.

## Our People

### London Living Wage (LLW)

In 2017 the wage for all our employees is expected to increase in line with the new LLW. As we continue our commitment of fair pay to the people of Lewisham and the wider community.

### LACA Awards

In June 2017 our staff will be participating in LACA's (Lead Association for Catering in Education) 'Finishing Touches' competition. Chartwells will be competing against other catering professionals, hoping to bring back gold medals for all our staff entries.

### Employment, Skills and Business

We will continue to utilise our Training Kitchen for staff craft training, work experience placements and community involvement activities. Growing our partnerships with the schools to increase our reach in the Mayor's apprenticeship scheme to Lewisham secondary school leavers.

## Marketing & PR

### Theme Days

2017/18 will see the development of theme days across the contract. Taking feedback on board from this year's events we will improve the marketing and theme day menus.

### Added Value

Our nutritionist is leading the way in adding value to our service in Lewisham. Hosting assemblies on Sugar Smart and utilising the cooking in the classroom sessions at the Lewisham Training Kitchen. The Chartwells Nutritionist continues to drive the importance of health and wellbeing to the children of Lewisham.

### Digital Marketing

In October 2017 we will be distributing business cards to parents, publicising the *Lewisham School Meals* website. We aim to encourage parents to go digital, viewing our menus, communicate with us and discover our community activities via our online website.

We are striving to increase the *Lewisham School Meals* site visits in 2017/18. In order to move towards producing more digital marketing content, thus cutting down on our carbon footprint by reducing the amount of paper used in our marketing campaigns.

## Chartwells Lewisham Catering Facilities

### Primary Schools

Adamsrill  
Ashmead  
Athelney  
Baring  
Beecroft  
Brindishe Federations  
Childeric  
Coopers Lane  
Dalmain  
Downderry  
Edmund Waller  
Elfrida  
Eliot Bank  
Forster Park  
Good Shepherd  
Gordonbrock  
Holbeach  
Holy Cross  
Holy Trinity  
Horniman's  
John Ball  
Kelvin Grove  
Kender  
Kilmorie  
Launcelot  
Lucas Vale  
Myatt Gardens  
Our Lady of St. Philip  
Perrymount  
Rangefield  
Rathfern  
Sandhurst  
St. Augustine's  
St. Bartholomew's  
St. James Hatcham  
St. John the Baptist  
St. Joseph's  
St. Margarets Lee  
St. Mary Magdelene  
St. Mary's  
St. Saviour's  
St. Stephen's  
St. William of York  
St. Winifred's  
Stillness  
Torridon  
Trinity  
Turnham

### Nursery Schools

Clyde  
Chelwood

### Specialist Schools

Drumbeat  
New Woodlands  
Greenvale  
Watergate

### Secondary Schools

Addey and Stanhope  
Bonus Pastor  
Conisborough College  
Deptford Green  
Forest Hill  
Sedgehill  
Sydenham  
Trinity

### Other Facilities

Wearside Staff Canteen  
Laurence House Trolley Service  
The Lewisham Training Kitchen





EAT |



LEARN |



LIVE |

Chartwells  
1st Floor,  
Lewisham Old Town  
Hall Catford Road  
London  
SE6 4RU



# Agenda Item 9

<b>Schools Forum</b>			
<b>REPORT TITLE</b>	<b>Financial Update and Budget Monitoring Report</b>		
<b>KEY DECISION</b>	<b>Yes</b>	<b>Item No.</b>	<b>9</b>
<b>CLASS</b>	<b>Part 1</b>	<b>Date</b>	<b>5 October 2017</b>

## **1. Purpose of the Report**

This report looks at the recent funding announcements regarding the National Funding Formula, the budget monitoring position of the Dedicated Schools Grant and considers the financial position of the mutual funds held by the Forum.

## **2. Recommendation**

The Forum agree to note the report.

## **3. National Funding Formula**

There have been a number of announcements during the summer.

- 3.1** The Department for Education issued on the 14 December 2016 its response to the national school funding reform consultation that took place in spring 2016. Sitting alongside the response is a further consultation which ran to the 22 March 2017. This gave greater details of the impact of the national funding formula for the Schools Block and the High Needs Block for both local authorities and schools.
- 3.2** While the response to the consultation remained outstanding, on the 17 July 2017, Justine Greening set out the future arrangements for school funding and confirmed the introduction of a national funding formula for schools and for pupils with high needs from the 2018 to 2019 financial year. The government is providing additional funding of £1.3 billion, on top of existing spending plans, in 2018 to 2019 and 2019 to 2020. This represents 3% of the Dedicated Schools Grant (DSG). The funding is to provide protection for schools against the impact of the introduction of the funding formula. All Lewisham schools will receive protection, so all schools will not lose from the formula funding changes, but schools will still experience a reduction in real terms.
- 3.3** With cost pressures of 8% over a three year period, the announcement of the small per pupil cash increase would reduce this to 7%.
- 3.4** The Government announced on the 14 September 2017, further details which largely reflected the above but also provided indicative figures

for schools. The final settlement is likely to be received in late December.

The baseline figures for Lewisham are as follows

NOTE		Schools Block	High Needs	Central	Total
		£'000	£'000	£'000	£'000
A	2017/18 Current	215,373	50,704		266,077
B	Baseline	211,029	49,673	5,375	266,077
C	2018/19 Indicative	212,066	50,647	5,410	268,123
D = B-C Change		1,037	974	35	2,046

### Notes

*A = the current DSG (excluding the early years block)*

*B = the DFE created a new funding block – the central block, they also moved funding from the high needs block to the schools block*

*C = Is the indicative amounts for next year's funding*

*D = the increase in funding*

- 3.5** The increase is largely as expected and in accordance with the announcement – a 0.5% increase on the schools block and 0.5% of the high needs block. When taking into account inflation though, this is a real terms cut.

## **4. National Funding Formula Implementation**

- 4.1** The proposed methodology for the national funding formula is for the Department of Education to run the national formula for each school, add up the sum generated for each local authority and then pass it to the LA for distribution amongst their schools. This does not need to be the same method as the national funding formula but can be distributed in line with the Local Authority's own current funding formula mechanism. This arrangement is currently planned to last for two years.

- 4.2** Lewisham schools are being protected under the national funding formula. This means that the only extra funding is the 0.5% although once the business rates increase and other adjustments are made their will be little difference between the calculations of the national funding formula and our own. A paper will be brought to the Forum in December considering whether it is advisable to adopt the national funding formula in Lewisham from April 2018.

## **5. Schools Support and Financial Strategies**

- 5.1** The funding of schools still causes concern. While the Government have confirmed that no school will lose under the national funding formula next year, we still await further details. It is expected that inflation will need to be managed, as will the unexpected reduction in pupils in Lewisham. Currently there are 19 schools either forecasting to end 2017/18 with a deficit or whom are at risk of such a deficit. That is 1:4 of our schools. The forecasts indicate by 2019/20 if no management action is taken, it will be 1:2.
- 5.2** We are encouraging schools to plan their budgets much earlier than has traditionally been the case and suggesting schools should set draft budgets in the Autumn Term, with the Governing body finally confirming the budget in the spring. Planning the budget in the autumn allows enough time for a school, if there is a need to make reductions in staffing, to undertake the necessary consultations. This will allow any changes to be implemented the following September.
- 5.3** Our experience is that deficits are often not identified until the year end, which delays the implementation of recovery plans. In the first year of the recovery plan the deficit rises which increases the level of savings that the school needs to achieve. In other words, late identification of a deficit and/or delays in implementing a recovery plan will have a direct impact on the school.
- 5.4** Initial feedback from bursars indicates that they feel uncomfortable with early planning, more from a technical budgeting point of view than the concept. Medium term planning is different from setting an annual budget and a different approach is needed. This will include using sensitivity analysis to flex plans so we can see the best case, worst case and most likely scenarios. This will include predictions around pupil numbers, funding and inflation. In order to help schools and bursars with this we are planning Budget Setting training sessions. There are two sessions planned for the 9 and 19 October. These can be booked on the form contained in the September 20<sup>th</sup> schools' mailing.
- 5.5** While early planning is not mandatory under national regulations, the earliest a local authority can ask for a budget from a school is the 1 May, we are happy to review any budget plans if submitted by the end November.

## **6 Dedicated Schools Grant**

- 6.1** The DSG for 2017/18 now stands at £289.6m. This is a reduction of £0.9m and is a result of an adjustment to replace the estimate of January 2017 early year numbers with actual numbers. There was also a retrospective adjustment for the 2016/17 the Dedicated Schools Grant, which was reduced by £0.6m. The 2017/18 adjustment is cost



neutral as the funding needed for early years providers will move in line with the revised numbers. For 2016/17, the accounts have already been closed and the cost will need to be met this year. With the changes to the early years block earlier in the year, there is funding available to meet the cost.

## **7 Schools**

- 7.1** There are now 13 schools who are forecasting to be in deficit at the end of the financial year. There are another 6 schools who are at risk of going into deficit.

Of the 13 schools all but three have agreed budget plans and loan agreements, although some remain to be signed by the school's governors. Two of the three schools have new management structures since the start of term and officers are working with them regarding updating the budget plans. The third school is revising their plans as it is believed the deficit was going to be larger than original expected.

## **8. Schools Financial Support**

As reported at the last meeting agreement had been reached about providing extra capacity within the Local Authority to support schools. On advertising the post it was disappointing to find the limited availability of people with the appropriate skills.

A different approach has been adopted and discussions have taken place with three of our own Lewisham bursars to provide additional capacity. These arrangements are such that the bursars will provide 10 days support each, four times a year. These four times are critical points of the year when we receive budgetary information from schools.

1	Budget plans	Received in May
2	Budget monitoring at the end of September	Received in December
3	Draft Budget*	Received in November
4	Budget Monitoring as at end December	Received in February

\*This is a voluntary return unless a school is in deficit when it is a mandatory return.

This will provide sufficient capacity to check schools returns and challenge as appropriate within a reasonable timescale.

## **9. Mutual Funds**

The Schools Forum has a number of mutual funds it manages on behalf of schools. At the end of the year any balances are returned to schools or rolled forward to the next year. The current position of the funds is described below:

	<b>Growth Fund</b>	<b>Contingency</b>	<b>Non-Sickness Supply</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Brought Forward</b>	<b>-178,154</b>	<b>-1,326,547</b>	<b>503,606</b>
<b>Distributed To Schools</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Offset</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>-178,154</b>	<b>-1,326,547</b>	<b>503,606</b>
<b>De-Delegation Income</b>	<b>0</b>	<b>-650,000</b>	<b>-1,684,997</b>
<b>Budget</b>	<b>-1,192,000</b>	<b>0</b>	<b>0</b>
<b>Spend To Date</b>	<b>19,643</b>	<b>0</b>	<b>394,094</b>
<b>Projected Spend</b>	<b>817,045</b>	<b>1,400,000</b>	<b>630,579</b>
	<b>-355,312</b>	<b>750,000</b>	<b>-660,324</b>
<b>Cumulative Total</b>	<b>-533,466</b>	<b>-576,547</b>	<b>-156,718</b>

## 9.1 Growth Fund

The budget for the year is £1,192k, but with the £178k brought forward surplus, the amount of funds available rises to £1,370k.

Previously notified allocations will be made to maintained schools and academies in September. The October census will be examined to verify the allocations/payments and identify any necessary adjustments.

At present a surplus of £533k is showing in the table above, but this projection does not include bulge class allocations for September 2017.

## 9.2 Contingency

The de-delegation charges for the year have provided £650k, but with the £1,327k brought forward surplus, the amount of funds available rises to £1,977k.

No charges have been actioned against the Contingency yet in

2017/18, but as discussed at previous Forum meetings, these funds will be called upon should a school with a deficit become an academy.

At present a surplus of £577k is forecast, but these funds may be called upon should additional academisation take place.

### **9.3 Non-Sickness Supply Fund**

The de-delegation charges for the year have provided £1,685k, but with the £504k brought forward deficit, the amount of funds available falls to £1,181.

To date only summer term claims have been paid. These totalled £394k.

Forecasting future claims is difficult and previous years show little consistency, but as the summer term claims for this year are only down 10% on 2016/17 but are still up 80% on 2015/16, the decision to increase the de-delegation charge appears justified.

Assuming 10% reductions in the next two terms leads to the forecast of a surplus of £157k, but there is a large margin of error in projecting for this expenditure which the autumn term figures will help to reduce.

Dave Richards

Group Finance Manager – Children and Young People

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# Agenda Item 10

Schools Forum			
REPORT TITLE	Spending Review of Selected DSG Budgets		
KEY DECISION	Yes	Item No.	10
CLASS	Part 1	Date	5 October 2017

## 1. Purpose of the Report

As part of the budget setting process it was agreed that it was not possible to review all the budgets in the Dedicated School Grant in one meeting when the total Dedicated School Grant budget is set as it did not allow sufficient time to give proper consideration to the issues. Officers were asked to bring a rolling programme of reviews. This report reviews the services to be met out of the former Education Services Grant and Looked after Children Education budget.

Also, in order to meet Department for Education deadlines for 2017/18 school funding decisions, this report covers a Minimum Funding Guarantee variation application.

## 2. Recommendation

The Forum

- Note the position on the Education Services Grant budget
- Agree to keep the budget for retained services previously funded from the former Education Services Grant at £600k in 2018/19
- Agree to keep the budget at the same level of £479k for Looked after Children Education in 2018/19 to meet the statutory functions of the Virtual School
- Agree that the minimum funding guarantee is applied to all through schools in such a way that primary and secondary pupils are protected at their appropriate rates

## 3. Education Services Grant (ESG)

- 3.1 In 2016/17 the allocation of ESG for Lewisham was £3.5m. It was made up of two elements: a so called general fund which is referred to in this paper as the ESG Central Fund (to avoid confusion with Lewisham's own General Fund which is used to fund core services) of £2.9m and a retained duties element of £0.6m. The ESG central funding rate for local authorities in the 2016 to 2017 financial year is

£77 per pupil in mainstream schools and £288.75 and £327.25 per place in pupil referral units and special schools respectively.

The retained duties funding rate for local authorities is a flat rate of £15 per pupil **in all state funded schools**, which includes academies. There is no differential funding for Special Schools and pupil referral units for the retained duties element of the ESG.

### 3.2 The total ESG grant was to cover the following services

- School improvement
- Statutory and regulatory duties
- Education welfare service
- Central support services
- Asset management
- Premature retirement costs/redundancy costs (new provisions)
- Therapies and other health-related services
- Monitoring national curriculum assessment.

More details of the services covered in these areas is provided in

### 3.3 The Education Services Grant over the past few years has been as follows

Year	ESG Central Funding £	Retained Duties £	Total £	ESG Central Funding Pupil Numbers	Retained Duties Pupil Numbers
2017/18	1,052,000	*	1,052,000	35,713	40,700
2016/17	2,959,414	610,500	3,569,914	35,369	40,397
2015/16	3,313,817	605,954	3,919,771	34,502	39,417
2014/15	4,201,107	591,258	4,792,365	34,088	38,960
2013/14	4,247,829	584,403	4,832,233		

\*£0.6m added to the dedicated schools grants to replace this

### 3.4 Central government created the Education Services Grant money by transferring it from the local government revenue funding in 2013-14

## 4. Education Support Grant Retained Duties

### 4.1 The funding previously allocated through the ESG retained duties rate (£15 per pupil) was transferred into the schools block for 2017 to 2018. The DFE allowed local authorities to retain some of their schools block

funding to cover the statutory duties that they carry out for maintained schools which were previously funded through the ESG. The amount to be retained by the local authority needs to be agreed by the maintained schools members of the schools forum.

- 4.2 Services funded from ESG retained duties fund are shown in Appendix A
- 4.3 The Forum agreed last December to set aside the sum in the settlement to be the initial budget for the former ESG retained duties with the proviso to review this over to ensure that the statutory services funded from the centrally retained element of the DSG provide value for money.
- 4.4 Lewisham does not manage the budgets for these services in an isolated way rather statutory and non-statutory services tend to be managed as a whole rather than distinct elements of a service with employees often working both across statutory and non-statutory functions. Which makes a review more complex.
- 4.5 The summary table in 4.7 shows the position
- 4.6 The current costs shown are in excess of the budget set aside. The Schools Forum are not being asked to increase the budget but the Local Authority will manage the situation.

## 4.7

ref	Service		More detail description	£'000
1	Education Welfare	a	Functions in relation to the exclusion of pupils from schools, excluding any provision of education to excluded pupils (Sch 1, 10c)	359
		b	School attendance (Sch 1, 11)	
		c	Responsibilities regarding the employment of children (Sch 1, 29)	
2	Asset management	a	Management of the LA's capital programme including preparation and review of an asset management plan, and negotiation and management of private finance transactions (Sch 1, 10a)	100
		b	General landlord duties for all buildings owned by the local authority, including those leased to academies	
3	Statutory and Regulatory duties	a	Director of children's services and personal staff for director (Sch 1, 20a)	57
		b	Planning for the education service as a whole (Sch 1, 20b)	91
		c	Finance including: Revenue budget preparation, preparation of information on income and expenditure relating to education, and external audit relating to education, administration of grants, authorising and monitoring expenditure no met from schools' budget shares, formulation and review of local authority schools funding formula.	47
		d	Internal audit and other tasks related to the authority's chief finance officer's responsibilities under Section 151 of LGA 1972 except duties specifically related to maintained schools (Sch 1, 20i)	46
		e	Consultation costs relating to non-staffing issues (Sch 1, 20r)	3
		f	Plans involving collaboration with other LA services or public/voluntary bodies (Sch 1, 20v)	1
		g	Standing Advisory Committees for Religious Education (SACREs) (Sch 1, 24)	21
		h	Provision of information to or at the request of the Crown other than relating specifically to maintained schools (Sch 1, 20w)	5
TOTAL				730

## 5. Looked after education budget

5.1 The service budget is made of two amounts, £741k funded via the Pupil Premium grant. There are restrictions on how this money can be spent – it cannot be spent on the Council's core statutory functions and DFE have confirmed that it would not be in the spirit of the Pupil Premium Grant to pay Virtual School staff salaries although this can cover spend on individual pupil level interventions and support. Additionally there is an early year's pupil premium for CLA OF £9,000.

There is a further £479k from the Dedicated Schools Grant High Needs Block which funds the core business of the Lewisham Virtual School (LVS).

However, this is not an accurate reflection of budgetary need and does not properly reflect how the different budgets are allocated as we need to ensure we are operating within statutory guidelines which have been recently updated.

All of the allocated High Needs Budget has largely been on staffing and on-costs to fund the core business of the Virtual School

The data in Appendix B demonstrates LVS is achieving outstanding outcomes for children in our care. It is particularly encouraging to note that overall attendance is now almost on a par with the overall school population. Fixed term exclusions are at their lowest ever level and attainment is likely to be above the national average when figures are released in March.

This grant funds the statutory work of LVS. The majority of this is staffing, which ensure that every CLA has a dedicated education professional and that additional support is given to young people vulnerable to child sexual exploitation.

## **6. Minimum Funding Guarantee for All Through Schools**

- 6.1 The Minimum Funding Guarantee is a DfE mandated funding element that protects schools' funding at the per pupil level. In 2017/18 this meant that if a school's 2016/17 eligible funding equated to £5,000 per pupil, its 2017/18 per pupil funding could not be less than £4,925.
- 6.2 For former secondary schools that are still expanding into the primary phase, normal operation of the MFG would lead to new primary pupils being funded inappropriately at secondary funding levels. The DfE stipulates an adjustment to the operation of the MFG in such cases which protects the two age groups at the appropriate levels.
- 6.3 As the adjustment is a variation in the regulations, LA's need to apply to the DfE to use their adjustment and Forum's agreement to apply for the variation is sought.

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## Budget Reviews

### ESG retained duties met from the DSG

ESG DUTIES	
Responsibilities local authorities hold for all schools (funding may be retained centrally from	Responsibilities local authorities hold for maintained schools (funding may be retained centrally from <u>maintained schools</u>
<p><b><u>Statutory and Regulatory duties</u></b></p> <p>Director of children’s services and personal staff for director (Sch 1, 20a)</p> <p>Planning for the education service as a whole (Sch 1, 20b)</p> <p>Revenue budget preparation, preparation of information on income and expenditure relating to education, and external audit relating to education (Sch 1, 20d)</p> <p>Administration of grants (Sch 1, 20e)</p> <p>Authorisation and monitoring of expenditure not met from schools’ budget shares (Sch 1, 20fi)</p>	<p><b><u>Statutory and Regulatory duties</u></b></p> <p>Functions of LA related to best value and provision of advice to governing bodies in procuring goods and services (Sch 1, 20c)</p> <p>Budgeting and accounting functions relating to maintained schools (Sch 1, 20d)</p> <p>Functions relating to the financing of maintained schools (Sch 1, 20e)</p> <p>Authorisation and monitoring of expenditure in respect of schools which do not have delegated budgets, and related financial administration (Sch 1, 20fii)</p> <p>Monitoring of compliance with requirements in relation to the scheme for financing schools and the provision of community facilities by governing bodies (Sch 1, 20h)</p>

## ESG retained duties met from the DSG

ESG DUTIES	
Responsibilities local authorities hold for all schools (funding may be retained centrally from	Responsibilities local authorities hold for maintained schools (funding may be retained centrally from <u>maintained schools</u>
<p>Formulation and review of local authority schools funding formula (Sch 1, 20g)</p> <p>Internal audit and other tasks related to the authority's chief finance officer's responsibilities under Section 151 of LGA 1972 except duties specifically related to maintained schools (Sch 1, 20i)</p>	<p>Internal audit and other tasks related to the authority's chief finance officer's responsibilities under Section 151 of LGA 1972 for maintained schools (Sch 1, 20i)</p> <p>Functions made under Section 44 of the 2002 Act (Consistent Financial Reporting) (Sch 1, 20j)</p>
<p>Consultation costs relating to non-staffing issues (Sch 1, 20r)</p> <p>Plans involving collaboration with other LA services or public/voluntary bodies (Sch 1, 20v)</p> <p>Standing Advisory Committees for Religious Education (SACREs) (Sch 1, 24)</p> <p>Provision of information to or at the request of the Crown other than relating specifically to maintained schools (Sch 1, 20w)</p>	<p>Investigations of employees or potential employees, with or without remuneration to work at or for schools under the direct management of the headteacher or governing body (Sch 1, 20L)</p> <p>Functions related to local government pensions and administration of teachers' pensions in relation to staff working at maintained schools under the direct management of the headteacher or governing body (Sch 1, 20m)</p> <p>Retrospective membership of pension schemes where it would not be appropriate to expect a school to meet the cost (Sch 1, 20n)</p> <p>HR duties, including: advice to schools on the management of staff, pay alterations, conditions of service and composition/organisation of staff (Sch 1, 20o); determination of conditions of service for non-teaching staff (Sch 1, 20p); appointment or dismissal of employee functions (Sch 1, 20q)</p> <p>Consultation costs relating to staffing (Sch 1, 20r)</p> <p>Compliance with duties under Health and Safety at Work Act (Sch 1, 20s)</p> <p>Investigation and resolution of complaints relating to maintained schools (Sch 1, 20t)</p> <p>Provision of information to or at the request of the Crown relating to schools (Sch 1, 20w)</p> <p>School companies (Sch 1, 20x)</p>

## ESG retained duties met from the DSG

ESG DUTIES	
Responsibilities local authorities hold for all schools (funding may be retained centrally from	Responsibilities local authorities hold for maintained schools (funding may be retained centrally from <u>maintained schools</u>
	<p>Functions under the Equality Act 2010 (Sch 1, 20y)</p> <p>Establish and maintaining computer systems, including data storage (Sch 1, 22)</p>
<b><u>Education Welfare</u></b>	<b><u>Education Welfare</u></b>
<p>Functions in relation to the exclusion of pupils from schools, excluding any provision of education to excluded pupils (Sch 1, 10c)</p> <p>School attendance (Sch 1, 11)</p> <p>Responsibilities regarding the employment of children (Sch 1, 29)</p>	<p>Inspection of attendance registers (Sch1, 11)</p>
<b><u>Asset management</u></b>	<b><u>Asset management</u></b>
<p>Management of the LA's capital programme including preparation and review of an asset management plan, and negotiation and management of private finance transactions (Sch 1, 10a)</p> <p>General landlord duties for all buildings owned by the local authority, including those leased to academies</p>	<p>General landlord duties for all maintained schools (Sch 1, 10a (section 542(2) Education Act 1996; School Premises Regulations 2012) to ensure that school buildings have:</p> <ul style="list-style-type: none"> <li>• appropriate facilities for pupils and staff (including medical and accommodation)</li> <li>• the ability to sustain appropriate loads</li> <li>• reasonable weather resistance</li> <li>• safe escape routes</li> <li>• appropriate acoustic levels</li> <li>• lighting, heating and ventilation which meets the required standards</li> <li>• adequate water supplies and drainage</li> <li>• playing fields of the appropriate standards</li> </ul> <p>General health and safety duty as an employer for employees and others who may be affected(Health and Safety at Work etc Act 1974).</p>
	<p>Management of the risk from asbestos in community school buildings (Control of Asbestos Regulations 2012).</p>
<b><u>Central support services</u></b>	<b><u>Central support services</u></b>

## ESG retained duties met from the DSG

ESG DUTIES	
Responsibilities local authorities hold for all schools (funding may be retained centrally from	Responsibilities local authorities hold for maintained schools (funding may be retained centrally from <u>maintained schools</u>
No functions	<p>Clothing grants (Sch 1, 10e)</p> <p>Provision of tuition in music, or on other music-related activities (Sch 1, 15)</p> <p>Visual, creative and performing arts (Sch 1, 16)</p> <p>Outdoor education centres (but not centres mainly for the provision of organised games, swimming or athletics) (Sch 1, 17)</p>
<b><u>Premature retirement and redundancy</u></b>	<b><u>Premature retirement and redundancy</u></b>
No functions	Dismissal or premature retirement when costs cannot be charged to maintained schools (Sch 1, 25)
<b><u>Monitoring national curriculum assessment</u></b>	<b><u>Monitoring national curriculum assessment</u></b>
No functions	Monitoring of National Curriculum assessments (Sch 1, 23)
<b><u>Therapies</u></b>	<b><u>Therapies</u></b>
No functions	This will be covered in the high needs section of the regulations
<b><u>Additional note</u></b>	
<p>Services set out in the table above will also include overheads relating to these services (regulation 8(11) already</p> <ul style="list-style-type: none"> <li>• Ensuring payments are made in respect of taxation, national insurance and superannuation contributions (sch</li> <li>• Recruitment, training, continuing professional development, performance management and personnel</li> </ul>	

ESG DUTIES	
Responsibilities local authorities hold for all schools (funding may be retained centrally from	Responsibilities local authorities hold for maintained schools (funding may be retained centrally from maintained schools
<ul style="list-style-type: none"> <li>• Investigations of employees or potential employees, with or without remuneration (Sch 1, 20l)</li> <li>• Investigation and resolution of complaints (Sch 1, 20t)</li> <li>• Legal services related to education functions (Sch 1, 20u)</li> </ul>	

**Performance at 26 July 2017**

**LOOKED AFTER CHILDREN - ABSENCE AND EXCLUSIONS FROM SCHOOL - Patrick Ward**

Measure Name	Jun 2016	Jul 2016	Sep 2016	Oct 2016	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17
% LAC school sessions lost due to unauthorised absence (month)	-	3.05	3.26	3.58	1.97	2.56	3.36%	4.03%	3.75%	3.95%	3.83%	1.97	2.79
Number of LAC school days lost due to overall absence (month)	461	233.5	n/a	285	302	237	416.5	324.5	436.5	196.5	408	219.5	205.5
% of LAC school days lost due to overall absence (month)	-	7.39	n/a	7.42	5.22	6.19	7.64%	8.26%	7.05%	7.66%	7.72%	4.83	6.07
% LAC school sessions lost due to overall absence (YTD)	7.94	7.92	8.07	7.55	6.55	6.47	6.72%	7.08%	7.16%	7.23%	7.34%	6.96	6.74
Number of LAC school sessions lost due to overall absence (YTD)	-		n/a										
Number of LAC days lost due to overall absence (YTD)	3795	4023	n/a	631.5	918	1153	1557	1872.5	2310.5	2532.5	2932.5	3061	3301.1
Number of LAC students classed as persistent absentees (YTD)	42	41	n/a	32	33	32	51	52	51	63	58	38	38
Number of LAC days lost on exclusions (month)	29.5	2	7	10	17.5	22	20.5	13.5	33	3	6	15	5
Number of students (month)	-	2	5	5	7	7	7	6	10	2	3	6	6
Number of LAC days lost on exclusions (YTD)	186.5	189	7	17	34.5	63.5	74.5	88	123	121	124	146	146.5
Number of students (YTD)	-	34	5	8	14	18	20	25	28	29	28	31	32
% LAC school days lost on fixed term exclusions (YTD)	4	4		0.2	0.246	0.31	0.32%	0.33%	0.37%	0.36%	0.32%	0.32	0.31
Number of LAC missing education for more than 20 consecutive days	0	0	2	2	3	2	1	0	0	1	1	0	0

**Headlines for July 2017**

Short month for attendance - 15 days  
 Y11 children attendance not recorded for June leading to a significant decrease in overall PA children  
 Decrease in days lost to exclusions compared with July 2016  
 Decrease in % LAC sessions lost due to UA (month) compared with July 2016  
 0 children CME

**Headlines for June 2017**

Y11 children attendance not recorded for June leading to a significant decrease in overall PA children  
 Significant decrease in unauthorised absence by nearly 2%  
 Lower PA figure for June 2017 compared with June 2016  
 22/38 children = 58% of PA children improving their attendance  
 50% decrease in days lost to exclusions compared with June 2016  
 50% decrease in number of days lost due to overall absence (month) compared with June 2016 therefore decrease in days lost due to overall absence (YTD)  
 0 children CME

### **Headlines for May 2017**

1 child CME

Decrease in PA children

Decrease in number of days lost on exclusions

### **Headlines for April 2017**

Short month for attendance due to two week half term 03-14 April

Increase in UA due to 18 children in KS4 refusing to attend 17-28 April

leading to an increase in PA

Highest UA is in Y11

### **Headlines for March 2017**

Unauthorised absence lower than last month

14/51 children = 27% of PA children improving their attendance

Siblings JM and NM both reingaged in education and improved their attendance by 15% having previously not attended

AI increased attendance by 22% since Jan 2017 after long period of refusing to attend/going missing and moving to residential in Leeds

Top 3 excluded children attendance improving despite exclusions ranging from 6-20 days

Top 10 non-attenders are KS4 children, 60% girls, 40% boys

# Agenda Item 11

Schools Forum  
05 October 2017  
Item 11

Schools Forum			
<b>REPORT TITLE</b>	<b>Review of the Scheme of Delegation</b>		
<b>KEY DECISION</b>	<b>Yes</b>	<b>Item No.</b>	<b>11</b>
<b>CLASS</b>	<b>Part 1</b>	<b>Date</b>	<b>05 October 2017</b>

## 1. Purpose of the Report

The purpose of this report is to consider a revision to the Scheme of Delegation.

## 2. Recommendation

- The Forum agree to incorporate Appendix A into the Scheme of delegation to replace the current Annex E.

## 3. Background

Prior to the start of each financial year the Forum undertakes an annual review of the scheme of delegation and finance manual. This is to incorporate any legislative changes required and any changes that the Forum consider desirable to make. In response to a potential challenge to the current provision of Annex E (Financial support for redundancy, premature retirement costs and severance payments in schools) and an enquiry by the DFE following a complaint to the secretary of state it has become necessary to review the provisions set out in Annex E at this point in time.

## 4. Redundancy

4.1 Lewisham's Scheme of Financial Delegation, in line with national requirements which have been in place for many years the Scheme gives schools the freedom to exercise choice over their spending plans. Like other local authorities, Lewisham Council can only impose regulations which are consistent with the need for accountability and control over the expenditure of public funds. The Scheme expects all schools to set a balanced budget and to manage within the resources made available to them. This is specifically a duty on the governing body of the school.

4.2 The Lewisham Scheme of Delegation was last considered by the Schools Forum on the 16 March 2017 and sets out at Annex E (Attached – See Appendix A) "Financial support for redundancy,

premature retirement costs and severance payments in schools.” The Annex confirms that schools are responsible for managing their budgets both in the short term as well as the long term, which will include forecasting future levels of funding and developing plans to adjust expenditure accordingly.

- 4.3 The Council had the approach of automatically charging redundancy costs to school budgets unless it identified good reason to do otherwise. After discussions with the Department for Education and having sought legal advice we have revisited our procedures and will in the future determine whether the school or the local authority meet the costs of staff redundancies on a case by case basis.
- 4.4 The Appendix to this report shows a revised Annex E to the Scheme of Delegation incorporating this.
- 4.5 The process within the Local Authority has now been changed. When a school has a redundancy case, a form will need to be completed. This form will be sent to the Local Authority and the Executive Director of Children and Young People and the Executive Director of Resources and Regeneration will review it to see who meets the cost of redundancy.

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## Annex E

### **Financial support for redundancy, premature retirement costs and severance payments in schools**

Schools are responsible for managing their budget and with this comes the responsibility to manage their budget in the short term as well as the long term. This responsibility should include forecasting future levels of funding and developing plans to adjust expenditure in line. This will include avoiding redundancies by vacancy management wherever possible. **When a redundancy situation arises it will be reviewed on an individual basis as to whether the school or the local authority should fund it. The decision will be taken by the Executive Director of Children and Young People and the Executive Director of Resources and Regeneration jointly. Having regard to representations from the Governors of the school in question. On this basis schools are responsible for dismissal costs the relevant resources have been delegated to schools and the LA retains no central budget to meet such costs**

In certain circumstances events may transpire that make it very difficult for schools to manage the budget and a fund exists to support schools with this. This provision is called Schools in difficulty.

In deciding whether funding support should be approved the following will be considered

- The circumstances are the result of an outcome in that the school could not have reasonably foreseen, e.g. a perverse decision at employment tribunal which is contrary to that expected from the HR advice provided.
- Where a fall in income is so great and requires additional redundancies that is disproportional to the annual budget and would create instability to the delivery of the curriculum and is in accordance with section 21 of the Education Act 2011

Any submission will be considered by the Head of School Improvement and the Head of Resources with the advice of the group finance manager and head of schools HR. This panel will decide the level of support.

There will be a right of appeal on any decisions to the Schools Forum in the case of dispute.

Any school receiving such support must agree to achieve a balanced budget and [meet the conditions expected of any school operating with a licensed deficit] submit budget monitoring plans in accordance with the standard timetable.

The Education Act 2002 states the position in relation to the funding of premature retirement costs or the costs associated with dismissal. For the purposes of this Act dismissal includes redundancy.

The position is as follows:

Section 37(4) – costs incurred by the Local Authority (LA) in respect of any premature retirement (PRC) of a staff member at a maintained school shall be met from the school's budget share for one or more financial years except in so far as the authority agree with the governing body in writing that they shall not be so met.

Section 37(5) – costs incurred by the LA in respect of the dismissal, or for the purpose of securing the resignation, of any member of the staff of a maintained school shall not be met from a school's budget share for any financial year except in so far as the authority have good reason for deducting those costs, or any part of those costs from that share.

The default position is therefore that PRC costs are met from the school's delegated budget. In the case of redundancy there has to be a good case for it not to be centrally funded **unless there is provision contained in the Scheme for Financing Schools** and this will be decided on an individual case basis

The above provisions are subject to the following:

Where the local authority incur costs -

- (a) in respect of any premature retirement of any member of staff of a maintained school who is employed for community purposes, or
- (b) in respect of the dismissal, or for the purpose of securing the resignation of any member of staff who is employed for community purposes,

the local authority shall recover those costs from the governing body except in so far as the authority agree with the governing body in writing that they shall not be so recoverable.

Any amount payable by the governing body to the local authority may be met out of the school's budget share for any funding period if the governing body is satisfied that meeting the amount out of the school's budget share will not to a significant extent interfere with the performance of any duty imposed on them by provisions specifically of section 21(2) Education Act 2002 (conduct the school with a view to promoting high standards of educational achievement) or any other provisions of the Education Acts.