

Dudley Schools Forum - 16th December 2014

Report of the Interim Director of Children's Services

De-delegated Service Options: 2014/15 Projected Outturn and 2015/16 Proposals

Purpose of Report

1. To provide Schools Forum with a financial update in respect of the provisional outturn for the 2014/15 financial year de-delegated services and to agree the de-delegation service options for Dudley maintained mainstream schools for 2015/16.

Budget Working Group Discussed

2. Yes - 20th November 2014 and 10th December 2014.
The response from 20th November meeting at Appendix E.
The response from 10th December meeting will be advised at the Schools Forum meeting on 16th December.

Schools Forum Role and Responsibilities

3. In accordance with the Schools Forums (England) Regulations 2012, Schools Forum must authorise the deduction of budgets from Maintained Schools Budget shares in respect of certain central expenditure. (Under regulation 8(5)).

Where this central expenditure is to be 'de-delegated' to the local authority then the Schools Forums (England) Regulations 2012 state that:

- a. **Regulation 8 paragraph 9A** - Only the Schools members of the schools forum who are representatives of primary schools (other than nursery schools) may vote to decide whether or not to authorise the matters referred to as de-delegation where they relate to primary schools (other than nursery schools); and
- b. **Regulation 8 paragraph 9B** - Only the Schools members of the schools forum who are representatives of maintained secondary schools may vote to decide on whether or not to authorise the matters referred to as de-delegation where they relate to secondary schools.

Action for Schools Forum

4. To note the 2014/15 projected outturn in respect of the de-delegated service budgets.
5. To approve the de-delegated service budgets for maintained mainstream schools for 2015/16.

Attachments

6. Appendix A – 2014/15 De-delegations Projected Outturn at 31st October 2014.
7. Appendix B – Summary of Consultation responses received for 2015/16.
8. Appendix C – Financial details included within the consultation.
9. Appendix D – Service provider information for 2015/16 De-delegation options.
10. Appendix E – Headteachers Consultative Forum- Budget Working Group
Recommendations for 2015/16.
11. Appendix F – Section 251 Benchmarking data for 2014/15 budget.

Rebecca Yates
Senior Principal Accountant
25th November 2014

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Purpose of Report

1. To provide Schools Forum with a financial update in respect of the provisional outturn for the 2014/15 financial year de-delegated services and to agree the de-delegation service options for Dudley maintained mainstream schools for 2015/16.

Background

2. De-delegation refers to a process whereby a school is entitled to funding via their delegated budget through the local funding formula, but collectively, maintained mainstream schools' through a phase chose to return the funding to the Directorate of Children's Services where the management and co-ordination of that service will continue to be provided centrally on behalf of those schools.
3. The DfE's School Funding Reforms implemented on 1 April 2013 prescribed which centrally maintained service budgets must be delegated to schools from 2013/14.
4. However, recognising that authorities had centrally retained these services for the greater good of all schools, the DfE allow for any of the newly delegated services to be 'de-delegated' but only by maintained mainstream schools. This action requires the maintained mainstream schools within a phase, via Schools Forum, to agree that a service should be provided centrally on the grounds of economies of scale or pooled risk.
5. The Schools Forum Regulations 2012 (amendment) determine that any budgets de-delegated must be approved by Schools Forum in the relevant phase (primary or secondary) to decide whether that service should be retained centrally.
6. De-delegation is not an option for academies, special schools, nurseries or PRUs (Pupil Referral Units). Where de-delegation has been agreed for maintained primary and secondary schools, there is a presumption that the local authority will offer the service on a buy-back basis to those schools and academies in their area which are not covered by the de-delegation. In the case of special schools and PRUs, the funding to buy such services will be included in any top-up payments.
7. Any decisions made to de-delegate in 2014/15 related to that year only, so new decisions will be required for any service to be de-delegated in 2015/16. Schools Forum members for primary maintained schools and secondary maintained schools must

decide separately for each phase whether the service should be provided centrally and the decision will apply to all maintained mainstream schools in that phase. Funding for these services will then be removed from the formula before school budgets are issued. There may be different decisions for each sector.

8. Any surplus funds or overspending at the end of the financial year will be carried forward into the next financial year and schools' budgets adjusted accordingly.

2014/15 Approved De-delegations

9. For 2014/15, Schools Forum approved the following services for de-delegation totalling £1.4m; this related to 88 maintained schools with 10 Dudley schools being Academy Schools at that time.

Table 1 – De-delegated Services for the 2014/15 Financial Year

| De-delegation for Mainstream Maintained Schools | Budget for 2014/15 |
|--|---------------------------|
| Contingencies - closed schools and rental payments | £181,362 |
| Staff costs - supply cover – Union Facilities time | £209,584 |
| Staff costs - supply cover – NQT (Newly Qualified Teachers) | £283,133 |
| Support for minority ethnic pupils/underachieving groups. Family Support Workers | £247,690 |
| LACES (Looked After Children Education Services) | £26,002 |
| School Library Service | £218,010 |
| Behavioural Pupil Referral Unit – Primary Outreach Service | £234,285 |
| Total De-delegations | £1,400,066 |

10. Upon conversion to Academy School status a former maintained school's de-delegated budget is pro-rated in year and returned to the school for allocation at their discretion. However, if a school converts to an Academy School on or after 1st September, up to and including 31st March, the authority can retain any de-delegated funding for the remainder of the financial year; this is aimed to help central services to plan their workload. Therefore the two Dudley school conversions to Academy status from 1st October 2014 will continue to access the de-delegated services during the remainder of the 2014/15 financial year, given that the authority will retain that element of funding until 31st March 2015. For this reason the budgets quoted in Table 2 remain unchanged for the 2014/15 financial year.
11. Table 2 summarises the projected outturn for 2014/15 de-delegated services. Appendix A provides the full details.
12. The final outturn position will be reported to Forum at the summer term meeting. There is an expectation that all de-delegated service providers will produce an annual

statement to appraise Schools and Schools Forum of the work undertaken during the previous financial year. This will also be used to support the annual consultation process in respect of de-delegation options.

Table 2 – 2014/15 Projected Outturn for De-delegated Services

| De-delegation Services for Mainstream Maintained Schools 2014/15 | Latest Budget for 2014/15 | Projected Outturn 2014/15 | Expected Under () spending or over spending |
|--|----------------------------------|----------------------------------|---|
| | £ | £ | £ |
| Contingencies - closed schools and rental payments | £181,362 | £181,362 | £0 |
| Staff costs - supply cover – Union Facilities time | £209,584 | £198,584 | (£11,000) |
| Staff costs - supply cover – NQT (Newly Qualified Teachers) | £283,133 | £263,133 | (£20,000) |
| Support for minority ethnic pupils/underachieving groups. Family Support Workers | £247,690 | £245,690 | (£2,000) |
| LACES (Looked After Children Education Services) | £26,002 | £26,002 | £0 |
| School Library Service | £218,010 | £218,010 | £0 |
| Behavioural Pupil Referral Unit – Primary Outreach Service | £234,285 | £234,285 | £0 |
| Total De-delegations | £1,400,066 | £1,367,066 | (£33,000) |

2015/16 Proposed Service De-delegations

13. In line with the DfE requirements and in readiness for 2015/16, Dudley recently issued a local consultation in respect of the School Funding Arrangements for De-delegation Options for 2015/16. The consultation ran from 24th September 2014 to 4th November 2014.
14. The outcomes of the consultation are available to inform School Forum as part of their decision making process for 2015/16. The responses are summarised in Appendix B with a copy of the financial data and service details presented in the consultation at Appendix C and D, respectively.
15. Budget Working Group recommendations from the meeting on 20th November 2014 are included at Appendix E.

16. The service options for 2015/16 de-delegations are outlined in Table 3. The budgets to be de-delegated to the current 86 maintained mainstream schools, subject to further Academy School conversions before 31st March 2015, would be as outlined in Table 3.

Table 3 – De-delegated Services Proposed for the 2015/16 Financial Year

| De-delegation Services for Mainstream Maintained Schools 2015/16 | Budgets for De-delegation 2015/16 Primary Sector £ | Budgets for De-delegation 2015/16 Secondary Sector £ | Budgets for De-delegation 2015/16 Total Funding £ |
|--|---|---|--|
| Contingencies - closed schools and rental payments | 114,308 | 68,501 | 182,809 |
| Staff costs - supply cover – Union Facilities time | | | |
| Staff costs - supply cover: | | | |
| a. Union Facilities Time | | | |
| - Currently 4.11fte | 84,000 | 50,338 | 134,338 |
| - Proposal to retain at 4.11 fte | 84,000 | 50,338 | 134,338 |
| b. Teacher Union Learning Representatives | | | |
| - Currently 1fte | 23,037 | 13,806 | 36,843 |
| - Proposal to reduce to 0.6fte | 13,822 | 8,283 | 22,105 |
| c. National Executive Support | | | |
| - Currently 0.6fte | 16,327 | 9,784 | 26,111 |
| - Proposal to reduce to 0fte | 0 | 0 | 0 |
| d. Scrutiny Committee Representatives | | | |
| - Currently 0.4fte | 8,732 | 5,232 | 13,964 |
| - Proposal to reduce to 0fte | 0 | 0 | 0 |
| Staff costs - supply cover – NQT (Newly Qualified Teachers) | 178,452 | 106,940 | 285,392 |
| Support for minority ethnic pupils/underachieving groups. Family Support Workers | 237,017 | 11,693 | 248,710 |
| LACES (Looked After Children Education Services) | 16,388 | 9,821 | 26,209 |
| School Library Service | 218,385 | 0 | 218,385 |
| Behavioural Pupil Referral Unit – Primary Outreach Service | 232,279 | 0 | 232,279 |
| Total Funding Proposed for De-delegation- (non italics) | 1,094,651 | 255,576 | 1,350,227 |
| Total Funding Proposed for Return to Schools | 34,274 | 20,539 | 54,813 |
| Total Funding for Delegation 2015/16 | 1,128,925 | 276,115 | 1,405,040 |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Schools Forum Voting Requirements for De-delegations

17. Taking into consideration the consultation feedback received in Appendix B, the service providers information in Appendix D and Budget Working Groups recommendations in Appendix E, those Schools Forum members eligible will be asked to vote at the meeting.
18. Members of the Schools Forum who are representatives of primary schools (other than nursery schools) can vote in respect of the primary sector de-delegations in Table 3. This relates to Mrs M Stowe, Mr D Ward, M/s P Rogers, Mrs J Quigley, Mrs R Wylie, Mr L Ridley, Mrs J Belcher and Mr B Oakley.
19. Members of the Schools Forum who are representatives of secondary schools can vote in respect of the secondary sector de-delegations in Table 3. This relates to Mr P Kilbride, Mrs A Garratt, Mr N Shaw, Mr B Patterson, Mrs G Withers and Mr J Conway.

S251 Benchmarking Tables – 2014/15 Budget

20. Extracts of the Section 251 benchmarking tables for statistical and regional authorities are included in Appendix F. The tables reflect spend per capita for each of the de-delegated services, the information is based on the 2014/15 budget. Dudley is highlighted to give a comparison against the other authorities and the national average.

Finance

21. The funding of schools is prescribed by the Department for Education (DfE) through the School Finance and Early Years (England) Regulations 2013.
22. Schools Forums are regulated by the Schools Forums (England) Regulations 2012.
23. From 1 April 2006, the Schools Budget has been funded by a direct grant: Dedicated School Grant (DSG).

Law

24. Councils' LMS Schemes are made under Section 48 of the School Standards and Framework Act 1998. The Education Acts 1996 and 2002 also have provisions relating to school funding.

Equality Impact

25. The Council's Equal Opportunities Policy is taken into account when considering the allocation of resources.

Recommendation

26. Schools Forum to note the report in respect of de-delegated services for 2014/15 and after consideration of the information outlined within the report, Schools Forum **School**

Members who are representatives of:

- a. primary schools, are asked to vote on the recommendations outlined in Table 3 in respect of de-delegated budgets for maintained primary schools for 2015/16 financial year; paragraph 18 refers and
- b. secondary schools are asked to vote on the recommendations outlined in Table 3 in respect of de-delegated budgets for maintained secondary schools for 2015/16 financial year; paragraph 19 refers.

27. Schools Forum to approve the proposal in paragraph 12 for de-delegated service providers to produce an annual statement to appraise Schools and Schools Forum of the work undertaken during the previous financial year. This statement will also be used to support the annual consultation process in respect of de-delegation options.



Pauline Sharratt
Interim Director of Children's Services

Contact Officer: Karen Cocker, Children's Services Finance Manager

Karen.cocker@dudley.gov.uk Tel: 01384 815382

2014/15 De-delegations Projected Outturn at 31st October 2014

| Details | Latest De-delegated 2014/15 Budget £* | Other Funding 2014/15 £** | Total Funding 2014/15 £ | Projected spend to 31/3/15 £ | Variance to budget (£) = under-spending £ | Comments |
|--|--|--------------------------------------|------------------------------------|---|--|---|
| Contingencies - closed schools and rental payments | 181,362 | 5,548 | 186,910 | 186,910 | 0 | |
| Staff costs – supply cover – Union Facilities time | 209,584 | 47,513 | 257,097 | 246,097 | (11,000) | Reduced hours claimed for Select Committee Reps |
| Staff costs - supply cover – NQT | 283,133 | 14,986 | 298,119 | 278,119 | (20,000) | Reduced activity with Regional Staff College |
| Support for minority ethnic pupils/underachieving groups. Family Support Workers | 247,690 | 34,355 | 282,045 | 280,045 | (2,000) | £2k saving relates to supplies and services |
| LACES (Looked After Children Education Services) | 26,002 | 794 | 26,796 | 26,796 | 0 | |
| School Library Service | 218,010 | 10,031 | 228,041 | 228,041 | 0 | |
| Behavioural Pupil Referral Unit – Primary Outreach Service | 234,285 | 0 | 234,285 | 234,285 | 0 | |
| Total | 1,400,066 | 113,227 | 1,513,293 | 1,480,293 | (33,000) | |

* Following 2014/15 academy transfers . ** Early Years, special schools buy back, academies buy back

Appendix B

De-delegated Service Options and Responses from Consultation for the 2015/16 Financial Year

| De-delegation Service Options for Mainstream Maintained Schools 2015/16 | Budget for delegation 2015/16 Primary Sector £ | Budget for delegation 2015/16 Secondary Sector £ | Number of Agreed Responses | Number of Negative Responses | Comments | Respondents |
|---|--|--|----------------------------|------------------------------|--|--|
| Contingencies - closed schools and rental payments | 114,308 | 68,501 | 4 | 0 | | Agreed <ul style="list-style-type: none"> Greenfield Primary Amblecote Primary Mount Pleasant Primary Belle Vue Primary |
| Staff costs - supply cover: Union Facilities Time General Union Duties 4.11fte | 84,000 | 50,338 | 5 | 0 | | Agreed <ul style="list-style-type: none"> Greenfield Primary Amblecote Primary Mount Pleasant Primary Belle Vue Primary NASUWT |
| Staff Costs - supply cover – Union Facilities time Teacher Union Learning Representatives 1fte current with proposed reduction to 0.6fte (0.2fte for each Union) | 23,037 | 13,806 | 4 | 0 | | Agreed <ul style="list-style-type: none"> Amblecote Primary Mount Pleasant Primary Belle Vue Primary NASUWT |
| Staff Costs - supply cover – Union Facilities time National Executive Support 0.6fte current with proposed reduction to 0fte | 16,327 | 9,784 | 2 | 3 | See comment 1 & 2 on behalf of NASUWT Dudley Association | Agreed <ul style="list-style-type: none"> Mount Pleasant Primary Belle Vue Primary Disagreed <ul style="list-style-type: none"> Amblecote Primary Greenfield NASUWT |

| | | | | | | |
|--|------------------|----------------|---|---|--|--|
| Staff Costs - supply cover – Union Facilities time Scrutiny Committee Representatives 0.4fte with proposed reduction to 0fte | 8,732 | 5,232 | 2 | 0 | See comment 1 & 3 on behalf of NASUWT Dudley Association | Agreed <ul style="list-style-type: none"> • Mount Pleasant Primary • Belle Vue Primary |
| Staff costs - supply cover – NQT (Newly Qualified Teachers) | 178,452 | 106,940 | 4 | 0 | | Agreed <ul style="list-style-type: none"> • Greenfield Primary • Amblecote Primary • Mount Pleasant Primary • Belle Vue Primary |
| Support for Minority Ethnic Pupils/Underachieving Groups - Family Support Workers With a proposal that the Directorate of Children's Services review the service offered to schools and ensure that the service is: - fit for purpose; - Schools are made aware of the service available; - Schools are advised how to access the service | 237,017 | 11,693 | 4 | 0 | | Agreed <ul style="list-style-type: none"> • Greenfield Primary • Amblecote Primary • Mount Pleasant Primary • Belle Vue Primary |
| LACES (Looked After Children Education Services) | 16,388 | 9,821 | 4 | 0 | | Agreed <ul style="list-style-type: none"> • Greenfield Primary • Amblecote Primary • Mount Pleasant Primary • Belle Vue Primary |
| School Library Service | 218,385 | 0 | 4 | 0 | | Agreed <ul style="list-style-type: none"> • Greenfield Primary • Amblecote Primary • Mount Pleasant Primary • Belle Vue Primary |
| Behavioural Pupil Referral Unit – Primary Outreach Service | 232,279 | 0 | 4 | 0 | | Agreed <ul style="list-style-type: none"> • Greenfield Primary • Amblecote Primary • Mount Pleasant Primary • Belle Vue Primary |
| Total De-delegation Budgets at November 2014 for 2015/16 <i>(This will reduce as Academy Schools increase)</i> | 1,128,925 | 276,115 | | | | |

Comments from Respondents

On behalf of NASUWT Dudley Association

1. I would like to raise my concerns with the proposal that has been put forward by the HTCF-BWG for the allocation of Facility funding for 2015/16 and therefore we would not be in a position to support.

You should be aware that a Freedom of Information request relating to the funding of both HR and Facility time for Trade Unions has been sent to DMBC but as yet we are still awaiting a response. When we receive this information it is our intention to put a comparative report together for the members of the School Forum highlighting our concerns with the reduction that has been suggested.

2. I am also awaiting minutes of the HTCF-BWG meeting where these discussions have taken place and a detailed report on why they have decided to remove the funding for National Executive and reduce the ULR allocation of funding. In line with the model agreement of the school forum I would expect a written report to be put forward to forum support the suggested figures. This will then allow NASUWT to put in a formal response for consideration by the members of the School Forum before a final decision is made.
3. I would also like to raise our concerns over the removal of the associated facility time linked to the Scrutiny Committee where Trade Unions have always held a valued place. I would therefore ask for suggestions on how the cost of attending future meetings by invitation only will be refunded to the trade unions.

On behalf of National Union of Teachers (NUT)

4. Repeated studies have shown that trained lay union representation is cost effective and efficient in helping to resolve many employment issues that may arise in schools.

Union representatives have a statutory right to time off to fulfil union duties. This is most efficiently organised through the de-delegation of appropriate funds by Schools Forum to avoid the disruption and additional costs of school reps taking often unpredictable time out of school. It is interesting to note that some of the very few areas that did not originally de-delegate have now reconsidered as a result of experience. We hope that Dudley will continue with an arrangement that has generally served schools well.

Appendix C

Delegated and De-delegated Services for 2014/15 to Form the Basis for 2015/16 De-delegation Options – shown as Table 2 in the September 2014 consultation documentation on School Funding Arrangements for De-delegation Options

| Further Details Annex A | De-delegation Services Mainstream Maintained schools | Value for 2014/15 | Unit of Resource Primary | Unit of Resource Secondary | Comments | Service Details |
|-------------------------|--|-------------------|--------------------------|----------------------------|--|--|
| 1 | Contingencies | £181,362 | £4.62 | £6.58 | The “expenditure on the schools specific contingency” is central expenditure deducted for the purpose of ensuring that monies are available to enable increases in a school’s budget share after it has been allocated where it subsequently becomes apparent that a governing body has incurred expenditure which it would be unreasonable to expect them to meet from the school’s budget share. <i>Funding allocated on a per pupil basis.</i> | Closed schools contingency - £134,852 Assigned rents - £37,949 General contingency - £8,561 |
| 2 | Staff costs - supply cover – Union Facilities time | £209,584 | £5.34 | £7.61 | Expenditure in making payments to, or in providing a temporary replacement - taking part in trade union activities. <i>Funding allocated on a per pupil basis.</i> | <u>Union Facilities Time</u> NASUWT 1 fte NUT 1fte ASCL 0.2fte ATL 0.6fte NAHT 0.2fte GMB 1.11fte <u>Teacher Union Learning Reps *</u> NASUWT 0.4fte NUT 0.4fte ATL 0.2fte <u>Scrutiny Committee Reps**</u> All 0.4fte <u>National Executive</u> NASUWT 14/15 0.6fte |
| 3 | Staff costs – NQT | £283,133 | £7.21 | £10.28 | Expenditure in respect of newly qualified | Support for NQTs -£26,000. |

| | | | | | | |
|---|--|-------------------|-----------|---------|--|--|
| | (Newly Qualified Teacher) | | | | teacher initiatives. <i>Funding allocated on a per pupil basis.</i> | Payment to schools with NQTs -£257,133. |
| 4 | Support for minority ethnic pupils/underachieving groups. Family Support Workers | £247,690 | £136.87 | £136.87 | Expenditure for the purposes of improving the performance of under-performing pupils from ethnic minority groups; and meeting the specific needs of bilingual pupils <i>Funding allocated on EAL numbers.</i> | 7.91 FTE: 1 HOS 5.91 Family Support 1 Admin |
| 5 | LACES Looked After Children Education Service | £26,002 | £0.66 | £0.94 | Cost of providing or purchasing specialist behaviour support services, both advisory and teaching <i>Funding allocated on a per pupil basis.</i> | 1 member of staff supporting schools |
| 6 | School Library Service | £218,010 | £8.99 | - | Expenditure on services to schools provided by libraries. <i>Funding allocated on a per pupil basis.</i> | Library service to Primary schools 5.88 fte |
| 7 | Pupil Referral Unit – Primary Outreach Support | £234,285 | £3,123.80 | -- | Expenditure in respect of the primary behavioural PRU. <i>Funding allocated on a lump sum per school</i> | Staffed as part of the primary PRU provision. |
| | Total De-delegations | £1,400,066 | | | | |
| | | | | | | |

De-delegated Service Options for 2015/16 – Service Provider Information

1. Contingencies - closed schools, rental payments and general contingency

Contingencies are retained centrally for maintained schools but only for a limited range of circumstances to cover:

- i. Exceptional unforeseen costs which it would be unreasonable to expect governing bodies to meet including assigned rents for Castle High playing fields, Rufford School methane gas monitoring.
- ii. Additional costs relating to new, reorganised or closing schools. Until such times that all closed school sites are disposed there are short term ongoing liabilities to cover the ongoing costs at Pensnett and Holt Farm.
- iii. A small budget is held for a contingency to be allocated to schools at the discretion of the Director of Children's Services.

2. Staff costs - supply cover – Union Facilities time

The budget currently funds union facilities time required in all Dudley schools to represent: National Association of Schoolmasters Union of Women Teachers (NASUWT); National Union of Teachers (NUT); Association of Teachers and Lecturers (ATL); Association of School and College Leaders (ASCL); National Association of Head Teachers (NAHT); Teacher representatives at Scrutiny Committees, General, Municipal; Boilermakers and Allied Trade Union (GMB).

The funding of union facility time enables trade unions representatives to undertake their duties, training and activities which includes work with schools and the local authority on the development of employment policies and procedures, and other matters, which require a consistent and collaborative approach across the borough as a whole. This helps to foster a climate in which the conduct of business between employers and the workforce is efficient and less likely to be hindered by local disputes. It also helps to manage the workload of managers and governors in schools who would otherwise have to deal individually with a number of different unions on a wide range of employment and educational issues.

In addition it enables trade unions to represent the interests of their members, both individually and collectively on matters such as:

- i. Terms and conditions of employment;
- ii. Health, safety, welfare, and other issues relating to the working environment;

- iii. Policies and procedures on matters affecting employment including matters of discipline;
- iv. Changes to services, functions and structures that have direct or indirect implications for working arrangements for employees;
- v. Any other matters which either side may reasonably wish to bring.

Union roles in Dudley

- i. The majority of the liaison with unions is through Branch Secretaries. In addition, Dudley has funding earmarked for the statutory role of Teacher Union Learning Representative (1 full time equivalent across 3 teacher unions). There is no separate funding earmarked for Health and Safety representatives in Dudley, although some activity is undertaken by a NUT representative funded using Union Learning Representative facilities time, through historical agreement.
- ii. In addition to the above, Dudley has provided facilities time for the NASUWT for National Executive Membership, equivalent to 0.6 FTE.
- iii. The Union work supporting the Scrutiny Committee will cease from 1.9.2014. Therefore the 0.4fte representative funding will be returned to schools for 2015/16 and this element no longer features as an option within the de-delegation proposals.

3. Staff costs - supply cover – NQT (Newly Qualified Teachers)

It is proposed that the funding to provide the NQT service supports the following during 2015/16:

- Payment to schools with NQTs
 - Payment to the Local Authority for support for NQTs
- i. Payment to schools with NQTs for 2015/16
It is proposed that the payment to schools to support Newly Qualified Teachers continues during 2015/16. The payment covers the professional development and training of the NQT for one day per week throughout their first year in role.
 - ii. Primary NQT pool for 2015/16

The Primary NQT pool has not been as successful as anticipated. It is proposed that the funding previously available to Wolverhampton University for the arrangement is used to support the payment to schools with NQTs during 2015/16. Therefore, the total funding available to schools will increase by £17,000 overall.

iii. LA role for support for NQTs in previous years and Proposal for 2015/16

It is proposed that Dudley LA continue to act as the provider of NQT and induction tutor support, the role of appropriate body and HR support for NQTs during 2015-16.

In previous years the LA has provided the full range of support to individual NQTs, their respective schools and induction tutors. The support falls into three broad categories –

- Role of the appropriate body, including a dedicated officer and admin support
- Support and development package
- Support / administration / advice from HR

The LA has enabled this support by providing a dedicated officer to act as a representative for the Appropriate Body and, in so doing, offers advice and support to induction tutors and NQTs with regard to the induction process. In addition to acting in this capacity, the dedicated officer, together with two admin personnel, organises and takes part in the delivery of a core training package for primary colleagues and a secondary programme consisting of a range of workshops throughout the academic year.

iv. NQT Induction tutor support / training

The named officer for the appropriate body provides annual training for induction tutors. This provides tutors with:

- an update on statutory guidance;
- an overview of the role of the induction tutor;
- advice on how and when to liaise with the appropriate body;
- an opportunity to explore the Teaching Standards in relation to NQTs;
- an opportunity to network and share experiences.

The named officer is available to provide follow-up advice/support and guidance to induction tutors throughout the induction period.

v. Statutory role of appropriate body

The appropriate body provides a quality assurance role within the induction process and, in so doing, offers guidance to schools in meeting their responsibilities for monitoring, support and assessment of NQTs. It also provides an officer as a named contact with whom schools and NQTs, in particular, can raise concerns.

vi. Training provision

The core training programme provided by the LA in conjunction with other providers aims to provide broad and balanced content linked to the Teacher Standards and themes that are important to understand in those crucial first terms for example managing behaviour, effective pedagogy and practice. There is a blend of knowledge and skill development within each session. There are also some key workshops that are imperative to Dudley teachers e.g. Child Protection and Health and Safety.

The training programme aims to compliment the support and development that is taking place within the NQT's own school. There are elements available at reduced cost for teachers in their second year.

Evaluations have shown that participants have consistently found the sessions to be excellent or good.

Other workshop topics include –

- Numeracy
- Raising writing standards
- CAF and integrated working

vii. Proposal for Support for NQTs budget

As a department becoming increasingly traded we have conducted a review of the actual costs for the NQT budget, this review includes the costs for training provided by other LA personnel. Following this review we propose in future the NQT budget be managed as follows:

| | | |
|---|---------------|---------------------|
| JS support for 144 Dudley NQTs (£80 per NQT) | 11,547 | |
| EIA In School Support 5 days @ £510/day | 2,550 | |
| Early Years | 3,048 | Saltwells Training |
| Literacy | 827 | Saltwells Training |
| Numeracy | 2,207 | Saltwells Training |
| Behaviour | 414 | Saltwells Training |
| Secondary T&L | 363 | Saltwells Training |
| Secondary Behaviour | 363 | Saltwells Training |
| Half Day Induction Tutor Briefing Primary | 325 | Saltwells Training |
| Half Day Induction Tutor Briefing Primary | 243 | Saltwells Training |
| Course Organisation, website, bookings & NQT CD's | 690 | Saltwells Training |
| Teacher and the Law | 827 | Ward House Training |
| Health & Safety | 827 | Ward House Training |
| CAF & Integrated Working | 827 | Ward House Training |
| Child Protection | 827 | Ward House Training |
| Course organisation, bookings & website | 115 | Ward House Training |
| Total | 26,000 | |

viii. The Statutory aspects of having an appropriate body will include the following:

- Acting as the ‘ appropriate body’ for the induction of NQTs in line with national statutory guidance.
- Registering and monitoring the progress of NQTs and reporting to the GTCE and/or DfE
- Provide online guidance and resources to support NQTs and NQT induction tutor.
- Dudley Primary NQT Training offer for 2014/15, including free support and additional chargeable training at reduced rates.
- Provide telephone and email support to all schools and their NQTs.
- Documentation for NQT CD’s and NQT Induction Tutor CD’s.
- Dudley LA Induction Questionnaires to NQT’s distribution and data analysis.
- Administrative support to include record keeping, production and distribution of NQT and Induction Tutor.

4. Support for minority ethnic pupils/underachieving groups. Family Support Workers Family support and liaison work

The Multicultural support service works in partnership with schools with minority ethnic and new arrival children and families to promote education and social opportunities and develop their engagement and participation in the local and wider society.

The service provides:

- i. Linguistic support to new arrival pupils.
- ii. Support and advice to schools in order to raise the achievement of ethnic minority pupils.
- iii. Intercultural understanding and citizenship.
- iv. Support to integrate new arrival pupils into their schools.
- v. Assessment of new arrival pupils of their prior knowledge and experience as well as their language proficiency.
- vi. Links with individual parents to enable their understanding of the educational system so that they can more easily support their children's learning and social development.
- vii. Help to resolve social and educational difficulties.
- viii. Support to pupils to promote self confidence, self esteem and motivation so that all can achieve their full potential.
- ix. Support to local minority community organisations to promote safeguarding in faith centres guidelines

5. LACES (Looked After Children Education Services)

Inclusion, Welfare and Education Officer.

The remit for this post is to work with social workers, carers, residential placements and pupils to ensure that all Dudley LAC are receiving, full time, appropriate education provision in accordance with their needs.

This service includes:

- i. Monitoring and supporting school attendance of all LAC in Dudley
- ii. Monitoring exclusions of all LAC and providing support and advice on early help and intervention strategies to prevent an exclusion.
- iii. Support and advise social workers when a change of placement becomes necessary. Membership of the Placement Provision Group to advise on education matters

- iv. Participate in Personal Education Plan meetings, LAC reviews and other relevant meetings to advise on appropriate education provision for Dudley LAC.
- v. Mentor LAC who are experiencing difficulties in their education setting in order to address issues in conjunction with social worker, parent/carer and education colleagues.
- vi. The post holder works across all schools, dependent on circumstances and issues as well carrying a caseload of LAC for whom they provide ongoing support.

6. School Library Service -Support to Primary Schools

Dudley Schools Library Service (SLS) exists to assist schools to raise standards by providing high quality, well targeted resources and specialist expertise. The SLS experienced staff offer a quality service with a flexible approach to meet schools' individual needs.

With the retirement of the head of service at the end of August, the management of the service has been undertaken by Dudley Library Service, through the Children and Young People Principle Librarian.

The service includes:

- To help support achievement in schools the SLS offers for loan resources such as – topic boxes, class reading sets, guided reading sets, Big Books, artefacts, photo-packs and DVDs. Also SLS offers advice and support including the re-organisation of school libraries.
- There is excellent buyback from primary and special schools. Topic boxes usage has increased to an average of 2,000 boxes per term.
- Annual Book quizzes continue to be successful. 57 primary schools regularly take part in the Primary Literacy Quiz and 27 - 30 primary schools also take part in the Year 2 Book Quiz.
- Secondary quizzes continue to be successful with four secondary schools taking part, of which three are academies. The Secondary School Book Award, now in its third year, saw eight schools attending the ceremony. One or two more schools not able to attend the ceremony also voted. Also, Secondary Schools Librarians Support meetings are held 2-3 times a year.
- Advice and support to schools has increased. Annually, SLS receive more phone calls and emails requesting help. Adding guided reading sets and artefacts to stock has provided added value. The Service regularly responds to requests to add to the variety of resources already held.
- SLS remaining a centrally provided service is more cost effective for schools - to borrow resources regularly, rather than purchase individually when resources need to be replaced. Also, resources need to be replaced regularly due to

poor condition, being out of date etc. In addition, it is time-saving for teaching staff as resource boxes are tailor-made and are selected by professionally qualified staff using expert knowledge.

- The service supports schools to improve reading and enquiry skills and as such one measurable outcome is improvement in literacy. The impact of the service is continually reviewed and initiatives are developed and improved as appropriate.

7. Behavioural Pupil Referral Unit Primary Outreach

Primary Head teachers agreed to support the need to maintain the primary outreach services of the behavioural pupil referral unit at The Mere during 2014/15 through the de-delegation of funding. It was agreed that the charge for each school would be the equivalent to the primary basic pupil led funding of £3,124.

This funding provides for a minimum core offer to all schools that includes both emergency support for serious behaviour issues and a wide menu of behaviour management support that builds capacity in schools. This menu of support is tailored to meet the needs of all schools and specific issues/trends as they arise.

Headteachers Consultative Forum - Budget Working Group Recommendations at 20th November 2014

| Service for De-Delegation 2015/16 | HTCF-BWG Recommendations - Yes – supported - No – not supported | HTCF-BWG Comments 20 th November 2014 |
|---|---|---|
| Contingencies | Yes | Supported on the understanding that any available budget is returned to schools once the current closed school sites are disposed. |
| Staff costs - supply cover: – <ul style="list-style-type: none"> <li data-bbox="107 655 450 687">• Union Facilities Time <li data-bbox="107 767 501 839">• Teacher Union Learning Representatives <li data-bbox="107 879 546 911">• National Executive Support <li data-bbox="107 1070 439 1142">• Scrutiny Committee Representatives | Yes Yes reduction from 1fte to 0.6fte. Yes reduction from 0.6fte to 0fte Yes reduction from 0.4fte to 0fte | <ul style="list-style-type: none"> <li data-bbox="1032 655 1921 687">- General facilities time including health and safety of 4.11fte. <li data-bbox="1032 767 2011 839">- Proposed reduction to a total of 0.6fte from 1fte so that each of the three unions NASUWT, NUT & ATL has 0.2fte support. <li data-bbox="1032 879 1984 1023">- 0.6fte support ceased from NASUWT on grounds that the representative has been unable to provide HTCF – BWG with an evaluation of the National Executive role in relation to Dudley supporting the funding of the post. <li data-bbox="1032 1062 2056 1166">- Unions had already reached an agreement prior to the issue of the consultation that from 1.9.2014 the support at Scrutiny Committees will cease. Therefore funding will automatically be returned to schools. |
| Staff costs - supply cover – NQT (Newly Qualified Teacher | Yes | |
| Support for minority ethnic pupils/underachieving groups. Family Support Workers | To be discussed on 10 th December with an update and recommendation at Schools Forum on 16 th December | The service is under a review to ensure that the service offered to schools is: <ul style="list-style-type: none"> <li data-bbox="1032 1326 1285 1358">- fit for purpose; <li data-bbox="1032 1366 1778 1398">- Schools are made aware of the service available; <li data-bbox="1032 1406 1756 1437">- Schools are advised how to access the service. |

| | | |
|---|-----|---|
| | | HTCF- BWG will receive service options on 10th December from which recommendations will be provided to Schools Forum on 16th December. |
| LACES Looked After Children Education Service | Yes | |
| School Library Service | Yes | |
| Pupil Referral Unit –Primary Outreach Support | Yes | |

Appendix F

2014/15 Budget LA Table (Net) £ per capita

Statistical Neighbours

| | | 1.1.1 Contingencies | 1.1.2 Behaviour support services | 1.1.3 Support to UPEG and bilingual learners | 1.1.4 Free school meals eligibility | 1.1.5 Insurance | 1.1.6 Museum and Library services | 1.1.7 Licences/subscriptions | 1.1.8 Staff costs - supply cover excluding cover for facility time | 1.1.9 Staff costs - supply cover for facility time | DE-DELEGATED ITEMS |
|-----------------------------------|-----|---------------------|----------------------------------|--|-------------------------------------|-----------------|-----------------------------------|------------------------------|--|--|--------------------|
| ENGLAND -Average (mean) | | £9 | £6 | £6 | £1 | £3 | £0 | £2 | £6 | £2 | £34 |
| ENGLAND - Average (median) | | £5 | £2 | £2 | £1 | £0 | £0 | £0 | £1 | £2 | £28 |
| ENGLAND - Minimum | | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 |
| ENGLAND - Maximum | | £76 | £57 | £125 | £10 | £40 | £11 | £29 | £26 | £8 | £200 |
| Average (median) | | £5 | £2 | £0 | £1 | £0 | £0 | £0 | £2 | £2 | £27 |
| Minimum | | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 |
| Maximum | | £10 | £22 | £12 | £3 | £15 | £6 | £3 | £23 | £5 | £54 |
| Dudley | 332 | £5 | £7 | £6 | £0 | £0 | £6 | £0 | £8 | £5 | £36 |
| Wigan | 359 | £8 | £17 | £12 | £0 | £0 | £0 | £2 | £2 | £5 | £46 |
| Doncaster | 371 | £6 | £0 | £12 | £3 | £1 | £4 | £0 | £13 | £2 | £41 |
| Nottinghamshire | 891 | £1 | £0 | £4 | £1 | £0 | £0 | £0 | £3 | £0 | £9 |
| Thurrock | 883 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 |
| Rotherham | 372 | £3 | £6 | £0 | £1 | £0 | £0 | £0 | £0 | £2 | £12 |
| Lancashire | 888 | £8 | £0 | £0 | £0 | £0 | £1 | £1 | £2 | £2 | £14 |
| Derbyshire | 830 | £10 | £0 | £0 | £0 | £15 | £2 | £0 | £10 | £3 | £40 |
| Telford & Wrekin | 894 | £0 | £2 | £0 | £1 | £0 | £0 | £0 | £0 | £0 | £3 |
| Stckton-on-Tees | 808 | £7 | £9 | £4 | £2 | £0 | £0 | £3 | £0 | £1 | £27 |
| Bolton | 350 | £0 | £22 | £0 | £1 | £0 | £6 | £0 | £23 | £2 | £54 |

2014/15 Budget LA Table (Net) £ per capita
Regional

| | | 1.1.1 Contingencies | 1.1.2 Behaviour support services | 1.1.3 Support to UPEG and bilingual learners | 1.1.4 Free school meals eligibility | 1.1.5 Insurance | 1.1.6 Museum and Library services | 1.1.7 Licences/subscriptions | 1.1.8 Staff costs - supply cover excluding cover for facility time | 1.1.9 Staff costs - supply cover for facility time | DE-DELEGATED ITEMS |
|-----------------------------------|-----|---------------------|----------------------------------|--|-------------------------------------|-----------------|-----------------------------------|------------------------------|--|--|--------------------|
| ENGLAND -Average (mean) | | £9 | £6 | £6 | £1 | £3 | £0 | £2 | £6 | £2 | £34 |
| ENGLAND - Average (median) | | £5 | £2 | £2 | £1 | £0 | £0 | £0 | £1 | £2 | £28 |
| ENGLAND - Minimum | | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 |
| ENGLAND - Maximum | | £76 | £57 | £125 | £10 | £40 | £11 | £29 | £26 | £8 | £200 |
| Average (median) | | £5 | £3 | £0 | £1 | £0 | £0 | £0 | £4 | £2 | £20 |
| Minimum | | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 |
| Maximum | | £17 | £15 | £12 | £4 | £32 | £11 | £7 | £17 | £5 | £78 |
| Birmingham | 330 | £8 | £3 | £0 | £0 | £0 | £0 | £0 | £3 | £0 | £13 |
| Coventry | 331 | £0 | £7 | £12 | £1 | £0 | £0 | £2 | £11 | £5 | £37 |
| Dudley | 332 | £5 | £7 | £6 | £0 | £0 | £6 | £0 | £8 | £5 | £36 |
| Herefordshire | 884 | £0 | £0 | £3 | £1 | £0 | £0 | £0 | £0 | £3 | £7 |
| Sandwell | 333 | £17 | £15 | £0 | £2 | £0 | £1 | £1 | £6 | £0 | £42 |
| Shropshire | 893 | £3 | £0 | £0 | £0 | £1 | £0 | £0 | £15 | £2 | £21 |
| Solihull | 334 | £6 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £5 | £11 |
| Staffordshire | 860 | £6 | £5 | £10 | £0 | £32 | £0 | £7 | £17 | £2 | £78 |
| Stoke-on-Trent | 861 | £12 | £11 | £0 | £1 | £6 | £0 | £5 | £14 | £2 | £50 |
| Telford & Wrekin | 894 | £0 | £2 | £0 | £1 | £0 | £0 | £0 | £0 | £0 | £3 |
| Walsall | 335 | £5 | £9 | £0 | £4 | £15 | £11 | £3 | £5 | £5 | £56 |
| Warwickshire | 937 | £5 | £1 | £8 | £1 | £0 | £0 | £0 | £1 | £3 | £18 |
| Wolverhampton | 336 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 |
| Worcestershire | 885 | £4 | £0 | £11 | £0 | £0 | £0 | £0 | £2 | £2 | £18 |