
De-delegation, Education Functions and Health and Safety Service Proposals 2025/26

Report being considered by: Schools Forum on 2nd December 2024

Report Author: Lisa Potts

Item for: Decision **By:** All Maintained School 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. Recommendations

2.1 That maintained school representatives agree that a detailed review of de-delegated services, including implications, be undertaken for the 2026/27 Financial Year. At the current stage, based on the recommendation by the Heads Funding Group (set out in section 13) and the results of the consultation with schools, the de-delegations be agreed as set out below for the 2025/26 financial year.

Maintained Secondary and Primary Schools:

- Therapeutic Thinking Support Team (previously) 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

Maintained special, nursery and PRU Schools:

- 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

Summary of proposals

	2025/26 Primary Budget £	Agreed by HFG	2025/26 Secondary Budget £	Agreed by HFG	2025/26 Early Years & High Needs Budgets £	Agreed by HFG
Therapeutic Thinking Support	£211,658		£65,116		n/a	n/a
Ethnic Minority Support (census)	£125,905		£38,735		n/a	n/a
Trade Union Representation	£56,018		£17,234		£2,149	
CLEAPSS	£2,086		£1,392		£74*	
School Improvement and Governor Support	£243,313		£74,855		n/a	n/a
Education Functions	£114,813		£35,322		£5,165	
Health & Safety services to schools	As per banding		As per banding		As per banding	

*special schools only

Is the Schools' Forum required to make a decision as part of this report or subsequent versions due to be considered later in the meeting cycle?	
Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>

3. Implications and Impact Assessment

Equalities Impact:	Positive	No Impact	Negative	Commentary
	A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X	
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Data Impact:		X		
Consultation and Engagement:	Neil Goddard, Melissa Perry, Rose Carberry, Mike Lindburn			

4. Introduction/Background

- 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, 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 16th October 2024 to 6th November 2024, 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 15 responses received, 15 yes and 0 no.

Since the consultation ended, it's been noticed that information in relation to School Improvement de-delegation was missed from the consultation, but this will be followed up.

5. Supporting Information on De-delegated services

- 5.1 De-delegated services are for maintained schools only. Funding must be allocated through the formula but can 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 2025/26 have not yet been published, but we have assumed similar arrangements for de-delegation of the cost of these services will apply for 2025/26.
- 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 2024/25 and are proposed to be de-delegated in 2025/26:

Primary and Secondary only:

- Behaviour Support Services
- Ethnic Minority Support
- Trade Union Local Representation
- CLEAPSS
- School Improvement

6. Therapeutic Thinking Service

6.1 The Therapeutic Thinking Service proposal for 2025/26 is set out in Appendix B.

6.2 Table 1 shows the budget and unit charge for 2025/26 compared to 2024/25. The total cost will be divided by the total numbers of pupils in the October 2024 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 2023 census this is estimated to be £19.28 per pupil but the final rate will be determined according to the October 2024 census.

TABLE 1	2024/25			2025/26		
	Number of pupils	Unit Charge per pupil	Budget	Number of pupils	Unit Charge per pupil	Budget
Maintained Primary Schools	10,980	£18.21	£199,911	10,980	£19.28	£211,658
Maintained Secondary Schools	3,378	£18.21	£61,503	3,378	£19.28	£65,116
Total			£261,414			£276,774

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 2025/26 compared to 2024/25. The total cost in respect of Primary and Secondary schools will be divided by the total number of pupils in the October 2024 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 2023 census this is estimated to be £11.47 per pupil but the final rate will be determined according to the October 2024 census.

TABLE 2	2024/25			2025/26		
	Number of pupils	Unit Charge per pupil	Budget	Number of pupils	Unit Charge per pupil	Budget
Maintained Primary Schools	10,980	£12.97	£142,370	10,980	£11.47	£125,905
Maintained Secondary Schools	3,378	£12.97	£43,800	3,378	£11.47	£38,735
			£186,170			£164,640

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 2025/26 compared to 2024/25. The proposal for 2025/26 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 2024 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 2023 census the charge will be £5.10 per pupil.

TABLE 3	2024/25			2025/26		
	Number of pupils	Unit Charge per pupil	Budget	Number of pupils	Unit Charge per pupil	Budget
Maintained Primary Schools	10,980	£4.74	£52,076	10,980	£5.10	£56,018
Maintained Secondary Schools	3,378	£4.74	£16,021	3,378	£5.10	£17,234
			£68,097			£73,252

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

9.1 The detail of the service provided by this subscription is set out in Appendix E.

9.2 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 2025/26 fee. Any over or under spend will be recovered the following year, as in all de-delegated services. Table 4 shows the budget and unit charge for the service for 2025/26 compared to 2024/25. 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	2024/25				2025/26			
	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	10,980	£0.19		£2,086	10,980	£0.19		£2,086
Maintained Secondary Schools	3,378	£0.19	£250	£1,392	3,378	£0.19	£250	£1,392
				£3,478				£3,478

10. School Improvement Team

10.1 The detail of the service provided by the School Improvement Team is set out in Appendix F.

10.2 Table 5 shows the budget and unit charge for the service for 2025/26 compared to 2024/25. The total cost will be divided by the total numbers of pupils in the October 2024 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 2023 census the charge will be £22.16 per pupil.

TABLE 5	2024/25			2025/26		
	Number of pupils	Unit Charge per pupil	Budget	Number of pupils	Unit Charge per pupil	Budget
Maintained Primary Schools	10,980	£20.29	£222,829	10,980	£22.16	£243,313
Maintained Secondary Schools	3,378	£20.29	£68,554	3,378	£22.16	£74,855
			£291,383			£318,168

11. Education Functions for Maintained Schools

11.1 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.

11.2 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.

11.3 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 2024/25:

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

11.4 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.

11.5 Table 6 shows the budget and estimated unit charges for these services in 2025/26 compared to 2024/25. The total cost will be divided by the total numbers of pupils in the October 2024 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 2023 census the charge will be £10.46 per pupil

TABLE 6	2024/25		2025/26				
	Charge per Pupil	Budget	Unit Charge per pupil	Total Budget	Primary Budget	Secondary Budget	Budget for Nursery, Special Schools and PRUs
Accountancy	£3.68	£54,607	£3.96	£58,817	£43,483	£13,378	£1,956
Audit	£3.55	£52,781	£3.67	£54,574	£40,346	£12,413	£1,815
Pension Scheme Administration	£2.61	£38,797	£2.82	£41,910	£30,984	£9,532	£1,394
Total Education Functions	£9.84	£146,185	£10.46	£155,301	£114,813	£35,322	£5,165

12. Health and Safety Service to Schools

12.1 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.

12.2 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.

12.3 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.

12.4 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.

12.5 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.

12.6 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.

12.7 Table 8 below shows the 2025/26 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- 465	Band F +466	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	£1352.00	£1664.00	£2080.00	£2704.00	£5.89 Per Pupil	£5.89 Per Pupil
24/25	£881.92	£1433.12	£1763.84	£2204.80	£2866.24	£6.24 Per Pupil	£6.24 Per Pupil
25/26	£917.20	£1,490.44	£1,834.39	£2,292.89	£2,980.89	£6.40 per Pupil	£6.40 per Pupil

13. Heads' Funding Group Recommendation

13.1 At its meeting on 6th November, the HFG recommended that a detailed review of de-delegated services be undertaken going forward, but at the current stage based on the results of the consultation with schools, the de-delegations should be agreed as set out in the report for the 2025/26 financial year.

14. Appendices

14.1 Appendix A – De-delegations per school for 2025/26

14.2 Appendix B - Therapeutic Thinking Support Service

14.3 Appendix C - Ethnic Minority & Traveller Achievement Service

14.4 Appendix D – Trade Union Representation Service

14.5 Appendix E – CLEAPSS Service

14.6 Appendix F – School Improvement Team

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

14.8 Appendix H - Health and Safety service to schools

14.9 Appendix I – Health and Safety Service 2025/26

14.10 Appendix J – Legal Duty Holders for Health & Safety

Indicative De-Delegations for 2025/26 - Based on October 2023 Census Data												
	De-delegations						Education functions for maintained schools				Total De-delegations and Education Functions	
	Therapeutic Thinking	Ethnic Minority Support (census)	Trade Union Representation	CLEAPSS	School Improvement & Governor Support	Statutory Accounting Functions	Internal Audit of Schools	Pension Scheme Administration				
	£211,658	£125,905	£56,018	£2,086	£243,313	£43,483	£40,346	£30,984				
Proposed Primary Delegation												£753,793
Proposed Secondary Delegation												£232,655
Total Proposed Delegation												£986,447
Estimated income from other maintained schools												£7,766
Total Cost of Service												£994,213
Cost per primary pupil	£19.28	£11.47	£5.10	£0.19	£22.16	£3.96	£3.67	£2.82				£69
Cost per secondary pupil	£19.28	£11.47	£5.10	£0.19	£22.16	£3.96	£3.67	£2.82				£69
Cost per other maintained school pupil	n/a	£11.47	£5.10	£0.19	£22.16	£3.96	£3.67	£2.82				£49
Fixed cost per secondary school	n/a	n/a	n/a	n/a	£250.00	n/a	n/a	n/a	n/a			£250
School	Pupil No's	EAL No's										
Aldermaston C.E. Primary School	103	4.4	1,985	1,181	525	20	2,282	408	378	291		7,071
Basildon C.E. Primary School	150	6.9	2,891	1,720	765	29	3,324	594	551	423		10,296
Beedon C.E. (Controlled) Primary School	35	2.2	675	401	179	7	776	139	129	99		2,403
Beernham Primary School	58	14.7	1,118	665	296	11	1,285	230	213	164		3,982
Birch Copse Primary School	414	14.1	7,981	4,747	2,112	79	9,174	1,640	1,521	1,168		28,422
Bradfield C.E. Primary School	148	1.1	2,853	1,697	755	28	3,280	586	544	418		10,160
Brightwalton C.E. Aided Primary School	93	2.3	1,793	1,066	474	18	2,061	388	342	262		6,385
Brimpton C.E. Primary School	53	0.0	1,022	608	270	10	1,174	210	195	150		3,639
Bucklebury C.E. Primary School	107	2.4	2,063	1,227	546	20	2,371	424	393	302		7,346
Burghfield St Mary's C.E. Primary School	190	4.6	3,663	2,179	969	36	4,210	752	698	536		13,044
Calcot Infant School and Nursery	191	44.2	3,682	2,190	974	36	4,232	756	702	539		13,112
Calcot Junior School	273	22.0	5,263	3,130	1,393	52	6,050	1,081	1,003	770		18,742
Chaddleworth St Andrew's C.E. Primary School	27	0.0	520	310	138	5	598	107	99	76		1,854
Chineley Primary School	177	3.5	3,412	2,030	903	34	3,922	701	650	499		12,151
Cold Ash St Mark's CE Primary School	195	2.4	3,759	2,236	995	37	4,321	772	717	550		13,387
Compton C.E. Primary School	179	4.5	3,451	2,053	913	34	3,967	709	658	505		12,289
Cunliffe Primary School	82	14.0	1,581	940	418	16	1,817	325	301	231		5,629
Downs Way Primary School	212	4.7	4,087	2,431	1,082	40	4,698	840	779	598		14,554
Enborne C.E. Primary School	75	4.7	1,446	860	383	14	1,662	297	276	212		5,149
Englefield C.E. Primary School	109	4.7	2,101	1,250	556	21	2,415	432	401	308		7,483
Falkland Primary School	420	18.7	8,096	4,816	2,143	80	9,307	1,663	1,543	1,185		28,834
Garland Junior School	220	10.2	4,241	2,523	1,122	42	4,875	871	808	621		15,103
Hampstead Noreys C.E. Primary School	67	1.1	1,292	768	342	13	1,485	265	246	189		4,600
Hermitage Primary School	188	5.7	3,624	2,156	959	36	4,166	745	691	531		12,906
Hungerford Primary School	346	10.5	6,670	3,968	1,765	66	7,667	1,370	1,271	976		23,753
The Isleys Primary School	53	3.4	1,022	608	270	10	1,174	210	195	150		3,639
Irkpen Primary School	48	6.3	925	550	245	9	1,064	190	176	135		3,295
John Rankin Infant and Nursery School	220	26.3	4,241	2,523	1,122	42	4,875	871	808	621		15,103
John Rankin Junior School	358	14.1	6,901	4,105	1,826	68	7,933	1,418	1,315	1,010		24,577
Kennet Valley Primary School	194	22.1	3,740	2,225	990	37	4,299	768	713	547		13,318
Kintbury St Mary's C.E. Primary School	130	6.7	2,506	1,491	663	25	2,881	515	478	367		8,925
Long Lane Primary School	209	14.0	4,029	2,397	1,066	40	4,631	828	768	590		14,348
Mortimer St Mary's C.E. Junior School	176	8.0	3,393	2,018	898	33	3,900	697	647	497		12,083
Mortimer St. John's C.E. Infant School	243	9.1	4,684	2,786	1,240	46	5,385	962	893	686		16,682
Mrs Blands Infant School	148	37.4	2,853	1,697	755	28	3,280	586	544	418		10,160
Pangbourne Primary School	164	6.7	3,161	1,881	837	31	3,634	649	603	463		11,259
Parsons Down Infant School	90	18.8	1,735	1,032	459	17	1,994	356	331	254		6,179
Parsons Down Junior School	184	7.1	3,547	2,110	939	35	4,077	729	676	519		12,632
Purley CoE Primary School	93	3.6	1,793	1,066	474	18	2,061	388	342	262		6,385
Robert Sandilands Primary School and Nursery	213	23.2	4,106	2,442	1,087	40	4,720	844	783	601		14,623
Shaw-cum-Dorington C.E. Primary School	95	7.8	1,831	1,089	485	18	2,105	376	349	268		6,522
Shelford C.E. Primary School	52	1.1	1,002	596	265	10	1,152	206	191	147		3,570
Springfield Primary School	304	20.8	5,860	3,486	1,551	58	6,737	1,204	1,117	858		20,870
Spurcrott Primary School	382	25.5	7,364	4,380	1,949	73	8,465	1,513	1,404	1,078		26,225
St Finian's Catholic Primary School	201	8.2	3,875	2,305	1,025	38	4,454	796	739	567		13,799
St John the Evangelist CoE Infant and Nursery School	179	55.5	3,451	2,053	913	34	3,967	709	658	505		12,289
St Joseph's Catholic Primary School	213	83.6	4,106	2,442	1,087	40	4,720	844	783	601		14,623
St Nicolas C.E. Junior School	258	19.0	4,973	2,958	1,316	49	5,717	1,022	948	728		17,712
St Paul's Catholic Primary School	298	46.3	5,744	3,417	1,520	57	6,604	1,180	1,095	841		20,458
Stockcross C.E. School	73	3.2	1,407	847	372	14	1,618	289	268	206		5,012
Strealey C.E. Voluntary Controlled School	99	3.4	1,908	1,135	505	19	2,194	392	364	279		6,796
Sulhamstead and Upton Nenet School	99	1.2	1,908	1,135	505	19	2,194	392	364	279		6,796
Thatcham Park CoE Primary	320	21.5	6,169	3,669	1,633	61	7,091	1,267	1,176	903		21,968
Theale C.E. Primary School	314	10.5	6,053	3,601	1,602	60	6,958	1,244	1,154	886		21,557
Wellford and Wickham C.E. Primary School	66	1.1	1,272	757	337	13	1,463	261	243	186		4,531
Westwood Farm Infant School	186	22.2	3,585	2,133	949	35	4,122	737	683	525		12,769
Westwood Farm Junior School	238	11.0	4,588	2,729	1,214	45	5,274	943	875	672		16,339
The Willows Primary School	349	22.5	6,728	4,002	1,781	66	7,734	1,382	1,282	985		23,959
The Wincombe School	425	62.7	8,193	4,873	2,168	81	9,418	1,683	1,562	1,199		29,177
Woolhampton C.E. Primary School	100	0.0	1,928	1,147	510	19	2,216	396	367	282		6,865
Yattendon C.E. Primary School	94	1.2	1,812	1,078	480	18	2,083	372	345	265		6,453
												0
The Downs School	1,046	9.1	20,163	11,994	5,336	449	23,179	4,142	3,844	2,952		72,059
Little Heath School	1,316	13.1	25,368	15,090	6,714	500	29,162	5,212	4,836	3,714		90,595
The Willink School	1,016	15.0	19,585	11,650	5,183	443	22,514	4,024	3,733	2,867		70,000
PRIMARY TOTAL	10,980	838.31	211,658	125,905	56,018	2,086	243,313	43,483	40,346	30,984		753,793
SECONDARY TOTAL	3,378	37.20	65,116	38,735	17,234	1,392	74,855	13,378	12,413	9,532		232,655
TOTAL ALL PRIMARY AND SECONDARY SCHOOLS	14,358	875.5	276,774	164,640	73,252	3,478	318,168	56,861	52,759	40,516		986,447
Other Maintained Schools												0
Hungerford Nursery	36.58		n/a	n/a	187	n/a	n/a	145	134	103		569
Victoria Park Nursery	35		n/a	n/a	181	n/a	n/a	140	130	100		551
Total within Early Years Block			0	0	367	0	0	285	264	203		1,120
Brookfields Special School	185		n/a	0	944	35	0	733	680	522		2,913
The Castle Special School	146		n/a	0	745	28	0	578	536	412		2,299
iCollege	91		n/a	0	464	17	0	360	334	257		1,433
Total Within High Needs Block			0	0	2,153	80	0	1,671	1,551	1,191		6,646
Total for All Other Maintained Schools	493.98	0.0	0	0	2,520	80	0	1,956	1,815	1,394		7,766
Total all Maintained Schools	14,852	876	276,774	164,640	75,772	3,558	318,168	58,817	54,574	41,910		994,213

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2025/26

Therapeutic Thinking Support Team

Outline of Proposed Service 2025/26

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

The Team

Vacancy (TTST Manager & Senior EP)

Robyn Stevens (Assistant EP)

Sue Butcher (Primary TTST Adviser)

Madeleine Williams (SEMH Practitioner)

Katy Higgins (SEMH Practitioner)

Vacancy (SEMH Practitioner) – due to start in the next month

Roslyn Arthur (Exclusions and Reintegration Team Manager)

Key Features

1. Quick and flexible response for schools who have pupils presenting with difficult and dangerous behaviours.
2. No cap on requests
3. Different levels of response within the team (whole school, group, individual).
4. Support and advice in relation to Therapeutic approaches; developing therapeutic plans to support inclusion within school
5. The team will be informed by evidence based practice and the Therapeutic approaches, which will result in clear suggestions of what needs to happen to move the situation forward.
6. Partners and working relationships: The team will liaise with other agencies to support the needs of schools and pupils.

What would schools get?

Referrals

1. 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.
2. For those needing some quick advice, signposting, or consultation, the TTST manager or Roslyn are available for telephone consultations.

3. TTST referrals will be triaged weekly and the most appropriate level of support offered within 5 days.

Whole school/ Systemic support

1. Access to support for challenging whole school situations through adviser with senior level management/Headteacher experience
2. Consultation with the adviser to consider how to develop SEMH provision and support SEMH needs at a whole school level, e.g. revision of behaviour policy, identifying staff training needs
3. Training in some interventions so that school staff can deliver SEMH interventions to pupils, e.g. Homunculi, Lego Therapy
4. Training to individual schools on 'Emotional Regulation'
5. A recorded de-escalation training for whole schools via SLA
6. Literature on a variety of SEMH supports, e.g. check ins, group dynamics, small gardens

Whole class support

1. Adviser support to consider group dynamics of classes; partnership working with the teacher to consider the environment, routines, strategies, the behaviour policy, management of groups of children
2. Write up and actions as well as agreed review of cases where appropriate.

Individual support

1. Observations and discussions with key staff to identify need, review current support and strategies, and consider changes/ agree actions
2. Write up of observations and meetings and review of cases
3. Working with the teacher/SLT to write or review a therapeutic plan
4. Having identified a child or young person's need and provision, following consultation and further analysis, a SEMH Practitioner may offer an intervention to develop the unmet need, e.g. Social skills through Lego Therapy,
5. Support in developing 'Small garden' provision as well as support to transition pupils back into the classroom, when appropriate
6. Support from practitioners where appropriate to help implement/model strategies in school.
7. Access to 'Circle of adults' meetings facilitated by an Assistant Educational Psychologist or a SEMH Practitioner for pupils at risk of permanent exclusion, as a starting point or to aid transition. 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 2023/2024 delivery

In line with previous years, the TTST annual evaluation has been overwhelmingly positive:

- 80% of respondents found TTST involvement extremely or very helpful

'Kind and supportive. Always offer practical advice. Assurance. Prompt in offering advice.'

- Schools in particular valued:

- Receiving general advice and strategies
- SEMH Practitioners running interventions for pupils
- Class support
- Training

Schools generally noticed an improvement in pupil wellbeing and reduction in anti-social behaviours following TTST involvement, and particularly commented on being given the tools and strategies at support pupil emotional regulation.

Feedback relating to positive changes in children’s SEMH skills:

‘More able to articulate feelings and verbalise what has happened. Improved listening with support.’

‘He is communicating his frustrations verbally rather than becoming physically aggressive towards others. He uses strategies such as breathing and counting when frustration occurs.’

Following TTST involvement, 70% felt that staffs’ knowledge and understanding of a child’s needs had improved a lot.

Additional testimonials:

‘We value the service. We appreciate how quickly you respond and offer support. Positive for us. Thank you.’

Of whole class support:

‘We also had a whole class visit that was great to be able to look at the class as a whole and then to review what was going well and what changes we could make to carrying on creating a calmer learning environment.’

Proposed Cost of Delivery in 2025/26

The following table summarises the proposed cost of the service for 2025/26. It is based on employing the team members outlined above.

	2023/24 £	2024/25 £	2025/26 Proposed £	% increase
Staffing Costs	228,018	236,541	255,781	
Other Costs	6,890	6,890	5,550	
Support Service Recharges	23,491	24,343	26,133	
Total Cost	258,399	267,774	287,464	6.85%
Less Surplus Brought Forward	0	-6,360	-10,690	
Amount to be De-Delegated	258,399	261,414	276,774	5.56%

The overall cost of staffing has increased by 6.85%, mainly due to 2024/25 staffing budgets being built on estimated increases. The overall cost has increased by 5.56% as there was a balance carried forward from 23/24.

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 2025/26

The total net cost of the service will be divided by the total number of pupils recorded in the October 2024 census to arrive at a per pupil amount for charging purposes. Using October 2023 census data, this would equate to £19.28 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 2024/25

Ethnic Minority & Traveller Achievement Service (EMTAS)

Context

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

EMTAS has gone through an academic year of significant change with 3 members of staff leaving including the Team Leader, and one on maternity leave. There are 2 remaining part time staff in the service currently, one Pupil Support Officer and GRT Officer.

15. LA Responsibilities regarding EAL

Local authorities (LAs) in the UK have several statutory duties regarding pupils with English as an Additional Language (EAL). These duties are aimed at ensuring that EAL pupils receive appropriate education and support to achieve their full potential. Key statutory duties include:

1. Ensure Access to Education:

LAs are responsible for ensuring that all children of compulsory school age, including EAL pupils, have access to full-time education suitable to their age, ability, aptitude, and any special educational needs (SEN) they may have. This includes making sure EAL pupils can access the National Curriculum.

2. Promote High Standards:

LAs have a duty to promote high standards of education and fair access to educational opportunity for all children, including EAL pupils. This involves supporting schools to meet the diverse needs of EAL pupils, ensuring they can achieve academic success.

3. Support Schools in Meeting EAL Needs:

LAs are expected to provide guidance, resources, and training to schools to help them meet the needs of EAL pupils. This can include providing specialist EAL teachers, developing inclusive teaching strategies, and ensuring that appropriate assessment and monitoring systems are in place.

4. Safeguarding and Welfare:

LAs have a statutory duty to safeguard and promote the welfare of children in their area, including EAL pupils. This includes ensuring that EAL pupils are not disadvantaged due to language barriers and that their welfare needs are identified and addressed.

5. Equal Opportunities and Non-Discrimination:

LAs must ensure that EAL pupils are not discriminated against based on their language or ethnic background. This includes upholding the principles of the Equality Act 2010, which protects against discrimination in education.

6. Provision of Additional Support:

Where necessary, LAs must provide additional support to schools to meet the specific needs of EAL pupils. This may involve funding for language support programs, translation services, or additional educational resources.

7. Monitoring and Assessment:

LAs are responsible for monitoring the progress of EAL pupils to ensure that they are receiving the support they need and are making appropriate progress. This includes working with schools to track the academic achievement of EAL pupils and identifying any areas where further support may be required.

8. Engagement with Parents and Communities:

LAs should engage with the parents and communities of EAL pupils to ensure they are informed about their children's education and can participate in school life. This might involve providing information in multiple languages and ensuring that communication barriers are minimised.

9. Inclusion and Integration:

LAs are tasked with promoting the inclusion and integration of EAL pupils into the wider school community. This involves supporting schools in creating an inclusive environment where EAL pupils can participate fully in all aspects of school life.

These statutory duties ensure that EAL pupils receive the necessary support to overcome language barriers, integrate successfully into the education system, and achieve their full potential. Departments across Children's services support meeting these duties.

Current Structure

Value is recognised from the school in provision of focused and skilled TA in class to support behaviour and language development. The time a pupil is 'open' to the service is varied and can be up to a year.

The management of the GRT Officer has been taken on by the Senior Education Welfare Officer and the management of the Pupil Support Officer has been taken on by the Medical Tuition Co-Ordinator in the absence of these posts currently.

Training has taken place across the schools.

In West Berkshire the main language spoken by EAL pupils is Polish, however we have 82 different languages spoken across our West Berkshire Schools. Little Health and St Barts have the largest population in Secondary Schools of EAL pupils with Polish, Hindi and Urdu being the most common first languages. St Joseph's Catholic Primary School has the largest population in Primary school with Hindi and Polish again being most common.

		% EAL	No. on Roll
Total	2,376		
Aldermaston C.E. Primary School	6	3	113
Basildon C.E. Primary School	3	2	174
Beedon C.E. (Controlled) Primary School	1	1	16
Beenham Primary School	4	3	53
Birch Copse Primary School	33	18	355
Bradfield C.E. Primary School	4	3	151
Brightwalton C.E. Aided Primary School	2	2	90
Brimpton C.E. Primary School	1	1	42
Brockhurst and Marlston House Schools	2	2	155
Brookfields Special School	23	14	224
Bucklebury C.E. Primary School	2	1	93
Burghfield St Mary's C.E. Primary School	5	4	168
Calcot Infant School and Nursery	21	13	164
Calcot Junior School	41	20	198
Chaddleworth St Andrew's C.E. Primary School	1	1	22

De-delegation, Education Functions and Health and Safety Service Proposals 2025/26

Chieveley Primary School	2	2	150
Cold Ash St Mark's C.E. School	1	1	171
Compton C.E. Primary School	5	4	184
Curridge Primary School	5	3	77
Denefield School	43	18	1111
Downsway Primary School	7	5	180
Elective Home Education	9	6	426
Enborne C.E. Primary School	2	1	78
Falkland Primary School	33	17	418
Fir Tree School and Nursery	40	21	219
Francis Baily Primary School	49	22	550
Garland Junior School	16	10	154
Hermitage Primary School	14	9	181
Highwood Copse Primary School	5	4	89
Hungerford Primary School	21	7	286
iCollege (Alternative Curriculum)	5	5	140
John O'Gaunt School	30	12	453
John Rankin Infant and Nursery School	22	14	193
John Rankin Junior School	33	18	272
Kennet School	138	31	1839
Kennet Valley Primary School	28	14	163
Kintbury St Mary's C.E. Primary School	10	6	130
Lambourn Primary School	15	8	177
Little Heath School	156	36	1665
Long Lane Primary School	18	12	173
Mortimer St John's C.E. Infant School	11	7	120
Mortimer St Mary's C.E. Junior School	19	12	237
Mrs Bland's Infant School	22	13	217
Oaklands School Hungerford	1	1	12
Pangbourne Primary School	23	14	175
Pangbourne Valley Playgroup	1	1	17
Park House School	40	15	998
Parsons Down Partnership Infant	7	3	60
Parsons Down Partnership Junior	22	14	145
Purley CE Primary School	9	6	94
Robert Sandilands Primary School and Nursery	37	16	202
Shaw -cum-Donnington C.E. Primary School	6	5	74
Shefford C.E. Primary School	6	2	44
Speenhamland School	91	28	247
Springfield Primary School	36	19	285
Spurcroft Primary School	46	22	409
St Bartholomew's School	200	35	1983
St Finian's Catholic Primary School	7	5	170
St John the Evangelist C.E. Nursery and Infant	43	18	131
St Joseph's Catholic Primary School	158	28	243
St Nicolas C.E. Junior School	57	25	189
St Paul's Catholic Primary School	67	17	252
Stockcross C.E. School	7	4	77
Streatley C.E. Voluntary Controlled School	2	2	80
Sulhamstead and Upton Nerve School	1	1	79
Thatcham Park Primary	27	14	346
The Castle School	15	9	172
The Downs (Foundation) School	13	9	1404
The Grange School	2	2	8
The Ilsleys Primary School	2	2	54
The Willink School	72	20	1253
The Willows Primary School	70	20	361
The Winchcombe School	99	25	389
Theale C.E. Primary School	21	12	274

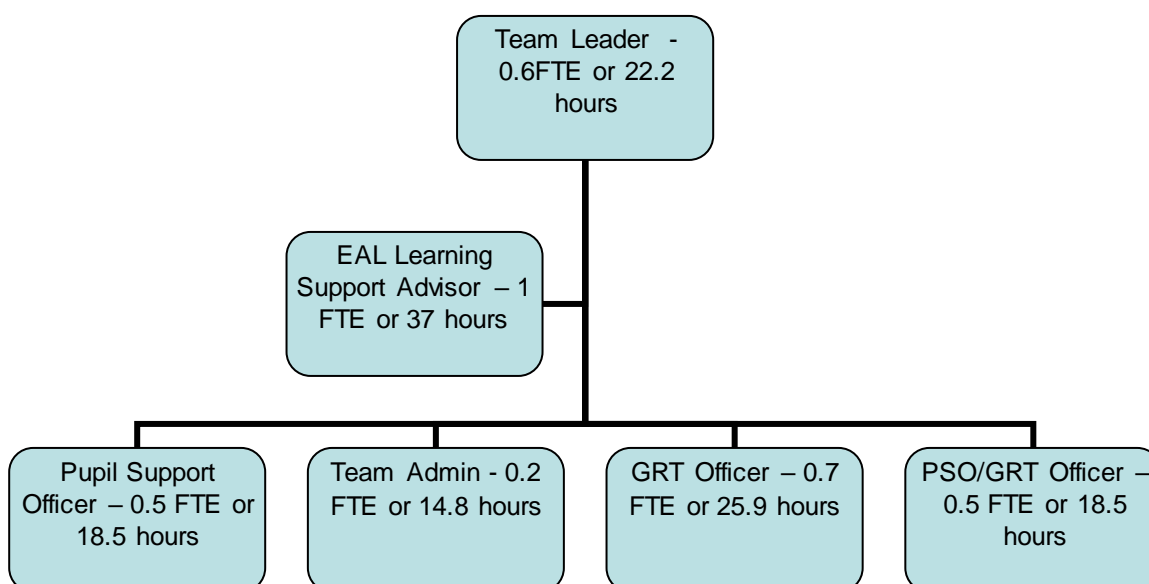
De-delegation, Education Functions and Health and Safety Service Proposals 2025/26

Theale Green School	43	16	755
Trinity School	149	32	1142
Welford and Wickham C.E. Primary School	1	1	56
Westwood Farm Infant School	32	17	218
Westwood Farm Junior School	25	14	176
Whitelands Park Primary School	19	9	342
Woolhampton C.E. Primary School	4	4	89
Yattendon C.E. Primary School	1	1	75

Total EAL Referrals Sep 2023 - August 2024		
No. of Schools	No. of Pupils	Referral Type
		EAL
	10	EY
	9	Transition: FS2 to Yr1
	7	Romanian
	6	Ukrainians
	5	Polish
	1	Afghan
	25	Other
23	63	Total

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

Currently, EMTAS is financed to support a structure of:



At last year's (23/24) Schools Forum, there was an agreement to remain with the structure and cost of the team with some savings in project work and other lines from the budget. This brought amount to be de-delegated to £214,610.

It is proposed that due to the significant changes within the EMTAS service that this is an opportunity to revisit the service and ensure that it is value for money for all schools.

Benefits:

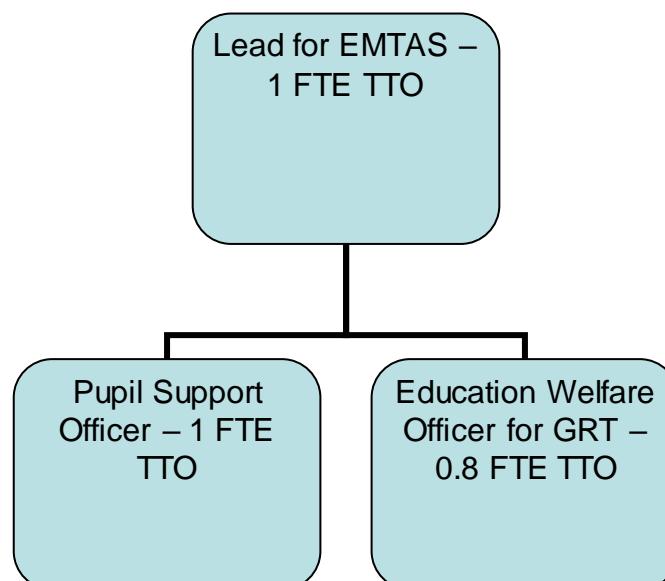
- Highly regarded service by schools
- Invaluable training on EAL across the Borough
- INSET training for staff
- EAL vs SEN support
- Money available for additional TA time for EAL pupils
- Bilingual support for Romanian and Polish to date
- Health link to education for GRT
- Link to GRT families
- GReaT programme for 1:1 support for GRT pupils to improve phonics

Risks:

- Not all schools that contribute benefit from the service
- The schools with the higher numbers of EAL are not always the ones that require the support
- Assessments can be completed by school
- No progress data available
- No specific time-limited intervention
- Staff are employed for full days which does not replicate the school day
- Over ½ service has left – unable to recruit on FTC until March 2025 (less than 6 months for recruitment//training etc)
- Due to de-delegated income, contracts would have to be Fixed Term unless agreed to fund for over 2 years.
- Limited knowledge on assessments remains in service
- Limited training experience remains in service
- Underspend for 24/25

Suggestions for Schools Forum decision:

- 1) **PROPOSAL 1** - Re-design the EAL/GRT support with a more strategic/training focus. We have already compiled an informative SLA ONLINE provision for schools to access advice and guidance which needs to be maintained as a one stop information hub for EAL/GRT. This would be coupled with a good EAL training programme to run across the academic year from September 2025 – 2026. The structure of the service would be:



The focus of the staff would be to prioritise language support where most needed across the schools with this greatest need. Support would look like in the form of a comprehensive training plan with support for completing EAL assessments.

The service re-designed referrals to ensure that the right information was received and prioritise support for the most vulnerable pupils especially where there were SEND.

Schools would continue to receive support with engagement with their GRT families in multiple areas e.g. the EHCP process, issues around safeguarding, behaviour, avoiding exclusion, intervention for gaps in learning, transition, delivery of culturally sensitive topics (Sex Education), transport, admissions, attendance, housing and Elective Home Education.

Cost of service is: **£183,315**

This is the equivalent to **£11.17** per EAL/GRT pupils in our schools and a reduction from the current £12.97 per pupil.

With the reduced costs into the service, schools will be able to employ TAs directly but there is also a continued budget of £17k within the budget to still support schools where requested.

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

- Production and execution of EAL strategy across the LA and schools in West Berkshire to meet the needs of pupils and schools, promoting inclusion and successful language development
- Organisation of English language assessments of EAL pupils for whom language may be a barrier to learning, writing advisory reports with recommended strategies where schools are unable to action.
- Arranging advice and support for individual pupils, including those with EAL and possible SEND needs and those in the EHCP process.
- Supporting schools and families of vulnerable pupils at professional's meetings linked to EHCPs.
- Training package of support for teachers and teaching assistants EAL/GRT and reducing barriers to learning.
- Organisation of tailored packages of support to schools to meet the needs of ethnically diverse pupils and those from Gypsy, Roma, Traveller families e.g. managing the GRaT 121 programme – training teaching assistants through targeted workshops to deliver intervention programmes to narrow the attainment gap with their peers and to reduce inequalities.
- Tracking the attainment of GRT pupils termly to inform interventions and the allocation of the GRT Pupil Support Officer.
- Multi-agency approach to support schools with EAL and GRT pupils.
- Support refugees/asylum seekers access education swiftly
- Provide EAL and GRT advice, guidance, and resources to schools.

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

- Completion of EAL assessments for pupils who may be finding it difficult to access learning. Providing advisory assessment reports with recommendations and guidance for classroom teachers.
- Supporting and delivering training at a corporate level for Heads, SLT, Inclusion Leads, SENCOs and teachers. Also, deliver in school workshops for support staff to understand the needs of EAL learners, share useful strategies and resources.
- Signpost resources and learning to schools

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

- Support is focused on helping vulnerable pupils to access the curriculum and improve English acquisition.
- PSOs may support schools with parent communication, in school meetings regarding SEND and the EHCP process to support vulnerable pupils.
- PSOs will train staff and provide appropriate resources to support pupils.
- The Pupil Support Officer for GRT pupils has a wider brief involving extensive liaison between families, staff, and other professionals. May be allocated to deliver short-term weekly interventions in school, after a referral either due to concerns about academic progress or behaviour. GRT families are supported with attendance, admissions, transition, and engagement with learning. GRT PSO is specifically targeted with raising attendance and attainment of pupils from the GRT community recognising barriers and supporting schools with inclusion including curriculum. There is also a strong health link.

Benefits of Service

EAL assessments

Referrals for EAL assessments were received from 19 West Berkshire Schools from the beginning of the September 2023 to August 2024 academic year: total 63 pupils. There have not been any referrals from Secondary Schools.

No. of Schools	Name of Schools (Teaching Assistant funding)	Name of Schools year1
17	St. Nicolas CE Junior School	Curridge Primary School
	Kintbury St. Mary's CE Primary School	Hermitage Primary School
	John Rankin Schools	Birch Copse Primary School
	Parsons Down Partnership of Schools	Robert Sandilands School
	Beenham Primary School	Calcot Schools
	The Willows Primary School	St. Paul's Primary School
	Long Lane Primary School	St Johns
	Mrs. Bland's Infant & Nursery School	Shaw-cum-Donnington Primary School
		St. Joseph's School
1	John Rankin Schools	
1	Aldermaston	

In school TA Funding:

In addition to bilingual support, EMTAS provided funding for Teaching Assistants within schools to support EAL learners in the early stages of English acquisition. EMTAS increased the hourly rate to £10.43 per hour in September 2018 to be more in line with current Teaching Assistant pay. This has risen to £12.13 an hour and funding will now replicate this inflation.

Number of TA funded hours given to schools:

TA Funding 2023-24 (Academic Year)				
	£allocation	Hours	No. of Pupils	No. of Schools
EAL - Sep 2023 - March 2024	£10,221	980	64	17

EAL - April 2024 - July 2024	£522	50	5	1
GRT121	£156	15	1	1
TOTAL	£10,899	1045		
2023-24 budget	£17,000			
% spend of total budget	64%			

Schools in receipt of GReaT121 project funding during 2022/23 to provide targeted intervention for Gypsy, Roma and Traveller pupils.

Great121 - total £939

Training provided (Shaw House and individual schools)

Academic Year 2022/23
EMTAS delivered corporate training – ‘How to meet the needs of New Arrivals’ this year and will be increasing this to three, two hour sessions (one per term).
EAL training for TAs who are to deliver EAL interventions after an EAL assessment outcome.
Moving forward, additional EAL workshops allocated as well as TA intervention will provide a further increased tailored support for schools.

Number of families supported by Pupil Support Officer (GRT)

West Berkshire has 115 children who are ascribed as Gypsy, Roma or Traveller. 33 West Berkshire schools have Gypsy, Roma and Traveller pupils on roll.

22 GRT children have been supported in 20 schools (an increase of 50%) seeking guidance and support by the PSO GRT. 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.

EMTAS Pupil Support Officer for GRT pupils has supported children and families from GRT backgrounds during 2022/23. This included face to face sessions and a range of home/school visits, as well as consultations with SLT at schools with a high proportion of GRT pupils.

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

Aldermaston	Mortimer
Brimpton	Mrs Bland’s
Burghfield St Mary’s	Purley
Calcot	Robert Sandilands
Castle	SUN
Engaging Potential	Thatcham Park
Garlands	The Downs
Hermitage	Theale Green
i-college	Westwood Farm
Kennet	Willink

Schools have been supported with engagement with their GRT families in multiple areas e.g. the EHCP process, issues around safeguarding, behaviour, avoiding exclusion, intervention for gaps in learning, transition, delivery of culturally sensitive topics (Sex Education), transport, admissions, attendance, housing and Elective Home Education.

GRT Outreach:

Over the previous years, EMTAS has delivered engagement sessions for pre-school children via the hire of the Bus Of Hope facility. This included sessions 9/12 months of the year at Paices Hill traveller site based in Aldermaston. Unfortunately, due to governance issues at the BOH and mechanical ones of the bus; this has led to the end of this collaborative project. A positive outcome has been the emergence of new co-production with an NHS Health Bus helping to reduce inequities in the WB community. This is going well and has seen many families benefit from co-working across the services.

Ukrainian families

Since the Ukrainian families arrived in West Berkshire, their transition has been supported with EAL assessments and guidance reports. Also, by delivering training to staff to understand their wider needs. Support specifically for these families and to meet the LA duties of safeguarding and regular check ins with the families transitioning over from Ukraine was carried out by an Education Welfare Officer specifically focused on Ukrainian families, working closely with the Ukrainian Hub. This post and funding has now ceased.

Proposed Cost of Delivery in 2025/26

The following table summarises the proposed cost of the service for 2025/26 in comparison with previous years.

	2023/24 £	2024/25 £	2025/26	% change
Staffing Costs	169,080	178,080	153,480	
Other Costs	17,020	17,020	17,020	
Support Service Recharges	18,610	19,510	17,050	
Total Cost	204,710	214,610	187,550	-14.43%
Less Surplus Brought Forward	-17,692	-28,440	-22,910	
Amount to be De-Delegated	187,018	186,170	164,640	-13.1%

Method of charging in 2025/26

The total cost of the service will be divided by the total number of pupils recorded in the October 2024 census to arrive at a per pupil amount for charging purposes. Based on October 2023 census data, this equates to £11.47 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 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 2025/26****Trade Union Representation Service****Outline of Proposed Service 2025/26**

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; NEU 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 2025/26

The following table summarises the proposed cost of the service for 2025/26, compared to 2024/25. It is based on engaging a representative from each of the unions:

	2024/25 £	Proposed UPS3 2025/26 £
Total Direct Costs	£64,036	£68,884
Support Service Recharges	£6,404	£6,888
Total Cost	£70,440	£75,772
Income from Nursery and Special Schools and PRUs	£2,149	£2,520
Cost to Primary and Secondary Schools	£68,291	£73,252

The proposed budget for 2025/26 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 2025/26

The total cost of the service will be divided by the total number of pupils recorded in the October 2024 census to arrive at a per pupil amount for charging purposes. Using October 2023 census data, this would equate to £5.10 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 2025/26 CLEAPSS Service

Outline of Proposed Service 2025/26

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 2025/26

CLEAPSS set the pricing each year in February/March for the financial year April to March ahead. In 2024/25 the charge to schools was 19 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 £250 per annum for the Radiation Protection Officer for the Radiation Protection Adviser.

The proposal for 2025/26 is to keep the same rate per pupil to 19 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 also remain the same at £250.

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	19p	32.5p	N/A	N/A
Primary	19p	32.5p	N/A	N/A
Secondary	19p	32.5p	£60	£190
Special	19p	32.5p	N/A	N/A
PRU	19p	32.5p	N/A	N/A
Primary Academy	19p	32.5p	N/A	N/A
Secondary Academy	19p	32.5p	£60	£190
Incorporated colleges	19p	32.5p	£60	£190

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2025/26

School Improvement Team

Outline of Proposed Service 2025/26

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:

- 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 DSG 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. **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. From January 2023 we have been attending during the actual inspection if the HT has requested it. This is due to the heightened emotions and tensions surrounding the Ruth Perry tragedy and the increased stresses that an inspection creates for the school and its leaders. Issues can be raised during the inspection with the support of the School Improvement team.
2. **Safeguarding audits** – Initially conducted for all schools in the immediate window for an Ofsted Inspection. The school Improvement team would like these audits going forwards, to be more regular. These are conducted with the person responsible for the SCR and DSLs/DDSLs. SCR/responsibilities/Governor involvement. Areas include;
 - a. A visual check of the SCR, picking up any issues (if any)
 - b. Overseas checks, identity checks, Section 128 etc
 - c. Staff and governor Training and how that is recorded, DSL compliance.
 - d. KCSIE/safeguarding updates
 - e. Early help procedures
 - f. Safer recruitment training
 - g. Staff personnel files
 - h. Record keeping/system used for safeguarding
 - i. Part time timetables/CME/AP provision and checks made on the providers
 - j. Filtering and monitoring
 - k. Site security
 - l. PREVENT training
 - m. SRE
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. Support for schools producing evidence to the DFE for **Revocations of Academy** orders.
5. **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.

6. **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.
7. **Well being support for school leaders.** Visits and signposting to ensure Leaders are supported through a whole host of issues that might be affecting them.
8. **Primary Heads Forum** – Focused presentations that share information to upskill and support Head teachers 5x across the year.
9. **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.
10. **Documentation** – Any documents we produce are sent out to all schools e.g
 - (i) Templates for Deep Dives
 - (ii) Questions for middle leaders
 - (iii) Expertise knowledge and signposting in any area
11. **Website checks on all schools in the ofsted window**, against the DFE's criteria, to support schools to ensure that they are compliant with the updated requirements.
12. **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.
13. **Email queries** from all school staff and leaders about all areas of school improvement.
14. **Support for schools receiving Ofsted complaints** – supporting Chairs of Governors through the complaints procedure, meeting with HTs and offering bespoke support as needed.
15. **Deficit support for schools needing advise and support.**
16. **Targeted support for schools with lower than expected Key Stage results.**
 - a. Pedagogy training across the year.
 - b. Learning Walks and support within schools.
17. **Subsidised courses** wherever possible.
18. **New to Headship** – 3 days of free support from an experienced School Improvement Adviser and a mentor provided by the LA.

- a. **Training in the autumn term on change management, SEF, IDSR and SDP planning.**
- b. **Supporting documentation for the first year of Headship.**

19. **Free Safeguarding Governor network** – to support this vital area within the responsibilities of the Governing Body.

3. Proposed Cost of Delivery in 2025/2026

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 & beyond the service will be wholly funded by de-delegation

3.4 The following table summarises the proposed cost of the service for 2025/26.

	2023/24 £	2024/25 £	2025/26 Proposed £	% increase
Staffing Costs	292,681	303,250	294,614	
Other Costs	15,480	15,480	15,770	
Support Service Recharges	30,816	31,873	31,038	
Total Cost	338,977	350,603	341,422	-2.69%
Less Surplus Carried Forward	-130,000	-59,220	-23,254	
Amount to be De-Delegated	208,977	291,383	318,168	8.4%

The overall cost of staffing and overheads has decreased by 2.69%, this is mainly due to a reduced spend on moderation in KS1.

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 2025/26

The total net cost of the service will be divided by the total number of pupils recorded in the October 2024 census to arrive at a per pupil amount for charging purposes. Using October 2023 census data, this would equate to £22.16 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 2025/26

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

Accountancy (Statutory Functions)
<p>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)</p>
Cost: £58,817
0.32 FTE Accountants; 0.39 FTE Senior Accountant; 0.02 Schools Accountancy Manager; 0.14 FTE Finance Manager Total FTE 0.87
Pension Scheme Administration
<p>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.</p>
Cost: £41,910
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: £54,574

0.65 FTE Senior Auditor; 0.09 FTE Audit Manager

Proposed Cost of Delivery in 2025/26

The following table summarises the proposed cost of the service for 2025/26, compared to 2024/25.

	2023/24 £	2024/25 £	2025/26 Proposed £
Accountancy	52,626	54,607	58,817
Audit	52,911	52,781	54,574
Pension Scheme Admin	35,864	38,797	41,910
Total Cost	141,401	146,185	155,301
Less income from Special and Nursery Schools and PRUs	4,302	4,460	5,165
Amount to be De-Delegated	137,099	£141,725	150,136

Method of charging in 2025/26

The total net cost of the service will be divided by the total number of pupils recorded in the October 2024 census to arrive at a per pupil amount for charging purposes. Using October 2023 census data, this would equate to £10.46 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 2025/26

Statutory and Regulatory Duties – Health and Safety

1. Introduction

1.1 The Council has an established, professional and well regarded Health and Safety Team that already supports West Berkshire schools.

2. Background and Legislative Context

2.1 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.

2.2 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.

2.3 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.

2.4 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.

2.5 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.

2.6 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.

2.7 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.

3. The Councils Health & Safety Support Service to Schools

3.1 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.

3.2 Following a decision to change the way the service operated in 2020/2021 since then 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, health and safety compliance and advice for schools.

3.3 As the Council is the employer and therefore the principal legal duty holder (not withstanding 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.

4. Proposal

4.1 The 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.

4.2 Schools will pay a graduated fee based on pupil numbers. All maintained schools will need to agree to be part of this collective agreement to equitably fund the service.

4.3 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.

4.4 Table 1 below shows the 25/26 cost if all Local Authority maintained schools, Voluntary Controlled, Voluntary Aided and special schools agree to one equal service. Due to rising costs it has been 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- 465	Band F +466	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	£1352.00	£1664.00	£2080.00	£2704.00	£5.89 Per Pupil	£5.89 Per Pupil
24/25	£881.92	£1433.12	£1763.84	£2204.80	£2866.24	£6.24 Per Pupil	£6.24 Per Pupil
25/26	£917.20	£1,490.44	£1,834.39	£2,292.89	£2,980.89	£6.40 per Pupil	£6.40 per Pupil

There are no discounts based on federated schools. However, schools who operate on the same site would pay one fee based on a combined pupil total up to 465 pupils when it

will be charged per pupil. Maintained nursery schools would pay Band A due to the part time nature of their pupils.

4.5 Table 3 below shows the cost of providing the enhanced service:

Table 3	2025/26 Proposed £
Staffing Costs	122,560
Other Costs	9,270
Support Service Recharges	13,180
Total Cost	145,010
De-delegated basic income @ £6.40 per pupil	95,814
Remainder cost to be met by all Maintained Primary and Secondary Schools via a top up to support the delivery of the Health & Safety Service.	49,196

5. Recommendation

5.1 Schools consider the option set out above to maintain the current level of service.

6. Conclusion

6.1 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.

6.2 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.

6.3 If the recommendation above is not accepted then schools should identify what system they would prefer and the service offer and financial implication can be calculated accordingly.

West Berkshire Council Maintained Schools

Health and Safety Service 2025/26

The Health and Safety Team are part of Finance and Property Service in the Resources Directorate. Our address is: Council Offices, Market Street, Newbury RG14 1BZ

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.

7. Schools Health & Safety Needs Assessment

8. 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.

9.

10. We have operated the current system of needs assessments for six 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.

11.

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.

12. There are a set number of questions in the Schools Needs Assessment, each carrying a maximum score of 4. Any question marked not applicable will reduce the total maximum score possible accordingly. The frequency of needs assessments discussed above has been included in Table 1 below.

Table 1

Overall Score	Description	Score Range Achieved	Frequency between assessments
91%+	Schools which score 91% or 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 for all maintained schools and those schools purchasing the service.	91% and above	Up to 5 years
80% to 90%	13. Schools which score 80-90% 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 for all maintained schools and those schools purchasing the service.	80% to 90%	Up to 4 years
55% to 79%	14. Schools which score 55-79% 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	60% to 79%	Up to 3 years

	identified for improvement and topic specific assessments will be completed for all maintained schools and those schools purchasing the service.		
Up to 54%	15. Schools which score below 55% 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 Service	
Summary	
<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> <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.</p> <p>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.</p>	
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</p>

	and accurately reflect practice.
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 training regarding completion of Risk Assessments.</p> <p>Provide review of the schools risk assessments on request, to support their completion.</p> <p>Provide support and guidance including a suite of generic risk assessments and guidance.</p>
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.</p> <p>Should the associated risk to safety or health warrant a school visit, this shall be arranged at the request of the school.</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>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 via 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 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.</p> <p>Your advisor will also help review your schools evacuation plans and fire safety arrangements.</p> <p>Your advisor can also provide Fire Awareness training to school staff on request from schools.</p>
10. Asbestos Management	<p>Schools can request a 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:</p>

	<p>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 regarding ACMs on site and highlight their responsibilities in respect of managing ACMs.</p>
11. Legionella Management	<p>Schools can request a site visit to complete a review of the legionella risk assessment with their Health and Safety Advisor.</p> <p>The advisor will also check that the school are working within the written scheme suggested and in line with the recommendations of the legionella risk assessment.</p>
12. Playground Equipment	<p>Schools can request a 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.</p> <p>We can also review the playground equipment risk assessment with the school to ensure it is suitable and sufficient.</p> <p>We can also provide on-site training and support to staff on request.</p>
13. First Aid	<p>Schools can request support and assistance to ensure the school's first aid needs assessments are in place and up to date and an appropriate number of staff are identified and trained to deliver first aid.</p>
14. Accident / Incident investigation and enforcement action	<p>Schools can request on-site support and advice from your named and dedicated Health and Safety Adviser during an accident investigation for a serious accident or enforcement action by an enforcing authority such as the Health and Safety Executive.</p>
15. Accident Reporting & Recording System	<p>The Councils Accident Reporting & Recording System is provided to all schools to allow them to record and monitor accidents/incidents.</p>
16. CHAS	<p>Assessing health and safety competence can be a lengthy process. CHAS assesses applicants: health and safety policy, their organisation for health and safety and their specific health and safety arrangements to a standard acceptable to our buyers and others. In essence, CHAS completes the initial health and safety application process for you.</p> <p>Using CHAS will help you select a competent contractor or supplier but you still need to check they are competent to carry out your project by checking they have appropriate experience and take references etc.</p>

16. School responsibilities

Whilst the duty to comply with statutory requirements cannot be delegated and remains with Schools and in some cases the Local Authority, the tasks involved with the effective implementation of health and safety management in schools is delegated to Head Teachers. For this approach to be successful, each school must do all that is reasonably practicable to ensure the health, safety and welfare of their staff, pupils and non-employees.

The operation of an effective health and safety management system at the school is central to achieving the above, with key areas being:

- The school Health and Safety Policy
- Organising for health and safety
- Planning and implementing safety controls
- Monitoring school health and safety performance
- Auditing and reviewing health and safety compliance and best practice.

Schools must also use the Council's Crest system to record accidents and incidents relating to the health and safety of their staff, pupils or visitors.

17. West Berkshire Council Schools Health and Safety Team

18. The Schools Health and Safety Team is made up of two Senior Schools Health and Safety Advisors and a Health and Safety Manager who also manages Corporate Health and Safety.

Mike Lindenburn - Health & Safety Manager

Mike has a wide range of experience in both the public and private sectors for over twenty years, providing strategic direction and operational management on health and safety. Applying initiative and practical, cost-effective solutions whenever possible. He is professional and hard working with good leadership, management and influencing skills.

Mike is a Chartered Member of the Institute of Occupational Safety and Health (CMIOSH), has a Level 5 Institute of Leadership & Management certificate in Leadership, is an Associate Member of Institute of Environmental Management and Audit (AIEMA), and has achieved (BIOH) Asbestos Specialist S301, BOHS P901 Legionella Management and completed RoSPA Operational playground inspection course.

Alice Pye - Senior Health & Safety Advisor (Schools)

Alice has over 15 years' experience of health and safety enforcement as an Environmental Health Officer. Alice has excellent organisational and communication skills and will work well with schools by building positive relationships. She is a member of the Chartered institute for Environmental Health (CIEH) and is EHRB registered, she also holds NEBOSH, (BIOH) Asbestos Specialist S301, BOHS P901 Legionella Management and has completed the RoSPA Operational playground inspection course.

Julian Routledge - Senior Health & Safety Advisor (Schools)

Julian is an experienced health and safety adviser and is able to quickly and effectively bring people together to promote a positive organisational safety culture. Julian has a good ability to successfully interact with a variety of different people and develop good relationships to provide tailored advice and support. As well as NEBOSH Julian holds (BIOH) Asbestos Specialist S301, BOHS P901 Legionella Management and has completed the RoSPA Operational playground inspection course.

To discuss any aspect of the Health & Safety Service please contact:

Key Contacts			
Name	Contact Number	Email Address	
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Mike Lindenburn	07901 114627	mike.lindenburn@westberks.gov.uk	

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