
De-delegation, Education Functions and Health and Safety Service Proposals 2023/24

Report being considered by: Schools Forum on 5th December 2022

Report Author: Lisa Potts

Item for: Decision **By:** All Maintained Schools Representatives

1. Purpose of the Report

1.1 This report sets out the details, cost, and charges to schools of the services on which maintained school representatives are required to vote (on an annual basis).

2. Recommendation

2.1 That representatives of maintained primary schools should agree to de-delegate funds in the 2023/24 financial year for:

- Behaviour Support Services
- Ethnic Minority Support
- Trade Union Representation
- CLEAPSS
- School Improvement
- Statutory and Regulatory Duties comprising:
 - Statutory accounting functions in respect of schools
 - Internal Audit of schools
 - Administration of pensions for school staff
- Health and Safety Service to Schools

2.2 That representatives of maintained secondary schools should agree to de-delegate funds in the 2023/24 financial year for:

- Behaviour Support Services
- Ethnic Minority Support
- Trade Union Representation
- CLEAPSS
- School Improvement
- Statutory and Regulatory Duties comprising:
 - Statutory accounting functions in respect of schools
 - Internal Audit of schools
 - Administration of pensions for school staff
- Health and Safety Service to Schools

2.3 That representatives of maintained special, nursery and PRU heads should agree to de-delegate funds in the 2023/24 financial year for:

- Trade Union Representation
- CLEAPSS (Special schools and PRU only)
- Statutory and Regulatory Duties comprising:

- Statutory accounting functions in respect of schools
- Internal Audit of schools
- Administration of pensions for school staff
- Health and Safety Service to Schools

Will the recommendation require the matter to be referred to the Council or the Executive for final determination?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
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3. Summary of proposals

	2023/24 Primary Budget £	Agreed by HFG	2023/24 Secondary Budget £	Agreed by HFG	2023/24 Early Years & High Needs Budgets £	Agreed by HFG
Therapeutic Thinking Support	£199,959	Yes	£58,440	Yes	n/a	n/a
Ethnic Minority Support	£184,145	Yes	£2,873	Yes	n/a	n/a
Trade Union Representation	£49,387	Yes	£14,434	Yes	£2,003	Yes
CLEAPSS	£1,941	Yes	£1,272	Yes	£66*	Yes
School Improvement and Governor Support	£161,715	Yes	£47,262	Yes	n/a	n/a
Education Functions	£106,093	Yes	£31,006	Yes	£4,302	Yes
Health & Safety services to schools	As per banding	Yes	As per banding	Yes	As per banding	Yes

*special schools only

4. Introduction

- 4.1 This report sets out the details, cost, and charges to schools of the services on which maintained school representatives are required to vote (on an annual basis).
- 4.2 De-delegated services consist of Behaviour Support, Ethnic Minority Support, Trade Union Local Representation, Schools in Financial Difficulty fund (primary), Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) and School Improvement
- 4.3 Education functions consist of the statutory and regulatory duties held by the local authority in respect of maintained schools.
- 4.4 The Health and Safety service provides a compliance, advice and training role for schools.
- 4.5 In the consultation held with schools between 19th October 2022 to 9th November 2022, the following question was asked:

Do you agree with the proposed De-delegated Services, Education Functions and Health and Safety Service for all maintained schools? Yes/No

There were 17 responses received, 16 yes and 1 no.

- 4.6 An additional meeting was held with the members of the Heads Funding Group on 10th November 2022 where all areas of de-delegation were discussed, with the

exception of the Primary Schools in Financial Difficulty Fund. An overview of each service was given followed by questions and debate. As a result the EMTAS service was to be reviewed to reduce the costs. The result of this is shown below.

- 4.7 Heads Funding Group also met on 22nd November, and supported the view of the consultation to accept the de-delegation proposals. However, they felt there had not been sufficient discussion regarding the PSIFD fund, so it was agreed for a further consultation to take place with Primary schools about this fund, with results reported back to the next round of meetings, where a decision would be made.

5. De-delegated Services

- 5.1 De-delegated services are for maintained schools only. Funding must first be allocated to schools through the formula, but can then be passed back, or de-delegated for maintained primary and secondary schools with Schools Forum approval.
- 5.2 Funds cannot be de-delegated from Special and Nursery Schools and PRUs for these services, but those schools will have the option to buy back these services at a cost based on the same amount per pupil as for primary and secondary schools. Academies may also be given the option to buy into the service.
- 5.3 The schools funding regulations for 2023/24 have now been published and these confirm that similar arrangements for de-delegation of the cost of these services will apply for 2023/24. Funding arrangements are expected to change in 2024/25, but details of the changes have not yet been announced.
- 5.4 Primary and secondary school representatives are required to recommend to Schools Forum on whether each service is to be de-delegated or not. The services below were de-delegated in 2022/23 and are proposed to be de-delegated in 2023/24:

Primary and Secondary only:

- Behaviour Support Services
- Ethnic Minority Support
- Trade Union Local Representation
- Schools in Financial Difficulty (primary schools only)
- CLEAPSS
- School Improvement

6. Therapeutic Thinking Service (previously Behaviour Intervention)

- 6.1 The Therapeutic Thinking Service proposal for 2023/24 is set out in Appendix B.
- 6.2 Table 1 shows the budget and unit charge for 2023/24 compared to 2022/23. The total cost will be divided by the total numbers of pupils in the October 2022 census to determine a unit charge per pupil on which the de-delegated amount per school will be based. As all schools will have access to all aspects of the service, the same unit charge will apply to both primary and secondary schools. Based on the October 2021 census this is estimated to be £17.51 per pupil but the final rate will be determined according to the October 2022 census.

TABLE 1	2022/23			2023/24		
	Number of pupils	Unit Charge per pupil	Budget	Number of pupils	Unit Charge per pupil	Budget
Maintained Primary Schools	11,418	£15.17	£173,230	11,418	£17.51	£199,959
Maintained Secondary Schools	3,337	£15.17	£50,628	3,337	£17.51	£58,440
Total			£223,858			£258,399

7. Ethnic Minority and Traveller Achievement Service

- 7.1 The detail of the Ethnic Minority and Traveller Achievement Service (EMTAS) is set out in Appendix C.
- 7.2 Table 2 shows the budget and the unit charge for the service for 2023/24 compared to 2022/23. The total cost in respect of Primary and Secondary schools will be divided by the total number of pupils recorded as having English as an additional language (EAL) in the October 2022 census to determine a unit charge per EAL pupil on which the de-delegated amount per school will be based. As all schools will have access to all aspects of the service, the same unit charge will apply to both primary and secondary schools. Based on the October 2021 census this is estimated to be £258.82 per pupil but the final rate will be determined according to the number of EAL pupils in the October 2022 census.
- 7.3 The figures have been reviewed and reduced since the HFG meeting and a summary of the changes can be seen in Appendix C.

TABLE 2	2022/23			2023/24		
	Number of pupils	Unit Charge per pupil with EAL	Budget	Number of pupils	Unit Charge per pupil with EAL	Budget
Maintained Primary Schools	712	£233.70	£166,270	712	£258.82	£184,145
Maintained Secondary Schools	11	£233.70	£2,594	11	£258.82	£2,873
			£168,864			£187,018

8. Trade Union Representation

- 8.1 The detail of the service provided by Trade Union representatives to schools is set out in Appendix D.
- 8.2 Table 3 shows the budget and unit charge for the service for 2023/24 compared to 2022/23. The proposal for 2023/24 is based on the cost of 1FTE supply teacher on UPS3. The total net cost in respect of primary and secondary schools will be divided by the total number of pupils in the October 2022 census to determine a unit charge per pupil on which the de-delegated amount per school will be based on. As all schools have access to all representatives (regardless of which school they are based in), the same unit charge will apply to both primary and secondary schools. Based on the October 2021 census the charge will be £4.33 per pupil.

TABLE 3	2022/23			2023/24		
	Number of pupils	Unit Charge per pupil	Budget	Number of pupils	Unit Charge per pupil	Budget
Maintained Primary Schools	11,418	£3.95	£45,158	11,418	£4.33	£49,387
Maintained Secondary Schools	3,337	£3.95	£13,198	3,337	£4.33	£14,434
			£58,356			£63,820

9. Schools in Financial Difficulty

- 9.1 The Schools in Financial Difficulty fund is largely used for one off exceptional costs such as those in relation to staffing restructures. The fund was topped up by £30k to £200k as part of the 2022/23 budget process. Bids amounting to £72k were approved at Schools Forum in March 2022, unfortunately this was too late to affect the 2022/23 de-delegations value.
- 9.2 Further to the additional meeting of the Heads Funding Group, it has been decided that the Primary Schools In Financial Difficulty de-delegation will be voted on at the next meeting.

10. Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)

- 10.1 The detail of the service provided by this subscription is set out in Appendix E.
- 10.2 As the actual pricing from CLEAPSS will not be available until after the schools budget has been set, an assumption has been made on the 2023/24 fee. Any over or under spend will be recovered the following year, as in all de-delegated services. Table 5 shows the budget and unit charge for the service for 2023/24 compared to 2022/23. The unit charge includes the administration fee. Note that secondary schools will need to pay the fee relating to sixth form pupils separately as de-delegation is based on pre 16 pupils only.

TABLE 4	2022/23				2023/24			
	Number of pupils	Unit Charge per pupil	Charge per school	Budget	Number of pupils	Est Unit Charge per pupil	Est Charge per school	Estimated Budget
Maintained Primary Schools	11,418	£0.17		£1,941	11,418	£0.17		£1,941
Maintained Secondary Schools	3,337	£0.17	£235	£1,272	3,337	£0.17	£235	£1,272
				£3,213				£3,213

- 10.3 The total cost of each de-delegated service and an initial estimate of the amount to be de-delegated from each school is shown within Appendix A.

11. School Improvement Team

- 11.1 The detail of the service provided by the School Improvement Team is set out in Appendix F.
- 11.2 Since 2017, the School Improvement Team has been funded by a grant. A consultation in 2021 by the DFE set out new funding for the service. From 2023/24 onwards the service is to be fully funded via dedelegation.

- 11.3 Table 5 shows the budget and unit charge for 2022/23. The total cost will be divided by the total numbers of pupils in the October 2021 census to determine a unit charge per pupil on which the de-delegated amount per school will be based. As all schools will have access to all aspects of the service, the same unit charge will apply to both primary and secondary schools. Based on the October 2021 census the charge will be £14.16 per pupil.

TABLE 5	2022/23			2023/24		
	Number of pupils	Unit Charge per pupil	Budget	Number of pupils	Unit Charge per pupil	Budget
Maintained Primary Schools	11,418	£10.48	£119,612	11,418	£14.16	£161,715
Maintained Secondary Schools	3,337	£10.48	£34,957	3,337	£14.16	£47,262
			£154,569			£208,977

12. Education Functions for Maintained Schools

- 12.1 Education responsibilities held by local authorities for **all** schools are funded from the Central Schools Services Block of the DSG. Education functions held by local authorities for **maintained schools only** can be funded from maintained schools budget shares and de-delegated, with agreement of the maintained schools members of schools forums.
- 12.2 Education functions consist of the statutory and regulatory duties held by the local authority in respect of maintained schools. These consist of Accountancy, Internal Audit and Pension scheme administration. The Accountancy, audit and pension administration services are described in appendix G.
- 12.3 Representatives of all maintained schools (including Special and Nursery Schools and PRUs) are required to recommend to Schools Forum whether or not these services should be funded from maintained school budget shares and de-delegated for 2023/24:

All Maintained Schools:

- Statutory and Regulatory Duties comprising:
 - Statutory accounting functions in respect of schools
 - Internal Audit of schools
 - Administration of pensions for school staff

- 12.4 Academies and other non-maintained schools also may be able to choose to buy into any of the above services subject to service provider agreement.
- 12.5 Table 6 shows the budget and estimated unit charges for these services in 2023/24 compared to 2022/23. The total cost will be divided by the total numbers of pupils in the October 2022 census to determine a unit charge per pupil on which the de-delegated amount per school will be based. The same unit charges will apply to both primary and secondary schools. Based on the October 2021 census the charge will be £9.29 per pupil.

TABLE 6	2022/23		2023/24				
	Charge per Pupil	Budget	Unit Charge per pupil	Total Budget	Primary Budget	Secondary Budget	Budget for Nursery, Special Schools and PRUs
Accountancy	£3.40	£51,756	£3.46	£52,626	£39,485	£11,540	£1,601
Audit	£3.29	£50,075	£3.48	£52,911	£39,699	£11,602	£1,610
Pension Scheme Administration	£2.37	£36,025	£2.36	£35,864	£26,909	£7,864	£1,091
Total Education Functions	£9.06	£137,856	£9.29	£141,401	£106,093	£31,006	£4,302

13. Health and Safety Service to Schools

- 13.1 As the Council is the employer and therefore the principal legal duty holder (notwithstanding any delegated responsibilities to a schools, Head Teachers and Governors) in relation to health and safety, it makes sense to ensure an adequate, effective and efficient health and safety service is provided to all Local Authority maintained schools and a buy-back option offered to non-maintained schools.
- 13.2 The Health and Safety Team provide a compliance, advice and training role for schools and the Team continue to be heavily involved in assisting schools developing and reviewing covid secure arrangements, plans and risk assessments.
- 13.3 Following a decision to change the way the service operated in 2020/21, for the last year all maintained schools have had the Level Two (Enhanced) service. This is a comprehensive health and safety support service and covers all aspects of health and safety management and support including necessary health and safety training.
- 13.4 It is proposed to provide the full schools health and safety service to all maintained schools, continuing on from the previous year. This will meet the requirements of the employer under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations and other related legislation.
- 13.5 Schools will pay a graduated fee based on pupil numbers for the Level 1 element of the service and a top up cost to cover the combined service. All maintained schools will need to agree to be part of this collective agreement to equitably fund the service.
- 13.6 A buy-back option would continue to be offered to schools such as academy and independent schools. Income generated from buy-back services would be invested in the service or offset to reduce costs for the schools in the collective agreement.
- 13.7 Table 8 below shows the 2023/24 cost if all Local Authority maintained schools, Voluntary Controlled, Voluntary Aided and special schools agree to one equal service.

Table 8

Pupil No's	Band A 0-60	Band B 61 - 100	Band C 101-200	Band D 201-300	Band E 301-650	Band F 650+	Band G Secondary
21/22	£800.00	£1,300.00	£1,600.00	£2,000.00	£2,600.00	£4.47 Per pupil	£4.47 Per pupil
22/23	£800.00	£1,300.00	£1,600.00	£2,000.00	£2,600.00	£4.57 Per pupil	£4.57 Per pupil
23/24	£832.00	£1,352.00	£1,664.00	£2,080.00	£2,704.00	£5.89 Per Pupil	£5.89 Per Pupil

14. Consultation and Engagement

- 14.1 The proposals set out in this report will be included in the consultation with all schools on the proposed school funding arrangements for 2023/24.

15. Appendices

Appendix A – De-delegations per school for 2023/24

Appendix B – Therapeutic Thinking Support Service

Appendix C – Ethnic Minority & Traveller Achievement Service

Appendix D – Trade Union Representation Service

Appendix E – CLEAPSS Service

Appendix F – School Improvement Team

Appendix G – Accountancy, Audit and Pension Administration (Education Functions)

Appendix H, I and J – Health and Safety service to schools

Appendix K – Equalities Impact Assessment

Indicative De-Delegations for 2023/24 - Based on October 2021 Census Data										
	De-delegations						Education functions for maintained schools			Total De-delegations and Education Functions
	Therapeutic Thinking	Ethnic Minority Support	Trade Union Representation	CLEAPSS	School Improvement & Governor Support	Statutory Accounting Functions	Internal Audit of Schools	Pension Scheme Administration		
Proposed Primary Delegation	£199,959	£184,145	£49,387	£1,941	£161,715	£39,485	£39,699	£26,909	£703,240	
Proposed Secondary Delegation	£58,440	£2,873	£14,434	£1,272	£47,262	£11,540	£11,602	£7,864	£155,287	
Total Proposed Delegation	£258,399	£187,018	£63,820	£3,213	£208,977	£51,025	£51,301	£34,773	£858,527	
Estimated income from other maintained schools	£0	£0	£2,003	£66	£0	£1,601	£1,610	£1,091	£6,371	
Total Cost of Service	£258,399	£187,018	£65,823	£3,280	£208,977	£52,626	£52,911	£35,864	£864,898	
Cost per primary pupil	£17.51	£258.82	£4.33	£0.17	£14.16	£3.46	£3.48	£2.36	£304	
Cost per secondary pupil	£17.51	£258.82	£4.33	£0.17	£14.16	£3.46	£3.48	£2.36	£304	
Cost per other maintained school pupil	n/a	£258.82	£4.33	£0.17	£14.16	£3.46	£3.48	£2.36	£287	
Fixed cost per secondary school	n/a	n/a	n/a	£235.00	n/a	n/a	n/a	n/a	£235	
School	Pupil No's	EAL No's								
Aldermaston Church of England Primary School	159	3.6	2,785	929	688	27	2,252	550	53	375
Basildon Church of England Primary School	47	0.0	823	0	203	8	666	163	163	111
Beeton Church of England Controlled Primary School	50	0.0	876	0	216	9	708	173	174	118
Beenham Primary School	425	14.1	7,443	3,647	1,838	72	6,019	1,470	1,478	1,002
Birch Copse Primary School	156	0.0	2,732	0	675	27	2,209	539	542	368
Bradfield Church of England Primary School	99	3.6	1,734	937	428	17	1,402	342	344	233
Brightwalton Church of England Aided Primary School	54	0.0	946	0	234	9	765	187	188	127
Brimpton Church of England Primary School	114	0.0	1,996	0	493	19	1,615	394	396	268
Bucklebury Church of England Primary School	204	0.0	3,573	0	862	35	2,889	705	709	481
Burghfield St. Mary's Church of England Primary School	201	31.6	3,520	8,176	869	34	2,847	695	699	474
Calcot Infant School & Nursery	272	13.0	4,763	3,365	1,176	46	3,852	941	946	641
Calcot Junior School	30	0.0	525	0	130	5	425	104	104	71
Chaddlesworth St. Andrew's Church of England Primary School	198	7.1	3,468	1,830	856	34	2,804	685	688	467
Chieveley Primary School	178	0.0	3,117	0	770	30	2,521	616	619	419
Cold Ash St. Mark's Church of England Primary School	188	4.7	3,292	1,209	813	32	2,663	650	654	443
Compton Church of England Primary School	92	2.3	1,611	588	398	16	1,303	318	320	217
Curridge Primary School	214	8.1	3,748	2,107	926	36	3,031	740	744	504
Downsay Primary School	75	1.2	1,313	303	324	13	1,062	259	261	177
Enborne Church of England Primary School	105	1.2	1,839	316	454	18	1,487	363	365	247
Englefield Church of England Primary School	420	22.1	7,355	5,723	1,817	71	5,949	1,452	1,460	990
Falkland Primary School	230	9.1	4,028	2,360	995	39	3,258	795	800	542
Garland Junior School	89	0.0	1,559	0	385	15	1,261	308	309	210
Hampstead Norreys Church of England Primary School	195	4.7	3,415	1,224	843	33	2,762	674	678	460
Hemtage Primary School	348	17.2	6,094	4,460	1,505	59	4,929	1,203	1,210	820
Hungerford Primary School	61	1.1	1,068	277	264	10	864	211	212	144
The Isleys Primary School	64	2.4	1,121	626	277	11	906	221	223	151
Inkpen Primary School	251	21.6	4,396	5,601	1,086	43	3,555	868	873	592
John Rankin Infant & Nursery School	358	15.1	6,270	3,903	1,548	61	5,070	1,238	1,245	844
John Rankin Junior School	204	22.7	3,573	5,868	882	35	2,889	705	709	481
Kennet Valley Primary School	145	3.4	2,539	872	627	25	2,054	501	504	342
Kintbury St. Mary's Church of England Primary School	210	12.8	3,678	3,321	908	36	2,974	726	730	495
Long Lane Primary School	172	13.8	3,012	3,577	744	29	2,436	595	598	405
Mortimer St. Johns Church of England Infant School	237	2.0	4,150	518	1,025	40	3,357	820	824	559
Mortimer St. Mary's Church of England Junior School	155	13.5	2,714	3,489	670	26	2,195	536	539	365
Mrs. Bland's Infant & Nursery School	191	13.6	3,345	3,510	826	32	2,705	661	664	450
Pangbourne Primary School	107	15.3	1,874	3,957	463	18	1,515	370	372	252
Parsons Down Infant School	233	6.1	4,080	1,574	1,008	40	3,300	806	810	549
Parsons Down Junior School	104	5.8	1,821	1,512	450	18	1,473	360	362	245
Rurley Church of England Infants School	232	20.7	4,063	5,350	1,003	39	3,286	802	807	547
Robert Sandlands Primary School & Nursery	90	8.0	1,576	2,063	389	15	1,275	311	313	212
Shaw-cum-Donnington Church of England Primary School	60	1.2	1,051	305	260	10	850	207	209	141
Sheffield Church of England Primary School	304	15.4	5,324	3,996	1,315	52	4,306	1,051	1,057	716
Springfield Primary School	417	37.3	7,303	9,646	1,804	71	5,906	1,442	1,450	983
Spurcroft Primary School	193	8.3	3,380	2,159	835	33	2,733	667	671	455
St. Finian's Catholic Primary School	178	40.1	3,117	10,366	770	30	2,521	616	619	419
St. John the Evangelist Infant & Nursery School	203	71.7	3,555	18,545	878	35	2,875	702	706	478
St. Joseph's Catholic Primary School	247	24.0	4,326	6,212	1,068	42	3,498	854	859	582
St. Nicolas Church of England Junior School	319	41.9	5,587	10,847	1,380	54	4,518	1,103	1,109	752
St. Pauls Catholic Primary School	100	0.0	1,751	0	433	17	1,416	346	348	236
Stockcross Church of England Primary School	103	1.1	1,804	287	446	18	1,459	356	358	243
Streatley Church of England Voluntary Controlled Primary School	95	1.1	1,664	295	411	16	1,345	329	330	224
Sulhamstead and Upton Navel Church of England Voluntary Aided Pr	325	12.4	5,692	3,202	1,406	55	4,603	1,124	1,130	766
Thatcham Park Church of England Primary School	311	10.5	5,446	2,723	1,345	53	4,405	1,075	1,081	733
Theale Church of England Primary School	80	0.0	1,401	0	346	14	1,133	277	278	189
Welford and Wickham Church of England Primary School	180	25.7	3,152	6,654	779	31	2,549	622	626	424
Westwood Farm Infant School	239	13.0	4,186	3,365	1,034	41	3,385	826	831	563
Westwood Farm Junior School	336	15.2	5,884	3,939	1,453	57	4,759	1,162	1,168	792
The Willows Primary School	448	65.5	7,846	16,953	1,938	76	6,345	1,549	1,558	1,056
The Winchcombe School	102	1.2	1,786	303	441	17	1,445	353	355	240
Woolhampton Church of England Primary School	90	0.0	1,576	0	389	15	1,275	311	313	212
Yattendon Church of England Primary School	1,016	2.0	17,793	525	4,395	408	14,390	3,513	3,533	2,394
The Downs School	1,314	4.1	23,012	1,051	5,684	458	18,610	4,544	4,569	3,097
Little Heath School	1,007	5.0	17,635	1,297	4,356	406	14,262	3,482	3,501	2,373
The Willink School	11,418	711.47	199,959	184,145	49,387	1,941	161,715	39,485	39,699	26,909
PRIMARY TOTAL	11,418	711.47	199,959	184,145	49,387	1,941	161,715	39,485	39,699	26,909
SECONDARY TOTAL	3,337	11.10	58,440	2,873	14,434	1,272	47,262	11,540	11,602	7,864
TOTAL ALL PRIMARY AND SECONDARY SCHOOLS	14,755	723	258,399	187,018	63,820	3,213	208,977	51,025	51,301	34,773
Other Maintained Schools	88530									0
Hungerford Nursery	36.58		n/a	n/a	158	n/a	n/a	126	127	86
Victoria Park Nursery	35		n/a	n/a	153	n/a	n/a	122	123	83
Total Within Early Years Block	0	0	0	0	311	0	0	249	250	170
Brookfields Special School	193		n/a	0	835	33	0	667	671	455
The Castle Special School	138		n/a	0	597	23	0	477	480	325
icollege	60		n/a	0	260	10	0	207	209	141
Total Within High Needs Block	0	0	0	0	1,691	66	0	1,352	1,359	921
Total for All Other Maintained Schools	462.98	0.0	0	0	2,003	66	0	1,601	1,610	1,091
Total all Maintained Schools	15,218	723	258,399	187,018	65,823	3,280	208,977	52,626	52,911	35,864

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2023/24

Therapeutic Thinking Support Team

Outline of Proposed Service 2023/24

The Therapeutic Thinking Support Team (TTST) offers evidence-based advice and support to schools through promotion of Therapeutic Thinking approach and tools. The type of involvement includes whole school support, staff training, staff support, class or year group support, as well as individual support.

Key Features

1. Quick and flexible response for schools who have pupils presenting with difficult and dangerous behaviours.
 2. Different levels of response within the team (whole school, group, individual).
 3. Support and advice in relation to Therapeutic Thinking; developing therapeutic plans as a result of analysis tools such as anxiety mapping, conscious and subconscious checklists, therapeutic tree
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1. The Team –
 - Beth Cartwright (TTST Manager & Senior EP)
 - Robyn Stevens (Assistant EP)
 - Sue Butcher (Primary TTST Adviser)
 - Kayleigh Chocian (SEMH Practitioner)
 - Jessica Durham (SEMH Practitioner)
 - Madeleine Williams (SEMH Practitioner)
 - Vacant post* (SEMH Practitioner: Secondary schools)
 - Roslyn Arthur (Exclusions Officer)
 2. Rapid Response: capacity to respond rapidly to school concerns. This could relate to children but also whole school situations that arise. Anti-social behaviour would be the main focus but wouldn't exclude other complex situations.
 3. For those needing some quick advice, signposting, or consultation, Beth or Roslyn are available for telephone consultations.
 4. TTST referrals will be triaged weekly and the most appropriate level of support offered within 5 days.
 5. The team will be informed by evidence based practice and the Therapeutic Thinking approach, which will result in clear suggestions of what needs to happen to move the situation forward.

6. Partners and working relationships: In partnership with other agencies Beth will continue to develop a clear referral pathway for social emotional and mental health issues. This will include consideration of EHA, iCollege, EPS, EWS, and ASD support teachers.
7. All of the above sits neatly with Local Authority social and emotional mental Health and well-being agenda and restorative themes.
8. Research indicates that a number of children and young people presenting with difficult behaviour have unidentified mental health problems. Revised request for involvement forms have been created along with screening tools to identify any mental health problems. This will enable these needs to be addressed by TTST team members or for referrals to be made to appropriate services.

What would schools get?

1. Screening and signposting for identified mental health difficulties.
2. A stepped approach using the Therapeutic Thinking flowchart to support analysis and help identify appropriate strategies and interventions, which is likely to often lead to writing or revision of a mini or full Therapeutic plan.
3. Having identified a child or young person's need following consultation and use of the Therapeutic Thinking tools, a SEMH Practitioner may offer an intervention to develop the unmet need, e.g. Social skills through Lego Therapy,
4. Support in developing Small garden provision as well as support to transition pupils back into the classroom, when appropriate
5. More direct support with very complex cases involving a wide range of services.
6. Support from practitioners where appropriate to help implement/model strategies in school.
7. Access to support for challenging whole school situations through advisers with senior level management experience and experienced educational psychologists.
8. Teacher consultations and support from the Adviser or EP
9. Write up and actions as well as agreed review of cases where appropriate.
10. Direct links into PPP (Pupil Placement Panel & Fair Access process), VCF (Vulnerable Children's Fund), Therapeutic Thinking funding and other relevant systems/services
11. Links with other support services and help in securing necessary actions
12. Clear information of key personnel and agencies within West Berkshire –regularly updated.

13. Training in some interventions so that school staff can deliver SEMH interventions to pupils
14. Team Teach (level 1) training available at a Local Authority level
15. De-escalation training for whole schools
16. Access to circle of adults meetings facilitated by an Assistant Educational Psychologist or a SEMH Practitioner for pupils at risk of permanent exclusion. A Circle of Adults meeting is led by 2 trained workers and involves key staff and professionals from the school. It lasts 1.5 – 2 hours and provides a structured approach to problem-solving and identifying agreed strategies.

Feedback from 2021/2022 delivery

- 100% of respondents found TTST involvement extremely or very helpful

'Clear advice, timely responses, knowledgeable and supportive staff'

- Schools in particular valued:
 - Receiving general advice and strategies
 - SEMH Practitioners running interventions for pupils
 - Completion of Therapeutic Thinking tools and plans
- 60% of respondents thought the pupils' wellbeing had extremely improved or improved a lot following TTST involvement
- 100% of respondents felt that children's antisocial behaviours had reduced following TTST involvement:

'Following instructions rather than ignoring or defying'

'Improved self regulation in school'

- Where we ran an intervention for a pupil, 100% of respondents felt it was beneficial to the pupil:

'It was a positive interaction with an adult that he really looked forward to each week. It made him feel good about himself.'

Additional testimonials:

'Thanks for all involved at TTST – always a pleasure to work with the supportive and knowledgeable team.'

'Highly valued'

Proposed Cost of Delivery in 2023/24

The following table summarises the proposed cost of the service for 2023/24. It is based on employing the team members outlined above.

	2021/22 £	2022/23 £	2023/24 Proposed £	% increase
Staffing Costs	197,472	207,897	228,018	
Other Costs	6,870	6,870	6,890	
Support Service Recharges	20,434	21,477	23,491	
Total Cost	224,776	236,243	258,399	8.57%
Less Surplus Brought Forward	0	-12,385	0	
Amount to be De-Delegated	224,776	223,858	258,399	13.4%

The overall cost of delivering the service has increased by 13.4% taking into account the expected April 2023 pay award and salary increments.

This does not take into account income which will be earned from any Academies which choose to buy back this service. Any additional income received from this source will reduce the net cost and the charge to maintained schools.

Method of charging in 2023/24

The total net cost of the service will be divided by the total number of pupils recorded in the October 2022 census to arrive at a per pupil amount for charging purposes. Using October 2021 census data, this would equate to £17.51 per pupil. Appendix A of the main report shows the indicative total amount per school.

Other Options which *may* be considered

1. The local authority offer a fully traded service (likely to increase the cost to individual schools).
2. Schools “pay as you go” either by employing/using own staff when needed or purchasing support from external providers (may include the local authority if still able to offer this service).
3. Local authority to consider an alternative (cheaper) service to offer.

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2023/24

Ethnic Minority & Traveller Achievement Service (EMTAS)

Context

EMTAS has been funded through a de-delegation process as agreed with the Heads Funding Group. All of the support for Black Minority Ethnic, English as an additional language (EAL) pupils and Gypsy, Roma and Traveller (GRT) pupils is provided by the West Berkshire EMTAS Service.

Current Structure

In September 2020 EMTAS was restructured and moved to be part of the Education Welfare and Safeguarding Service.

Currently, EMTAS is led by a Team Leader (0.6FTE), supported by a Learning Adviser/Pupil Support Officer EAL (1.0 FTE). There are 3 part time Pupil Support Officers (Teaching Assistant level posts) who are employed for a total of 2.0 FTE (this includes 0.4fte, funded by the Afghan fund to support the Afghan children). The service has administrative support for 2 days per week, since September 2021.

The Team Leader is responsible for the day to day management of the service.

- Organisation and completion of English language assessments of new arrivals and advanced bilingual speakers; then writing reports with recommended strategies.
- Arranging advice and support for individual pupils, including those with EAL and SEND, EHC planning.
- Arranging support for first language GCSE/AS/A2 papers; SATs, Maths, translation.
- Delivery of school INSET focusing on EAL teaching and learning.
- Leading training for teachers and teaching assistants on EAL and Equalities.
- Organisation of tailored packages of support to schools to meet the needs of ethnic minority pupils and those from Gypsy, Roma, Traveller families e.g. managing the GReaT 121 project – training teaching assistants to deliver intervention programmes to narrow the attainment gap with their peers and to reduce inequalities.
- Tracking the attainment of GRT pupils termly.
- Joint working with other agencies to support schools with ethnic minority pupils.
- Provision of language assessments and support of unaccompanied asylum seeking children (UASC) in schools.
- Advice, guidance documents and resources to schools.

The Learning Support Adviser/PSO is responsible for providing support to schools. This includes:

- Completion of English language assessments for new arrivals. Providing assessment reports with recommendations and guidance for classroom teachers.
- Supporting the Team Leader in delivering training in schools.

The Pupil Support Officers (PSO) work in schools supporting individual and small groups of pupils:

- Bilingual support is provided for Polish, Portuguese, Spanish, Italian and Romanian pupils.
- 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.

- PSOs support schools with parent meetings/ Free School Meals/letters/interpreting for parents at SEND reviews/EHC planning/CP and CIN cases.
- 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. GRT families are supported with attendance, admissions, transition, access to extra-curricular activities and engagement with learning.

Benefits of Service

EAL assessments

Referrals for EAL assessments were received from 22 Primary Schools and 2 Secondary Schools from the beginning of the September 2021 to August 2022 academic year; a total of 156 pupils. This is an additional 2 schools compared to the previous academic year.

Beenham	Robert Sandilands
Birch Copse	Shaw-cum-Donnington
Calcot	Speenhamland
Chaddleworth	Spurcroft
Compton	St Finian's
Curridge	St John's
Downsway	St Joseph's
Inkpen	St Paul's
Kennet Valley	Theale Primary
Mrs Bland's	The Willows
Pangbourne	The Winchcombe
Denefield	Little Heath

During the summer term of 2022, 55 referrals were made from 7 Primary schools for EAL assessments for pupils moving from FS2 to Year 1. These were allocated 800 TA hours or bilingual support from September 2022.

Pupil Support Officer (Romanian)

Bilingual support has been provided in the following schools in 2021/22:

Kennet Valley	St Joseph's
Spurcroft	The Winchcombe

A total of 5 pupils were supported by the part-time PSO. Schools have also received assistance with Romanian first language assessments, CP cases, Early Years, Speech and Language, SEND, EHC planning and parental liaison.

Pupil Support Officer (Polish)

Polish bilingual support and/or translation has been provided in the following schools in 2021/22:

Kennet Valley	The Winchcombe
The Willows	

A total of 4 children have been supported by a member of the team undertaking 2 roles (Adviser/PSO). Schools have also received assistance with Polish first language assessments, Student Assisted Programme (SAP) meetings and EHC planning meetings/form completion, translating documents (including medical documentation), also interpreting during meetings between parents and school, enabling fluent communication between all the parties involved.

Pupil Support Officer (Portuguese/Italian/Spanish)

Portuguese, Brazilian, Spanish and Italian pupils in the following schools have received bilingual PSO support in this academic year.

Calcot	The Willows
St John the Evangelist	The Winchcombe
St Joseph's	
St Paul's	Little Heath

A total of 10 pupils have been supported by the part-time PSO.

Schools have also received assistance with Portuguese, Spanish and Italian first language assessments and EHC planning meetings, enabling the parents and children to have their opinions heard.

GCSEs

Exam support was given to students in Little Heath and Denefield; 2 students received A-Level support and 3 students received GCSE support.

Teaching Assistant funding

EMTAS provides funding for Teaching Assistants within schools to support specific ethnic minority pupils. EMTAS increased the hourly rate to £10.43 per hour in September 2018 to be more in line with current Teaching Assistant pay.

Number of TA funded hours given to schools:

2021/22
1030 hours (EAL)
45 hours (GRT)
Total: £11,212.25

Schools in receipt of GReaT 1 to 1 project funding during 2021/22 to provide targeted intervention for Gypsy, Roma and Traveller pupils (hours included in the figures above):

Aldermaston: 3 pupils, 45 hours funding in total
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Training provided (both general and school specific)

Academic Year 2021/22
EMTAS delivered their corporate training – ‘How to meet the needs of New Arrivals’; this year they included refugee children and had guest speaker Martin Parsons.
EAL training for TAs in 2 primary schools – St John the Evangelist and The Willows.

Number of families supported by Pupil Support Officer (GRT)

West Berkshire has 119 children who are ascribed as Gypsy, Roma or Traveller.
33 West Berkshire schools have Gypsy, Roma and Traveller pupils on roll.

Approximately 29 GRT children have been supported in 10 schools by the PSO GRT and work continues with new families being ascribed to GRT status. Transition support has been provided between schools and also when pupils have been transferring from out of West Berkshire into our schools. This work involves 'in year' changes as well as end of Key Stage transitions.

Number of schools supported with GRT pupils

EMTAS Pupil Support Officer for GRT pupils has supported children and families from GRT backgrounds during 2021/22. This included face to face sessions and a range of home/school visits.

The following schools have received support from EMTAS for Gypsy, Roma and Traveller pupils.

Aldermaston	Mrs Bland's
Brimpton	The Willink
Garland Junior	Theale Green
John O'Gaunt	Trinity
Mortimer St Mary's	Woolhampton

Schools have been supported with engagement with their GRT families, issues around safeguarding, behaviour, avoiding exclusion, intervention for gaps in learning, transport, admissions and attendance. Theale Green School bought in EMTAS for 4 students.

Michaelmas Fair 'School' 2021

The EMTAS Team Lead and PSO for GRT children prepared 30 learning packs, after visiting Michaelmas Fair to see if there were children and the Team Leader returned to distribute them. The packs were appreciated and the owner of the fair said no other authority does this for their children.

Afghan refugees

Initially EMTAS supported the newly arrived Afghan refugee children daily by delivering educational activities in the Calcot hotel. Following the children's admission to schools, an EMTAS Pupil Support Officer (0.4 fte) has been employed to work with these children, funded by the Afghan budget. 62 Afghan pupils have been referred and assessed; schools for 52 of the assessed pupils received TA funding:

Ukrainian families

Since the Ukrainian families arrived earlier in the year, there have been 21 referrals to EMTAS across 10 schools. All children have been assessed and schools have received funding directly from the Ukrainian budget.

The following schools have received support from EMTAS for Ukrainian children.

Calcot	Pangbourne
Compton	Shaw Cum Donnington
Downsway	Spurcroft
Englefield	Speenhamland
Mrs Blands	Stockcross

Number of outreach sessions on Traveller Site

Following the lifting of COVID restrictions, the outreach sessions for pre-school GRT children have been able to resume, the first dates being 18 May and 29 June 2022. The Bus of Hope operates from Paices Hill Traveller site and provides Parent and Toddler activities for families and support with school applications for children who stay on a short term basis on the site. Usually, children attend sessions at different times over the course of the year because their families are travelling and staying temporarily on the transit part of the site.

Proposed Cost of Delivery in 2023/24

The following table summarises the proposed cost of the service for 2023/24 in comparison with 2022/23 and 2021/22.

	2021/22 £	2022/23 £	2023/24 Proposed £	New proposal 23/24
Staffing Costs	171,455	177,120	191,200	169,080
Other Costs	26,020	26,020	26,170	17,020
Support Service Recharges	19,748	20,314	21,737	18,610
Total Cost	217,223	223,454	239,107	204,710
Less Surplus Brought Forward	-31,496	-54,590	-17,692	-17,692
Amount to be De-Delegated	185,727	168,864	221,415	187,018

The cost of delivering the service has decreased by 7.5%.

Reduction of overall costs – update from service

As requested I have reviewed the budgets and service provision as a new Service Manager, taking on board the new financial climate. I have looked at ways to potentially reduce the cost with the current staffing structure and limiting the impact on support for schools however I would be prepared if this is not sufficient to come back to Heads with more lower cost options bearing in mind that this will have a direct impact on staffing and provision.

All staffing to remain as is.

Package of support will be:

- Contextual inclusion support for schools by tailoring support/training to needs of the school for example classroom observations and training for TAs
- Comprehensive training package to schools at a minimum of ½ termly – academy buy back – including assessment training
- INSET day training in schools where there are high numbers of EAL pupils or for clusters of schools on inclusion and strategies to support EAL pupils
- Development of comprehensive website information, resources and support
- Arranging advice and support for individual pupils, including those with EAL and SEND, EHC planning.
- Limited one to one direct pupil assessment & reports prioritised where SEN need is identified at point of admission.
- Leading training for teachers and teaching assistants on EAL and Equalities.
- Advice, guidance documents and resources to schools.

- Support 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.
- 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. GRT families are supported with attendance, admissions, transition, access to extra-curricular activities and engagement with learning.
- Organisation of tailored packages of support to schools to meet the needs of ethnic minority pupils and those from Gypsy, Roma, Traveller families e.g. managing the GReaT 121 project – training teaching assistants to deliver intervention programmes to narrow the attainment gap with their peers and to reduce inequalities.
- Include direct payments to schools with EAL students for TA support for up to 20 hours per head at a cost of £10.43 per hour up to a total of £17k – approx. 80 pupils with 20 hours support

Savings have been made by streamlining supplies, reducing some of the direct work completed and redistributing managerial responsibilities.

Method of charging in 2023/24

The total cost of the service will be divided by the total number of pupils recorded as having English as an additional language (for up to 3 years after they enter the statutory school system) in the October 2022 census to arrive at a per pupil amount for charging purposes. Based on October 2021 census data, this equates to £258.82 per pupil. Appendix A of the main report shows the total amount per school.

Other Options which may be considered

Schools receive a high quality level of support in West Berkshire which has been highly valued by those that have used the service. The centrally funded service has allowed all schools to receive the level of support that they need which has not been directly linked to the number of pupils in schools.

If schools did not support a centrally delivered service to meet the needs of English as an additional language learners/Black Minority Ethnic pupils and those from the Gypsy Roma Traveller community they could expect to have to purchase support.

West Berkshire Council Maintained Schools**Proposal to De-Delegate Formula Funding 2023-24****Trade Union Representation Service****Outline of Proposed Service 2023/24**

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).

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 to staff (note: NASUWT and ATL also represent non teaching staff; NUT only represents teachers); disciplinary issues; grievances; ill health cases; capability cases; and settlement agreements

What union officers do

Union officers use 'facilities time' to work with members experiencing professional difficulties (casework) and to support groups of members either in individual schools or through negotiation and consultation with the local authority acting on behalf of its schools (collective work). The casework dealt with by union officers falls into two broad categories: individual issues and collective issues.

Individual casework issues

The union officers spend most of the facilities time dealing with members. Union members in West Berkshire schools are able to contact their union representative directly by email or telephone. Issues raised by members in this way are known as casework. Casework can be divided into capability; disciplinary; grievance; and contracts, pay and conditions

Advice is often given on how the teacher/support staff can seek to resolve the matter for themselves. However, there are a number of cases where the union officer has to make contact with school management, human resources providers or an LA officer directly. Employees are entitled to be accompanied by a union officer at formal meetings under school HR procedures.

Contracts, Pay and Conditions issues such as pay determination appeals and questions of what teachers can be directed to do are becoming increasingly common.

Collective Issues

These include consultation on changes to working conditions such as pay policies, sickness absence policies, codes of conduct restructuring and redundancy.

This school year has seen an increase in the number of school restructurings accompanied by the risk of redundancy, as school budgets come under increasing pressure. The redundancy procedure is complex and often involves multiple meetings. The

threat of redundancy can quickly undermine morale in a school and often the role of union officers is to reassure and support employees as well as ensuring that correct procedures are followed.

Proposed Cost of Delivery in 2023/24

The following table summarises the proposed cost of the service for 2023/24, compared to 2022/23. It is based on engaging a representative from each of the unions:

Union	2022/23 £	Proposed UPS3 2023/24 £
NASUWT	£17,365	£18,543
NEU (previously NUT)	£32,188	£34,373
NAHT	£3,843	£4,104
ASCL	£2,640	£2,819
Total Direct Costs	£56,036	£59,839
Support Service Recharges	£5,604	£5,984
Total Cost	£61,640	£65,823
Income from Nursery and Special Schools and PRUs	£2,187	£2,003
Cost to Primary and Secondary Schools	£59,453	£63,820

The proposed budget for 2023/24 is based on:

- Reimbursement to schools providing release time (not the salary of the union representative for trade union activities) is dependent on agreement by Schools Forum in respect of maintained primary and secondary schools and from other schools which elect to buy in the facilities time – the budget is calculated as approximately equivalent to 1fte teacher paid on UPS3 across all unions;
- Each trade union to have five days for regular activities including attendance at local authority consultative meetings;
- Balance of budget available is divided proportionately by the number of current members in each union as at 1st June (the budget will be adjusted depending on the actual level of buy back from other schools).

Note that representatives work across all sectors, and it is irrelevant what type of school they are employed by. Therefore the total net cost is divided between all schools de-delegating rather than taking each sector separately.

Method of charging in 2023/24

The total cost of the service will be divided by the total number of pupils recorded in the October 2022 census to arrive at a per pupil amount for charging purposes. Using October 2021 census data, this would equate to £4.33 per primary and secondary pupil. Appendix A of the main report shows the indicative total amount per school. Academies and other schools may choose to buy into the service at the same per pupil rate (this would provide funding for additional hours).

Other Options which *may* be considered

It should be noted that once a decision has been made to discontinue pooling arrangements, it would be almost impossible to reverse that decision at a later date. Therefore the HFG and SF need to be aware that a decision to cease pooling arrangements for this budget would be permanent.

There may be the option to consider a reduced service at a lower cost to schools.

West Berkshire Council Maintained Schools Proposal to De-Delegate Formula Funding 2023-24 CLEAPSS Service

Outline of Proposed Service 2023/24

West Berkshire Council has an agreement with CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) which includes the provision of support and advice to teachers, technicians, head teachers and governors/trustees on how best to use high quality practical work to support pupils learning in science, design & technology and, most recently, art & design.

All but two of the 182 authorities, with the duty to provide education, in England, Wales and Northern Ireland and the various islands, are members of CLEAPSS.

The Local Authority can offer schools and academies the opportunity to purchase an annual CLEAPSS subscription at a heavily discounted price from that which schools would pay to CLEAPSS independent of West Berkshire Council.

The CLEAPSS service also requires the provision of a Radiation Protection Officer (RPO) and the Radiation Protection Adviser (RPA) for secondary schools and academies who will require some radiation sources on site as part of the national curriculum.

Benefits of Service

CLEAPSS covers:

- Health & safety including model risk assessments
- Chemicals, living organisms, equipment
- Sources of resources
- Laboratory design, facilities and fittings
- Technicians and their jobs
- D&T facilities and fittings

CLEAPSS provides:

- Termly newsletters for primary and secondary schools
- A wide range of free publications
- Model and special risk assessments
- Low-cost training courses for technicians, teachers and local authority officers
- A telephone helpline
- A monitoring service, e.g. for mercury spills
- Evaluations of equipment
- Advice on repairs
- A H&S / Review of service publishers, exam boards and other organizations producing teaching resources

The local authority will have met the conditions of membership if all community schools subscribe.

Costs and Method of charging for 2023/24

CLEAPSS set the pricing each year in January/February for the financial year April to March ahead. In 2022/23 the charge to schools was 17 pence per pupil including administration costs. For secondary schools who require the service of a Radiation Protection Officer (delivered by WBC Health & Safety Team) and a Radiation Protection Adviser (delivered by CLEAPSS) there are additional costs of £185 per annum for the Radiation Protection Officer and £50 per annum for the Radiation Protection Adviser totalling £235 for the RPA and RPO services.

The proposal for 2023/24 is to maintain the rate per pupil of 17 pence per pupil. As the de-delegation covers pre-16 pupils only, maintained secondary schools will need to pay the 6th form element of the fee as a separate sum.

The charges for the RPA and RPO service will be maintained as above.

Independent, Academies, Foundation and VA schools may purchase the CLEAPSS subscription directly through CLEAPSS.

The cost per pupil/school is shown in the table below in comparison with the cost of buying this service directly from CLEAPSS, the RPA/RPO service is not available directly from CLEAPSS.

School	Cost through local authority per pupil	Cost directly per pupil (min 200 pupils/ 350 secondary)	Radiation Protection Advisor	Radiation Protection Officer
Nursery	17p	30p	N/A	N/A
Primary	17p	30p	N/A	N/A
Secondary	17p	30p	£50	£185
Special	17p	30p	N/A	N/A
PRU	17p	30p	N/A	N/A
Primary Academy	17p	30p	N/A	N/A
Secondary Academy	17p	30p	£50	£185
Incorporated colleges	17p	30p	£50	£185

West Berkshire Council Maintained Schools
Proposal to De-Delegate Formula Funding 2023-24
School Improvement Team

Outline of Proposed Service 2023/24

1. Statutory Functions

1.1 From section 13A of Education Act 1996:

“Duty to promote high standards and the fulfilment of potential”

When delivering school improvement functions, LAs must also have regard to the Schools Causing Concern statutory guidance. The guidance covers “Schools Causing Concern” but also other maintained schools which the LA has serious concerns about and needs to be addressed.

To fulfil these requirements, the LA is required to have the expenditure to:

- Monitor all maintained schools (visit to schools at risk, data monitoring; categorisation of support)
- Have the resources to be able to take action where necessary to support the improvement of standards in particular, This includes issuing Warning Notices where there are concerns about standards, leadership, governance , finance or the safety of pupils.

1.2 Monitoring National Curriculum Assessment Arrangements

Expenditure on monitoring NC assessment arrangements required by orders made under section 87 of the 2002 Education Act.

Under the Education (NC) (KS1 Assessment Arrangements) Order 2004, a local authority must:

- Moderate teacher assessments carried out at the end of KS1 by schools in at least 25% of maintained schools each year and ensure that every school will be subject to moderation at least once every 4 years.
- Appoint a person who has recent experience of provision of the NC in primary schools.
- LAs have equivalent duties in KS2

(Currently costed at £25k per annum)

1.3 Religious Education

A local authority must:

- Set up a standing advisory council on religious education (section 390 Education Act 1996); and
- Prepare an agreed syllabus of religious education in accordance with Schedule 31, Education Act 1996. (currently costed at £4K per annum)

2. Other services provided free of charge

2.1 The School Improvement Team is currently funded by the School Improvement Grant and also the traded side of the service. There is however a significant part of the service that is provided free for all maintained schools, regardless of whether they buy into the Traded service or not.

This includes:

1. An annual **Footprint visit** – that not only bring the successes of the school together but also ensures that we are able to plan bespoke training or training that multiple schools are asking for. The information gives us an accurate picture and helps put schools in touch with each other, where particularly strong practice is happening.
2. **Ofsted** support – 24/7 support from an experienced adviser from the first phone call from Ofsted to the feedback at the end of the inspection. Support for staff as and when needed and rapid support when issues need to be closed down, school end.
3. Supporting schools when they are making **formal complaints to Ofsted**. Meeting with the HT/Governors and compiling and producing reports to support the complaints procedure.
4. **Ofsted Meetings** – attending regular meetings with HMI and the regional director to support our schools during Inspection and ensure that issues and concerns are raised promptly and that action is taken. E.g certain inspectors were not operating within the guidelines for their Code of Conduct. These inspectors were not scheduled again within the authority.
5. **Weekly KIT emails** – to ensure that links and resources are sent in a timely manner, so that Head Teachers have current DFE and Ofsted updates and are not missing deadlines for statutory compliance.
6. **Primary Heads Forum** – Focused presentations that share information to upskill and support Head teachers 5x across the year.
7. **Head teacher recruitment** – a School Improvement Adviser to support, sit on the Headteacher Appointment Panel, advise the panel on the process of recruitment, support with panel questions and presentations and both the adviser and Director Of Education attends the final panel.
8. **Heads Together** – 6 sessions per annum to support Head Teachers through the year.
9. **Documentation** – Any documents we produce are sent out to all schools e.g
 - (i) Recovery curriculum resources

- (ii) Bitesize Learning in first lockdown – daily from March to July 2020
- (iii) Templates for Deep Dives
- (iv) Questions for middle leaders
- (v) Expertise knowledge and signposting in any area
- (vi) Remote education plans checked for compliancy in January & February 2021
- (vii) School Led Tutoring “End of Year Statement” deadline, to ensure that school’s do not get their financial allocation taken back by the DFE.

10. Re categorisation –

- a. **Outcome 3 for Section 8 Inspections** – up to 3 days further support for maintained schools that are a cause for concern.
- b. **Support of Outcome 4 schools** – at least 3+ days of intensive support.
- c. **Schools that have to operate a MOU** to ensure that they have a HT are supported by an experienced School Improvement Adviser.

11. **Email queries** from all school staff and leaders about all areas of school improvement.

12. **Support for schools receiving Ofsted complaints** – supporting Chairs of Governors through the complaints procedure, meeting with HTs and offering bespoke support as needed.

13. **Pupil Premium Grant/Diminishing the Difference training** and bespoke support for every school in the county. 2 advisers have been contracted to work on school’s behalf.

- Pupil Premium Grant queries – eg contacting the DFE on schools behalf.
- Shape and support the Pupil Premium Grant template writing, which includes a 2 hour meeting that is completely free and checking the Pupil Premium Statement templates if needed for all schools and give feedback.
- Work on reviewing 2021/2022 template and supporting the writing and choosing strategies that best support children’s outcomes.

14. **Free and subsidised courses.** This year there have been the following courses provided:

- Amjad Ali - 4 ½ hours of a national speaker – as many of the staff team in every school requested.
- A subsidised leadership day and a “Train the Trainer” model of EDI training.

15. **New to Headship** – 3 days of free support from an experienced School Improvement Adviser and a mentor provided by the LA.

16. **The Key documents** - due to a new relationship with The Key in 2021/2022, documents are sent out, saving schools the cost.
17. **Early Reading – Phonics Training.** All schools are invited to attend four strategic sessions. The training will enable school leaders to ensure early reading is supported with a high quality whole school approach towards phonics. Phonics Satellite group meetings for specific schools will take place each term. Themes regarding good practice in phonics will be explored.
18. **Phonics Scheme** – has been offered free to schools until we hear back about the validation. Free training, resources and handbook and then when validated a reduced price to all West Berkshire Schools.
19. **Free SEND Governor network** – to support this vital area within the responsibilities of the Governing Body.

3. Proposed Cost of Delivery in 2023/24

3.1 The School Improvement service has been funded by a grant since 2017.

3.2 In October 2021, the DFE consulted on the future funding of the service with the proposal to:

- (i) Phase out the current grant funding by the start of 2023/24
- (ii) Reduce the grant in 2022/23 to 50% of the current amount on a per school basis
- (iii) The remaining 50% funding to be de-delegated to schools in 2022/23

3.3 For the 2023/24 year the service will be wholly funded by de-delegation

3.4 The following table summarises the proposed cost of the service for 2023/24.

	2022/23 £	2023/24 Proposed £
Staffing Costs	289,356	292,681
Other Costs	11,860	15,480
Support Service Recharges	30,122	30,816
Total Cost	331,338	338,977
Forecast grant funding	-135,769	0
De-delegation underspend from 2017/18	-41,000	0
Less Surplus Carried Forward		-130,000
Amount to be De-Delegated	154,569	208,977

The overall cost of delivering the service has increased compared to 2022/23 as the total cost will be funded by de-delegation. We have shown a £130k carry forward value which is an estimate of the 2022/23 underspend on de-delegation, which can be used to reduce the cost to schools in 2023/24.

This does not take into account income which will be earned from any Academies which choose to buy back this service. Any additional income received from this source will reduce the net cost and the charge to maintained schools.

Method of charging in 2023/24

The total net cost of the service will be divided by the total number of pupils recorded in the October 2021 census to arrive at a per pupil amount for charging purposes. Using October 2021 census data, this would equate to £14.16 per pupil. Appendix A of the main report shows the indicative total amount per school.

Other Options which *may* be considered

1. The local authority offer a fully traded service (likely to increase the cost to individual schools).
2. Schools “pay as you go” either by employing/using own staff when needed or purchasing support from external providers (may include the local authority if still able to offer this service).
3. Local authority to consider an alternative (cheaper) service to offer.

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2023-24

Statutory and Regulatory Duties - Accountancy, Audit and Pension Scheme Administration

Accountancy (Statutory Functions)

Description of Duties:

Consolidation of school accounts into Council's year end statement of accounts.

Overview of school budget submissions & budget monitoring reports.

Monitoring of schools in financial difficulty/deficit.

Monitoring adherence to Scheme for Financing Schools.

Returns to Central Government – CFR, CFO grants return.

Administration of grants & other funding to maintained schools eg. PPG, budget allocations & adjustments.

Budgeting and accounting functions relating to maintained schools (Sch 2, 74)

Cost: £52,626

0.7 FTE Accountants; 0.34 FTE Senior Accountant; 0.05 Schools Accountancy Manager;
0.12 FTE Finance Manager

Total FTE 0.88

Pension Scheme Administration

Description of Duties:

Administration of Teachers and Local Government pension schemes in relation to staff working in maintained schools:

Amending and updating employee records in relation to pensions

Responding to queries from employees in relation to pensions

Completion of statutory monthly returns to Teachers Pensions and Local Government pension scheme, including service and pay calculations.

Cost: £35,864

1.0 FTE Pensions Assistant

Internal Audit of Schools – Statutory Requirements**Description of Duties:**

Annual internal audit of maintained schools according to level of risk - circa 10 schools are audited per year. Each audit takes on average 7 days. The audit covers Governance; financial planning and management; financial policy, processes and records; benchmarking and value for money; school fund, SFVS.

We also carry out follow-up reviews for those schools that have a weak or very weak audit report opinion.

There is provision for adhoc advice to schools/issuing the Anti Fraud Advisory Bulletins and the investigation of any financial irregularities. We also monitor compliance with submitting the SFVS returns.

We have also included an element of time for the planning and monitoring of the school visit programme, and liaising with Accountancy /governor support etc on queries when they arise.

Cost: £52,911

0.65 FTE Senior Auditor; 0.09 FTE Audit Manager

Proposed Cost of Delivery in 2023/24

The following table summarises the proposed cost of the service for 2023/24, compared to 2022/23.

	2022/23 £	2023/24 Proposed £
Accountancy	51,756	52,626
Audit	50,075	52,911
Pension Scheme Admin	36,025	35,864
Total Cost	137,856	141,401
Less income from Special and Nursery Schools and PRUs	4,194	4,302
Amount to be De-Delegated	133,662	£137,099

Method of charging in 2023/24

The total net cost of the service will be divided by the total number of pupils recorded in the October 2022 census to arrive at a per pupil amount for charging purposes. Using October 2021 census data, this would equate to £9.29 per pupil. Appendix A of the main report shows the indicative total amount per school.

Other Options which *may* be considered

1. The local authority offer a fully traded service (likely to increase the cost to individual schools).
2. Schools “pay as you go” either by employing/using own staff when needed or purchasing support from external providers (may include the local authority if still able to offer this service).

Local authority to consider an alternative (cheaper) service to offer.

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2023-24

Statutory and Regulatory Duties – Health and Safety

16. Introduction

- 16.1 The Council has an established, professional and well regarded Health and Safety Team that already supports West Berkshire schools.
- 16.2 Over the course of 2020/22 pandemic the Schools Health and Safety Team have been significantly involved in producing guidance and helping schools to develop and review their covid secure plans, risk assessments and arrangements.

17. Background and Legislative Context

- 17.1 The principal legislation in the United Kingdom for health and safety is the Health and Safety at Work etc. Act 1974. There is also a considerable amount of health and safety legislation under the Health and Safety at Work Etc Act 1974 including the Management of Health and Safety at Work Regulations etc.
- 17.2 The Management of Health and Safety at Work Regulations set out that every employer shall appoint one or more competent persons to assist him in undertaking the measures s/he needs to take to comply with the requirements imposed by the relevant statutory provisions.
- 17.3 The regulations state that the employer shall ensure that the number of competent persons appointed, the time available for them to fulfil their functions and the means at their disposal are adequate having regard to the size of the undertaking, the risks to which employees are exposed and the distribution of those risks throughout the organisation. It should be noted that the regulations do not suggest any limit or scope to the competent advice or how it should be delivered practically.
- 17.4 The regulations also state that where there is a competent person in the employer's employment, that person shall be appointed in preference to a competent person not in his employment.
- 17.5 The duties imposed by the health and safety at work Act 1974 and associated regulations apply to the Council as an employer and it would also apply to the Council in relation to Local Authority maintained schools as the Council is the employer.
- 17.6 In the case of Foundation and Voluntary Aided schools the Governors are the employer. In independent schools and Academies the Governors or the Academy Trust are the employers.

17.7 The Council also has the general “duty to educate”, even where the Governors or an Academy Trust are the employer, there could be some limited involvement for the Council if a serious incident were to occur. See Appendix B for further information on the legal duty holders.

18. The Councils Health & Safety Support Service to Schools

18.1 The Council offers a health and safety support services to West Berkshire schools in line with the service level agreement offered to all schools included in the dedelegation system.

18.2 Following a decision to change the way the service operated in 2020/2021 for the last year all maintained schools have had the Level Two (Enhanced) service. This is a comprehensive health and safety support service and covers all aspects of health and safety management and support including necessary health and safety training.

18.3 The Health and Safety Team provide a compliance, advice and training role for schools and the Team continue to be heavily involved in assisting schools developing and reviewing covid secure arrangements, plans and risk assessments.

18.4 As the Council is the employer and therefore the principal legal duty holder (notwithstanding any delegated responsibilities to a schools, Head Teachers and Governors) in relation to health and safety, it makes sense to ensure an adequate, effective and efficient health and safety service is provided to Local Authority maintained schools and then a buy-back option offered to non-maintained schools.

19. Update on position since last year

19.1 An options paper setting out a number of alternative ways that the schools health and safety service could be funded into the future was taken to the Schools Funding Forum in 2020/21. There were options to move to a uniform service level to all maintained schools funded by all maintained schools paying an equal share or to remain with the part funded and part buy-back service. Head Teachers voted to change to a system where all schools paid for the enhanced Level 2 buy-back service.

20. Proposals

20.1 The full schools health and safety service would be provided to all maintained schools, continuing on from the previous year. This will meet the requirements of the employer under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations and other related legislation.

20.2 Schools will pay a graduated fee based on pupil numbers for the Level 1 element of the service and a top up cost to cover the combined service. All maintained schools will need to agree to be part of this collective agreement to equitably fund the service.

20.3 A buy-back option would continue to be offered to schools such as academy and independent schools. Income generated from buy-back services would be invested in the service or offset to reduce costs for the schools in the collective agreement.

- 20.4 Table 1 below shows the 23/24 cost if all Local Authority maintained schools, Voluntary Controlled, Voluntary Aided and special schools agree to one equal service. Having frozen the price for the previous 2 years due to rising costs it is unfortunately necessary to increase the cost of the service by 4%

Table 1

Pupil No's	Band A 0-60	Band B 61 - 100	Band C 101-200	Band D 201-300	Band E 301-485	Band F 485+	Band G Secondary
21/22	£800.00	£1,300.00	£1,600.00	£2,000.00	£2,600.00	£4.47 Per pupil	£4.47 Per pupil
22/23	£800.00	£1,300.00	£1,600.00	£2,000.00	£2,600.00	£4.57 Per pupil	£4.57 Per pupil
23/24	£832.00	£1,352.00	£1,664.00	£2,080.00	£2,704.00	£5.89 Per Pupil	£5.89 Per Pupil

There are no discounts based on federated schools. However schools with infants and juniors on the same site would pay one fee based on a combined pupil total up to 485 pupil when it will be charged per pupil. Maintained nursery schools would pay Band A due to the part time nature of their pupils.

- 20.5 Table 2 below shows the cost of providing the enhanced service:

Table 2	2023/24 Proposed £
Staffing Costs	136,973
Other Costs	5,000
Support Service Recharges	14,197
Total Cost	156,170
De-delegated basic level one income @ £5.89 per pupil	-89,559
Remainder cost to be met by all Maintained Primary and Secondary Schools via a top up for enhanced Health & Safety package	66,611

21. Recommendation

- 21.1 Schools consider the option set out above to maintain the current level of service. If this is not acceptable schools should identify what system they would prefer and the financial implication can be calculated.

22. Conclusion

- 22.1 The Council recognises that safety is important but needs to be approached creatively and should not be seen as simply another legal burden or bureaucratic chore. A planned approach to managing risk should be seen as an enabler, not just to prevent accidents and work related health problems for both staff and pupils but to build a culture of sensible risk management, linked to a curriculum where teaching young people can develop their capability to assess and manage risk.

- 22.2 The Council will continue to support sensible and pro-active health and safety management in schools by providing a supportive infrastructure and service to schools.
- 22.3 The pandemic has brought health and safety front and centre in the minds of everyone in 2020/2021 and schools continue to be under significant pressure and scrutiny around their covid arrangements.
- 22.4 The Schools Health and Safety Team continue to be significantly involved in helping schools to develop and review their covid secure plans, risk assessments and arrangements.

West Berkshire Council Maintained Schools

Health and Safety Service 2023/24

Overview of Service

West Berkshire Council has a professional and dedicated Schools Health and Safety Team who provide support and advice to schools on all aspects of health and safety including an online safety management system incorporating accident reporting, compliance management and a resource library.

The Schools Health and Safety Team also work on policy development and effective implementation, user friendly guidance and information, support in completing risk assessments, a complete range of health and safety training, safety alerts and health and safety newsletters.

Schools Health & Safety Needs Assessment

Schools Health & Safety Needs Assessment are designed to measure levels of compliance with legislation and best practice. The associated action plan will help you prioritise your improvements.

The assessment is conducted using a process of objective evidence gathering including a review of safety documentation, discussions with relevant managers and staff and a tour/inspection of the site.

We have operated the current system of needs assessments for four years now and have seen schools develop their health and safety management system but continued improvement is still required.

In order to free resource time that could be better utilised helping schools improve on the areas identified in the needs assessments, we propose to continue with the needs assessments with an amended schedule and to develop topic based assessments that will enable greater depth and time to be devoted to specific topics.

We propose that we would move the needs assessment process onto re-inspection frequencies similar to Ofsted.

Schools achieving a score of 91% and above on the previous needs assessment will require a new needs assessment completed in up to 5 years. Support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed, where required.

Schools achieving a score of 80% to 90% on the previous needs assessment will require a new needs assessment completed in up to 4 years. Support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed, where required.

Schools achieving a score of 60% to 79% on the previous needs assessment will require a new needs assessment completed in up to 3 years. Support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed, where required.

Schools achieving a score of 59% and below on the previous needs assessment will require a new needs assessment completed in up to 1 year. Support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed, where required.

Schools will be able to request a new needs assessment at any time, which will be booked at the earliest mutually convenient opportunity at no additional cost to the school.

There are 20 questions in the Schools Needs Assessment, each carrying a maximum of 4 marks giving a total maximum possible score of 80. Any question marked not applicable will reduce the total maximum score possible accordingly. Terminology has been taken from Ofsted, which should make it more familiar to schools and the scoring system has been influenced by British Safety Council and RoSPA health and safety audit systems. The frequency of needs assessments discussed above has been included in Table 1 below.

Table 1

Benchmark	Overall Score	Description	Score Range Achieved	Frequency between needs assessments
Outstanding	91%+	Schools judged as 'outstanding' on the previous needs assessment will require a new needs assessment completed in up to 5 years. Support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed for all maintained schools and those schools purchasing the service.	91% and above	Up to 5 years
Good	80% to 90%	Schools judged as 'good' on the previous needs assessment will require a new needs assessment completed in up to 4 years. Support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed for all maintained schools and those schools purchasing the service.	80% to 90%	Up to 4 years
Requires Improvement	55% to 79%	Schools judged as 'requires improvement' on the previous needs assessment will require a new needs assessment completed in up to 2 years. Support will be provided in intervening year on the areas identified for improvement and topic specific assessments will be completed for all maintained schools and those schools purchasing the service.	60% to 79%	Up to 3 years
Inadequate	Up to 54%	Schools judged as 'inadequate' on the previous needs assessment will require a new needs assessment completed in up to 1 year. Support will be provided in intervening months on the areas identified for improvement and topic specific assessments will be completed for all maintained schools and those schools purchasing the service.	59% and below	Up to 1 year

West Berkshire Council Health and Safety**Table 2**

Health and Safety Enhanced Service
<p>Summary</p> <p>The aim of this service is to provide schools with a named, dedicated and professional Health and Safety Adviser to provide 'on-site support and advice' to the school, guiding and prioritising the integration of an effective and efficient safety management system and documentation in support of the School's Health and Safety Policy.</p> <p>The schools dedicated Health and Safety Adviser will begin by arranging and completing a Health and Safety Audit (Needs Assessment) of the school that will help to identify the strengths and areas for improvement in the schools existing arrangements. The Schools dedicated Health and Safety Adviser will then continue to work closely with the school to help plan, develop and implement your health and safety policy and the areas for improvement you need.</p>

The Management of Health and Safety at Work Regulations require you to appoint someone competent to help you meet your health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety.

West Berkshire Council, Schools Health and Safety Team will be your competent person and help ensure you meet your health and safety duties. Details of the Health and Safety service are listed below in further detail.

Service Provided	Service Standard
1) Advice	Advice and support will be provided to the school on specific questions/issues. If required the schools dedicated Health and Safety Adviser will arrange to visit the school and meet with relevant persons to ensure the enquiry is resolved.
2) Health and Safety Needs Assessment	<p>Schools will receive a health and safety needs assessment designed to assess and measure levels of compliance with health and safety legislation and best practice. The associated action plan will help you prioritise your improvement plan.</p> <p>Your dedicated Health and Safety Adviser will then arrange to assist and support the school in progressing the recommendations to ensure continual improvement.</p> <p>Health and Safety Needs Assessments will be completed for all maintained schools and those schools purchasing the service on a cycle subject to the outcome of the previous needs assessment as per Table 1 above.</p> <p>Schools will be able to request a new needs assessment at any time, which will be booked at the earliest mutually convenient opportunity at no additional cost to the school.</p>
3) School Safety Policy:	<p>Review existing against a model H&S Policy that is school specific, in line with the LA Safety Policy, and conforms to appropriate local and legislative requirements.</p> <p>Ensure the Policy identifies key commitments with current signature.</p> <p>Ensure that the Policy, Organisation and arrangements are carried out and accurately reflect practice.</p>
4) Safety Organisation:	Review and provide documentation that identifies how health and safety is/shall become 'embedded' in daily operations at the school. Identify and/or nominate key staff tasked with health and safety responsibilities.
5) Planning and implementing:	<p>Review the existing arrangements; ensure the school adequately documents the standards and procedures required for a safe place of work.</p> <p>Following written review and prioritisation of issues, help the school to progress the areas for improvement by providing support and guidance. Improvement will be achieved with the schools full commitment and involvement.</p>
6) Health and Safety Risk Assessment:	<p>Provide the school with initial or refresher training to nominated persons regarding completion of <i>local</i> Risk Assessments.</p> <p>Provide on-site review of the schools risk assessments, to support their completion.</p> <p>Provide basic refresher training to nominated groups of key staff. Ensure a practical understanding of the training by jointly completing several specific health and safety risk assessments required by the school.</p> <p>Provide support and guidance in terms of prioritising risk</p>

	assessments to be completed or reviewed etc.
7) Telephone/Incident response:	<p>Provide general telephone health and safety advice as required.</p> <p>Please note that where the topic is of a specific nature, additional time may be required for a detailed response following the initial call.</p> <p>Whilst every endeavour is made to provide an immediate answer to health and safety queries via telephone/email, requests may require additional research time. Therefore, where it is not possible to provide an answer of sufficient depth at the time of the call, or the same day, every endeavour shall be made to provide a follow-up call the next working day.</p> <p>Should the associated risk to safety or health warrant a school visit, this shall be arranged by the Health and Safety Team.</p>
8) Health and Safety Training	<p>The Health and Safety Team run school specific health and safety courses. All health and safety training is included for all maintained schools and those schools purchasing the service.</p> <p>Further details of courses available and costs can be obtained from CYP Training http://info.westberks.gov.uk/index.aspx?articleid=29858.</p> <p>On-site training can also be arranged at no additional cost. Much of the training offer can now be completed by attending virtual training sessions vis zoom/teams meaning costs in terms of staff availability and downtime for training are reduced.</p> <p>Pre-recorded whole school training sessions are available for some subjects free of charge to all maintained schools and those purchasing the service</p>
9) Fire Management	<p>Schools can request a regular site visit to complete a review of the schools Fire Risk Assessment (FRA) with their Health and Safety Advisor.</p> <p>Your advisor can also: Complete a site inspection to verify recommendations have been implemented. Discuss any issues outstanding and how to address these. Your advisor will help schools to complete an assessment to ensure you have adequate numbers of appropriately trained staff to deal with fire safety issues.</p> <p>Your advisor can also provide Fire Awareness training to school staff at an agreed time and date on site.</p>
10) Asbestos Management	<p>Schools can request a regular site visit to complete a condition check of ACM (asbestos containing materials) with their Health and Safety Advisor.</p> <p>Your advisor can also review: The Asbestos Management Plan The Asbestos Register The Asbestos Survey</p> <p>Additionally any asbestos related risk assessment you may have in place will be reviewed to ensure it is correct and relevant.</p> <p>Your advisor can also provide tool box talks to your staff to allay any fears they may have regarding retained ACMs and also to highlight their responsibilities in respect of Health and Safety regarding asbestos.</p>
11) Legionella Management	<p>Schools can request a regular site visit to complete a review of the legionella risk assessment with their Health and Safety Advisor.</p>

	The advisor will also check that the school are working within the written scheme suggested and in line with the recommendations of the risk assessment.
12) Playground Equipment	Schools can request a regular site visit to complete a playground equipment inspection with their Health and Safety Advisor. This will be a guided check to ensure staff are confident with what should be checked, what should be recorded and what action to take.

West Berkshire Council Maintained Schools

Legal Duty Holders for Health and Safety

England and Wales	
School type	Employer
Community schools	The local authority
Community special schools	
Voluntary controlled schools	
Maintained nursery schools	
Pupil referral units	
Foundation schools	The governing body
Foundation special schools	
Voluntary aided schools	
Independent schools	The governing body or proprietor
England	
Academies and free schools	The Academy Trust

Appendix K

Equality Impact Assessment (EqIA) - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (section 149 of the Equality Act 2010), which states:

- (1) A public authority must, in the exercise of its functions, have due regard to the need to:
 - (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;*
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.*
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.*

The following list of questions may help to establish whether the decision is relevant to equality (the relevance of a decision to equality depends not just on the number of those affected, but on the significance of the impact on them):

- Does the decision affect service users, employees or the wider community?
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the Council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Schools' Forum to make:	To agree to the areas for de-delegation as part of the Schools consultation on the funding formula
Name of Service/Directorate:	Dedicated Schools Grant
Name of assessor:	Lisa Potts
Date of assessment:	12/10/2021

Is this a ?		Is this policy, strategy, function or service ... ?	
Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	New or proposed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Strategy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Already exists and is being reviewed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Function	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is changing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Service	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To agree the areas of schools budget to de-delegate
Objectives:	To ensure services continue to be funded
Outcomes:	Agreement to de-delegate services as set out in the papers
Benefits:	A deliverable service

(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?			
<i>(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation)</i>			
Group Affected	Potential Positive Impacts	Potential Negative Impacts	Evidence
Age	None	None	
Disability	None	None	
Gender Reassignment	None	None	
Marriage and Civil Partnership	None	None	

Pregnancy and Maternity	None	None	
Race	None	None	
Religion or Belief	None	None	
Sex	None	None	
Sexual Orientation	None	None	
Further Comments:			

(3) Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a EqlA 2.

If an EqlA 2 is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the EqlA guidance and template – <http://intranet/index.aspx?articleid=32255>.

(4) Identify next steps as appropriate:	
EqlA Stage 2 required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Owner of EqlA Stage Two:	
Timescale for EqlA Stage Two:	

Name: Lisa Potts **Date:** 29/11/22

Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@westberks.gov.uk), for publication on the WBC website