

West Berkshire Schools' Forum	
Title of Report:	De-delegations 2015-16
Date of Meeting:	29th September 2014
Contact Officer(s)	Ian Pearson & Shannon Coleman-Slaughter
For Decision	

1. Introduction

- 1.1 A number of services which with approval from the School's Forum were centrally provided in financial year 14-15 through the pooling of delegations for maintained schools require review to determine if the pooled arrangements will continue for financial year 15-16. The Primary and Secondary school representatives on the Schools' Forum are required to make this decision for their own phase.
- 1.2 **Appendix A** provides the detail of the likely amounts of de delegation per school for each service. If the Schools' Forum decides to pool some of these services, funding from the maintained schools will be returned to the Local Authority (de delegated) and they will continue to be centrally retained. Academies may be able to choose to buy into such services subject to service provider agreement.
- 1.3 The method of de delegation is on a per pupil basis, other than ethnic minority support which is based on the number of EAL pupils in their first, second or third year at school (data provided by the DfE).

2. Pooling of Services

- 2.1 The services where maintained schools have the option to pool back the funding to continue to be centrally provided on the basis of economies of scale or pooled risk are detailed below. No responses have been received in respect of the de-delegated services from the consultation held with schools and the recommendations shown below have come from the Heads funding Group.
- a) Behavioural Support **Appendix B**
Includes support for class teachers for individual pupils or groups, and training.
Primary Schools: Pool
Secondary Schools: Pool
 - b) Ethnic Minority Support **Appendix C**
Includes assessment, advice, and support for pupils who speak English as an additional language and those pupils with Gypsy, Roma and Traveller heritage.
Primary Schools: Pool
Secondary Schools: Pool
 - c) Trade Union local representation **Appendix D**
This pays for release of staff as TU representatives, including provision of advice to individual members.
Primary Schools: No decision.
Secondary Schools: No decision.
 - d) Contingency for schools in financial difficulty
The provision of financial support to schools over and above their formula funding.
Primary Schools: Pool.

2.2 No decision could be reached by the Heads Funding Group on the Trade Union Facility time, and a further report has been requested to clarify the options and financial implications of each.

Recommendations:

1. Pooling arrangements for Behavioural Support, Ethnic Minority, and School's in Financial Difficulty (contingency) to continue in 2015/16 (subject to a vote to be taken by each phase)
2. Heads Funding Group to consider a further report on Trade Union Facility time and bring a recommendation to the next meeting of the Schools' Forum

Appendices

Appendix A – provides an indication of the likely de-delegations

Appendix B – Behaviour Support Services Proposal 2015-16

Appendix C – Ethnic Minority and Travellers Service Proposal 2015-16

Appendix D – Trade Union Representation Proposal 2015 - 16

Appendix A: Proposed De-delegations 2015/16

Cost Centre	School	DeDelegations from April 2015						
		Data		Behaviour Support	Ethnic Minority Support	Trade Union Representation	Contingency Financial diff	TOTAL
		Pupil No's	EAL Pupils	Pupil No's	EAL Pupils	Pupil no's	Pupil No's	
				£15.21	£423.35	£3.12	£9.53	
		£8.08	£1,393.75	£5.30	£9.53			
91000	Aldermaston Church of England Primary School	177	6	2,692	2,386	552	1,687	7,318
91100	Basildon Church of England Primary School	138	0	2,099	0	431	1,315	3,845
91300	Beedon Church of England Controlled Primary School	41	0	624	0	128	391	1,142
91400	Beenham Primary School	94	1	1,430	504	293	896	3,123
91200	Birch Copse Primary School	417	4	6,343	1,484	1,301	3,974	13,101
91500	Bradfield Church of England Primary School	157	0	2,388	0	490	1,496	4,374
91600	Brightwalton Church of England Aided Primary School	103	1	1,567	501	321	982	3,371
91700	Brimpton Church of England Primary School	41	0	624	0	128	391	1,142
91800	Bucklebury Church of England Primary School	126	1	1,916	485	393	1,201	3,995
91900	Burghfield St. Mary's Church of England Primary School	194	4	2,951	1,530	605	1,849	6,935
92000	Calcot Infant School & Nursery	231	28	3,514	11,760	721	2,201	18,196
92100	Calcot Junior School	228	7	3,468	2,963	711	2,173	9,316
95600	Chaddleworth St. Andrew's Church of England Primary School	23	0	350	0	72	219	641
92400	Chieveley Primary School	186	4	2,829	1,505	580	1,773	6,687
95900	Cold Ash St. Mark's Church of England Primary School	183	2	2,783	993	571	1,744	6,092
92200	Compton Church of England Primary School	145	2	2,205	1,040	452	1,382	5,080
92300	Curridge Primary School	101	1	1,536	491	315	963	3,305
92500	Downsday Primary School	211	5	3,209	1,963	658	2,011	7,842
92800	Enborne Church of England Primary School	58	1	882	512	181	553	2,127
92900	Englefield Church of England Primary School	109	2	1,658	992	340	1,039	4,029
93000	Falkland Primary School	448	12	6,814	5,210	1,398	4,269	17,692
93200	Francis Baily Primary School	528	19	8,031	7,965	1,647	5,032	22,675
93400	Garland Junior School	191	2	2,905	847	596	1,820	6,168
93500	Hampstead Norreys Church of England Primary School	101	0	1,536	0	315	963	2,814
93600	Hermitage Primary School	202	2	3,072	977	630	1,925	6,605
93700	Hungerford Primary School	409	7	6,221	3,074	1,276	3,898	14,468
92700	The Ilsleys' Primary School	58	0	882	0	181	553	1,616
93800	Inkpen Primary School	79	0	1,202	0	246	753	2,201
93900	John Rankin Infant & Nursery School	232	16	3,529	6,727	724	2,211	13,191
94000	John Rankin Junior School	236	6	3,590	2,584	736	2,249	9,159
94100	Kennet Valley Primary School	195	23	2,966	9,946	608	1,858	15,379
94200	Kintbury St. Mary's Church of England Primary School	154	1	2,342	509	480	1,468	4,800
94300	Lambourn Church of England Primary School	189	8	2,875	3,457	590	1,801	8,723
94400	Long Lane Primary School	263	7	4,000	2,867	821	2,506	10,194
95800	Mortimer St. Johns Church of England Infant School	169	10	2,570	4,174	527	1,611	8,882
97500	Mortimer St. Mary's Church of England Junior School	230	2	3,498	847	718	2,192	7,255
94500	Mrs. Bland's Infant & Nursery School	172	8	2,616	3,280	537	1,639	8,072
94600	Pangbourne Primary School	188	4	2,859	1,521	587	1,792	6,759
94700	Parsons Down Infant School	251	15	3,818	6,251	783	2,392	13,243
94800	Parsons Down Junior School	290	13	4,411	5,504	905	2,764	13,583
94900	Purley Church of England Infants School	69	10	1,049	4,260	215	658	6,182
95000	Robert Sandilands Primary School & Nursery	213	21	3,240	8,870	665	2,030	14,804
95100	Shaw-cum-Donnington Church of England Primary School	84	0	1,278	0	262	801	2,340
95200	Shefford Church of England Primary School	23	1	350	464	72	219	1,104
95300	Speenhamland Primary School	261	34	3,970	14,227	814	2,487	21,498
95400	Springfield Primary School	289	8	4,396	3,481	902	2,754	11,533
95500	Spurcroft Primary School	373	16	5,673	6,843	1,164	3,555	17,235
95700	St. Finian's Catholic Primary School	190	0	2,890	0	593	1,811	5,293
97700	St. John the Evangelist Infant & Nursery School	178	12	2,707	5,066	555	1,696	10,025
97800	St. Joseph's Catholic Primary School	205	22	3,118	9,423	640	1,954	15,134
96200	St. Nicolas Church of England Junior School	253	10	3,848	4,234	789	2,411	11,282
96100	St. Pauls Catholic Primary School	330	59	5,019	25,177	1,030	3,145	34,370
96300	Stockcross Church of England Primary School	107	1	1,627	498	334	1,020	3,479
96400	Strealey Church of England Voluntary Controlled Primary School	95	2	1,445	993	296	905	3,640
96500	Sulhamstead and Ufton Nerve Church of England Voluntary Aided Prima	104	0	1,582	0	324	991	2,897
99700	Thatcham Park Church of England Primary School	382	10	5,810	4,030	1,192	3,640	14,673
96600	Theale Church of England Primary School	232	8	3,529	3,455	724	2,211	9,918
96700	Welford and Wickham Church of England Primary School	87	1	1,323	498	271	829	2,922
96800	Westwood Farm Infant School	169	10	2,570	4,209	527	1,611	8,917
96900	Westwood Farm Junior School	219	4	3,331	1,619	683	2,087	7,721
98700	The Willows Primary School	251	38	3,818	15,991	783	2,392	22,984
99400	The Wincombe School	275	39	4,183	16,484	858	2,621	24,146
97300	Woolhampton Church of England Primary School	98	0	1,491	0	306	934	2,730
97400	Yattendon Church of England Primary School	82	0	1,247	0	256	781	2,285
98800	The Downs School	901	1	7,280	1,394	4,775	8,587	22,036
99000	John O'Gaunt Community Technology College	376	1	3,038	1,394	1,993	3,583	10,008
99200	Little Heath School	1,296	8	10,472	11,167	6,869	12,351	40,859
99600	The Willink School	821	4	6,634	5,582	4,351	7,824	24,391
98900	Denfield School	848	14	6,852	19,513	4,494	8,081	38,940
93100	Fir Tree Primary School & Nursery	169	21	2,570	8,688	527	1,611	13,396
99100	Kennet School	1,393	6	11,255	8,209	7,383	13,275	40,123
99300	Park House School	773	16	6,246	22,358	4,097	7,367	40,067
99800	St. Bartholomew's School	1,239	8	10,011	11,159	6,567	11,808	39,544
99500	Theale Green Community School	899	1	7,264	1,378	4,765	8,567	21,975
99900	Trinity School & Performing Arts College	700	20	5,656	28,143	3,710	6,671	44,180
97000	Whitelands Park Primary School	314	8	4,776	3,311	980	2,992	12,060
PRIMARY TOTAL		12,117	531	184,300	224,670	37,805	115,475	562,250
SECONDARY TOTAL		3,394	14	27,424	19,537	17,988	32,345	97,293
ACADEMY TOTAL		6,335	86	54,631	102,759	32,523	60,373	250,285
TOTAL ALL SCHOOLS		21,846	630	266,354	346,966	88,316	208,192	909,828

West Berkshire Schools' Forum	
Title of Report:	Behaviour Support Pooled Budget Proposal Financial Year 15-16
Date of Meeting:	29th September 2014
Contact Officer(s)	Cathy Burnham

1. Background

- 1.1 From financial year 12-13, Behaviour Support Services have been subject to annual agreement to pool funding for both primary and secondary schools.
- 1.2 This report sets out the details of the work undertaken by the Behaviour Support Team and the budget requirement for the service in financial year 15-16.

2. The Behaviour Support Team

Primary: Penny Tripp	0.5fte
Janet Norbury	0.5fte
Angela Brand	0.5fte
Secondary: Dave Glare	0.5fte (retired April 2014) 0.1fte vacancy
Manager: Darren Suffolk	0.4fte
Admin assistant: Piyush Bharania	0.4fte

Temporary cover for the Secondary post has been arranged. The cover teacher is required to undertake research on the factors affecting successful transition of BESD pupils from primary to secondary school, with analysis of those yr 7 & 8 pupils who were permanently excluded subsequently. This will inform good practice guidelines on transition of BESD pupils and alert schools and LA to gaps in provision.

3. Nature of Work Undertaken

- 3.1 The following table details the work undertaken by the Behaviour Support Service to support schools.

Type of work (primary) delivered
Work with class teacher around an individual pupil
Work with teacher around a class or group
Whole school work
Attending network meetings
Training for whole school
Training for cluster of schools

Central training or conference
NQT training
Mid- day supervisor training
TA training
Work with parents
Training for governors
Risk assessments
Secondary work delivered
Work with individual students
Reintegration meetings
Work with parents
Support for Heads of Yr, pastoral staff

3.2 The following table details the number of sessions undertaken by the team over financial year 13-14.

Primary support team	School visits approx	Schools receiving a visit	Training sessions delivered	Pupils referred approx	Class teacher contacts	Parent contacts
2013-14 terms 1-6	367	61	106	195	288	183
2013/14 Terms 1-4 only	200	60	88	109	138	102

NB. Due to serious illness two out of three teachers were absent for the whole of terms 1&2. Some cover was provided, a consultation phone-line set up for schools but fewer school visits were possible. Both teachers are now back working and terms 5&6 should reflect usual patterns of visits and contacts.

3.3 Exclusions in primary and secondary schools were as follows:

Primary permanent exclusions (terms 1-4 2013/14) 1

Secondary exclusions (terms 1-4 2013/14) 14

3.4 All training courses undertaken in year were all evaluated as good or excellent. Courses are listed below.

The following sessions were delivered:

- Attachment theory
- Low level disruption
- Positive behaviour strategies
- NQT modules
- SEN TA modules
- Positive parenting
- Draw and talk
- SDQ
- High End challenging behaviours
- Emotional development
- SEAL
- ADHD

- R time
- Behaviour 'tasters'
- Managing Feelings
- Making Lunchtimes Work
- Self Harm
- Peer mediation

4. Summary

The Behaviour Support Team offer experienced, evidence-based advice and support on a wide range of topics.

The number of requests for support and referrals are increasing.

A great deal of work continued this year supporting class teachers to develop effective behaviour strategies.

The majority of school Ofsted inspections report behaviour as good.

Head teachers say they particularly appreciate the open referral system that allows quick and easy access.

5. Budget Requirement Financial Year 2015-16

The 2015/16 anticipated budget requirement is £212k for maintained primary and secondary schools. This is broken down as follows:

Maintained Primary School Services £185Kk

Maintained Secondary School Services £27Kk.

Appendix C:

West Berkshire Schools' Forum	
Title of Report:	Ethnic Minority & Travellers Support Service (EMTAS) Budget Proposal 2015-16.
Date of Meeting:	29th September 2014
Contact Officer(s)	Maxine Slade

1. Background

1.3 Since April 2012, the EMTAS service has been funded through a de-delegation process as agreed with the Heads Funding Group. Historically the Ethnic Minority Achievement Service was provided to West Berkshire Schools through a consortium arrangement hosted through Reading Borough Council and the Gypsy, Roma and Traveller Service was through a consortium hosted through Wokingham District Council. The EMA service was brought in house several years ago and the GRT service became a West Berkshire Service in 2009. All of the support for Black Minority Ethnic pupils and Gypsy Roma Traveller pupils is provided by the EMTAS Service.

2. The EMTAS Team

2.1 The current service is led by a Team Manager (0.8FTE). They are supported by a Learning Support Adviser (a qualified teacher) for 0.6 FTE. There are 5 part time Pupil Support Officers (Teaching Assistant level posts) who are employed for a total of 2.5FTE. The service has administrative support for 1 day per week.

2.2 The Team Manager is responsible for the day to day management of the service. This includes:

- Organisation of English language assessments of new arrivals and advanced bilingual speakers;
- Arranging advice and support for individual pupils including those with EaL and SEN and staff
- Arranging support for first language GCSE/AS/A2 papers;
- Arranging in- house school INSET linked to teaching and learning, equality and diversity and community cohesion;
- LA wide INSET around issues such as the Equality Act 2010.
- Leading training for teachers and teaching assistants on EaL/BME issues.
- Organisation of tailored packages of support to schools meet the needs of ethnic minority pupils, pupils who speak English as an additional language and those from Gypsy, Roma, Traveller heritage.
- Advice and guidance papers to schools.

- 2.3 The Learning Support Adviser is responsible for providing support to schools. This includes:
- Carrying out the English language assessments for new arrivals. West Berkshire assessment requests have remained steady at approximately 125 per academic year.
 - Providing assessment reports with recommendations and guidance for classroom teachers.
 - Tracking the attainment of GRT pupils termly.
 - Support and guidance to schools with GRT pupils and managing the GRea121T project which trains teaching assistants to work on short term intensive programmes of learning to enable GRT pupils to narrow the gap in attainment with their peers.
- 2.4 The Pupil Support Officers all work in schools supporting individual and small groups of pupils.
- Support is provided for Polish, Spanish, Bengali, Hindi and a small group of Unaccompanied Asylum Seeking young people.
 - Support is focused on helping pupils to access the curriculum and English acquisition which can include pre-teaching of concepts; support for written work; translations; support for external examinations.
 - Support schools with parent meetings and have also enabled Common Assessment Forms/FSM letters to be completed by family members in first languages.
 - The Pupil Support Officer for GRT pupils has a wider brief involving intensive liaison between families and staff as well as supporting pupils in schools. Work is focused on attendance, admissions, achievement and attainment.

3. Work Undertaken

3.1 Number of EAL assessments completed in the last three years

In the academic year of 2011/12, 82 assessments were carried out in 53 primary schools, all of the secondary schools, both nurseries and both special schools. In 2012/13 135 assessments were carried out in 37 primary schools and 8 secondary schools. So far in the current academic year 2013/14 124 assessments have been carried out in 36 primary schools and 5 secondary schools. This number will continue to rise during the rest of the term to approximately 135 in line with figures for last year. The autumn term saw the highest number of new arrivals since the service provision came into West Berkshire with 86 new arrivals entering West Berkshire schools with English as an additional language in one term.

3.2 Number of BME children supported by Pupil Support Officers (PSOs)

PSO (Bengali/Hindi)

11 pupils in the following schools this year:

The Winchcombe (1)	The Willows (4)
Victoria Park Nursery (4)	Compton School & Pre-school (1)
St. John the Evangelist (1)	

Schools have also received assistance with first language assessments, CAF completion, SEN issues and parental interviews in many other settings.

PSO (Polish/Spanish)

22 pupils in the following schools have received Polish/Spanish bilingual PSO support in this academic year. (No. of pupils in brackets)

St. Nicolas (1)	St. Joseph's (1)
Long Lane Primary (2)	The Winchcombe (1)
Parsons Down Infant (1)	Kennet Valley (1)
Speenhamland (2)	John O'Gaunt (1)
Purley Infants (2)	Long Lane (2)
The Willows (5)	St. John the Evangelist (1)
Brookfields (1)	Calcot Infants (1)

EMTAS has provided support for 5 GCSE Polish examinations this year and 2 AS Levels at Kennet School, Trinity and The Downs. Little Heath has students who are confirmed to take the GCSE in 2015.

PSO (UASC)

4 students from Eritrea, SE Asia and Albania who are all Looked After Children are being educated at Park House and St. Bart's. EMTAS provides academic and pastoral support in lessons and in tutor time. This PSO also attends Personal Education Planning meetings, liaising with SENCOs, Social Workers, Heads of Year, Connexions and LACES members.

Summary of PSO work

Total number of schools receiving (or have received) bilingual or UASC PSO support:

21

Number of TA funded hours given to schools hours

2011/12	2012/13	2013/14
660 hours	735 hours	910 hours (£7289.10) EAL
380 hours of TA funding for pupils moving from FS2 to Yr 1	360 hours of TA funding for pupils moving from FS2 to Year 1	255 hours (£2042) GRT
		This figure is likely to rise further this term. It will also include further transition work from FS2 to Y1 which will be approximately 18 pupils with 360 hours of TA support (£2883)
		Total 1525 hours (£12,215)

Schools in receipt of GReaT 1 to 1 project funding during 2012/13 (hours included in the figures above)

Garland Junior	Hungerford
Aldermaston	Chaddleworth & Shefford
Mrs Bland's Infant	Whitelands Park
Mortimer St Mary Junior	The Willink

3.3 Number of training sessions (both general and school specific)

General courses

2011/12	2012/13	2013/14
New Arrivals with EAL	New Arrivals with EAL	New Arrivals with EAL
NQT	NQT	SCITT
Equality Act: Heads/SIAs	GTP	GTP
GTP	EY Quality team and preschool counsellors	Raising attainment EYFS children with EAL
Global education: Olympic Games		Equality Act briefings

School INSET

2011/12	2012/13	2013/14
Long Lane (9) TAs	Curridge (all staff)	Denefield EAL- 2 sessions (Teachers/TAs)
Lambourn (7) TAs	St Joseph's (all staff)	The Willows - 4 sessions (Teachers/TAs)
MSJ: group (7) TAs	The Willows (TAs)	Kennet Valley – GRT (teachers)
Winchcombe Foundation stage (6) EAL	Chieveley (TAs)	St. Joseph's - Advanced EAL learners (Teachers/TAs)
SUN School (6) GRT		Parsons Down Infants (TAs)
The Downs School GRT Q & A (16)		Thatcham Park (TAs)
Brookfields EAL & Diversity (48)		John Rankin Juniors (TAs)
St. Joseph's		

Teachers (12) EAL		
St. Joseph's TAs (10)		

3.4 Number of families supported by PSO (GRT)

Approximately 28 families 11/12 and 12/13 and work has continued this year with new families being ascribed to GRT status. As a result, the service has provided support for nearly 40 families. Transition support has been provided between schools and also when pupils have been transferring from out of West Berkshire into our schools. This work is 'in year' changes as well as end of Key Stage transitions. Children from Circus families have been supported in accessing education whilst in the LA

Number of families supported in Early Years settings or Children's Centres: Approx. 14

+

3.5 Number of schools supported with GRT pupils

(69 GRT pupils have been supported at some point over the last year. Many of the pupils/schools are receiving ongoing support from EMTAS)

Aldermaston	Sulhamstead and Ufton Nervet
Calcot Infants	Chaddleworth & Shefford
Garland Junior	Thatcham Park
Hermitage	Whitelands Park
Hungerford	The Castle
Kennet Valley	The Willink
Mortimer St Mary's Junior	Yattendon
Mortimer St John's Infants	Kennet
Mrs Bland's Infants	The Willows
John O'Gaunt	Francis Baily
Lambourn	Spurcroft

3.6 Total number of schools receiving (or have received) GRT, bilingual or UASC PSO support: 48 schools

3.7 Number of pupils who have attended the GRT off-site activities in the holidays

Adventure Dolphin Day 2013 – 24 GRT boys and girls from 8 years up to 16 yrs attended.

Oxenwood Day 2013 – 28 GRT boys and girls attended.

The activity days included children from both West Berkshire Traveller sites, plus housed Travellers and visiting families who were travelling and staying on the transit site. Some of the children's parents and grandparents attended which enabled the team to further develop positive relationships with the community.

3.8 Number of pupils attending the Autumn 2012 Michaelmas Fair School

23 pupils over three days ranging from 4 to 14 years (including one child on the autistic spectrum and 2 profoundly deaf) attended the school and carried out a project on the local area alongside receiving support with their long distance learning packs.

Feedback from parents and Northcroft Leisure Centre staff was 100% positive. The fair did not operate in 2013 but should be back for Autumn 2014. This is booked to be repeated using the facilities at Northcroft this autumn.

3.9 Number of sessions run by the Learning Bus

11 sessions have been delivered from September 2013 to July 2014 on the Learning Bus that has been taken to one of the West Berkshire Traveller sites. These sessions have enabled Children's Centre staff, schools and other agencies to make contact with 'hard to reach' families through working alongside EMTAS. As a result of this work, more families have taken up early years provision and have developed better working relationships with local school staff. This is enabling parents to feel confident in approaching the schools and attending education drop in sessions etc.

4. Additional Requirement for Portuguese Support in Schools

4.1 Portuguese has been in the top three languages of new arrivals to West Berkshire every year for the last six years. This year 13/14 it is the second most spoken language after Polish. Portuguese children underachieve nationally. Children start school later in Portugal and often arrive here into Yr 1, 2 and 3 with no formal schooling. Parents are generally (not always) in low paid, manual jobs and are working long hours. They are often living in over-crowded housing.

4.2 The children, families and schools would benefit from having a Portuguese PSO to provide support in class, raise attainment, develop English and liaise with parents. West Berkshire is providing this service to Polish children and Portuguese children should have the same equality of opportunity.

5. Financial Year 2015-16 Budget Requirement

The 2015/16 anticipated delegations on a school by school basis using pupil EDL numbers are as follows:

Maintained Primary Schools £225k
Maintained Secondary Schools £20k

The above figures are inclusive of provision of services to children with Roma, Gypsy and Traveller heritage.

West Berkshire Schools' Forum	
Title of Report:	Trade Union Facilities Budget <ul style="list-style-type: none"> • current position 2014/15 • recommendation for 2015/16
Date of Meeting:	29th September 2014
Contact Officer(s)	Robert O'Reilly (Head of HR)

1. Background

- 1.1. West Berkshire Council has a school trade union facilities agreement which includes provision for compensating individual schools for release time for teacher trade union representatives they employ. Compensation is paid from the dedicated schools grant (DSG).

- 1.2. Union representatives attend joint consultation meetings with the authority and meetings with head teachers and HR on a variety of employee relations matters. The latter includes TUPE consultation meetings where schools converted to academy status; consultation on reorganisations of teaching and support staff (note: NASUWT and ATL represent non teaching staff; NUT only represents teachers); disciplinary issues; grievances; ill health cases; capability cases; and settlement agreements.

- 1.3. If there was no centrally funded facilities agreement at local authority level, schools, HR and union members would need to rely on full time (regional) officials of the relevant unions for consultation and representation purposes.

- 1.4. The Schools Forum oversees spending on the DSG and must make an annual determination whether to pool the budgets for primary and secondary schools to continue to provide a central fund for compensating employer schools for releasing trade union representatives for official duties.

- 1.5. It should be noted that the Department for Education (DfE) has recently published [non-statutory guidance on facilities time in schools](#). This guidance expects clear accountability for time spent on TU duties; an evaluation of value for money; that TU reps should be practicing teachers who spend at least 50% of their time in the classroom; and that it should be possible for union reps to fulfil their main union duties in one day a week or less.

- 1.6. The current position in 2014/15 is that two of the union representatives (NUT and ATL) spend 100% of their contracted time on trade union duties, having retired from full time teaching.
- 1.7. Currently some academies are using their allocation for trade union facilities time to set up school based consultative arrangements, rather than 'buying in' to local authority arrangements. This might be the preferred model for all secondary schools in the future with de-delegation and funding of release time for representatives to undertake union duties in another WBC school to be confined to the Primary sector.

2. Payments for Trade Union Time Financial Year 2015/16

- 2.1. The current formula for allocating funding to compensate schools who release trade union representatives to carry out their union duties does so on the basis of the actual salary of the representative. Application of this formula led to an overspend in 2013/14 of 25% against the budget allocated by the Schools' Forum for the year. The allocation of funding for 2014/15, to avoid further overspend, is the subject of ongoing discussion with the trade unions.
- 2.2. It is proposed to change the formula for allocating compensation costs to schools which employ trade union representatives. This will be the subject of consultation with the trade unions before final agreement.
- 2.3. For information, the proposed formula is as follows;
- *Schools should be reimbursed at the rate of the cost of a supply teacher for the release time required for teachers to attend to official trade union business.*
 - *A flat rate of 5 supply days should be allocated per union to cover work such as attendance at joint consultation meetings of the Council.*
 - *34 supply days should be allocated for the national role undertaken by the NASUWT representative (one day per week for 34 weeks). This will be removed from the formula if the current representative ceases to hold the national role.*
 - *Additional supply days should be allocated per union member at the rate of 0.08 days per member.*
- 2.4. In 2015/16 this formula results in an overall allocation of the equivalent of one full time equivalent supply teacher. If membership numbers change from year to year, the overall budget requirement will change. If the NASUWT representative ceases his national role, this will reduce the overall allocation required and reduce the budget requirement.

2.5. The modelled budget requirement for financial year 2015/16 based on schools being reimbursed at the rate of a standard supply teacher using the proposed formula is as follows:

- Maintained Primary Schools budget requirement financial year 2015-16 **£38k**
- Maintained Secondary Schools budget requirement financial year 2015-16 **£18k**

3. Decisions for the Schools' Forum

3.1. The Forum should determine whether to pool the de-delegated budgets to provide a central fund for trade union facilities for teachers for 2015/16 for;

3.1.1. Maintained Primary schools; and

3.1.2. Maintained Secondary schools.

It should be noted that if a decision is been made to discontinue pooling arrangements, it would be almost impossible to reverse that decision at a later date. Therefore the Forum needs to be aware that a decision to cease pooling arrangements for this budget would effectively be perm