

## Schools Consultation 2018/19

### Responses to drop in sessions – Central School Services Block & Statutory Services

#### 1. School Admissions Service

Could the LA provide the services provided to VA, VC, Foundation and Academy schools, [see appendix 1](#)

#### 2. School Meals

##### 2.1 Is the £154k used to maintain equipment?

The £154k is not used to maintain equipment. It continues to be used in line with the healthy eating principles that applied when it was first awarded following the Jamie Oliver campaign, for example towards the purchase of high quality, traceable ingredients to ensure a well balanced and varied menu for pupils.

##### 2.2 What do the LA do to self assess performance and quality?

We have a rigorous, internal inspection process that systematically assesses food quality, operational effectiveness, health and safety and supporting processes around admin/finance/ordering/food waste etc. We will provide feedback on these inspections to schools who wish to receive it. In addition, benchmarking comparisons covering financial and operational performance are carried out with other local authorities through our membership of the Association of Public Service Excellence (APSE). The School Meals Service is pleased to say that it has once again been shortlisted by APSE as a finalist for the award of best national Educational Catering performer 2017.

##### 2.3. We were asked to comment on the recent school meal publication.

Just as any private contractor would market its commercial offer, the Council's service will also continue to promote the benefits of taking its school meals to parents and pupils. We do this in a variety of ways such as the paper documentation referred to but also in Hartbeat, social media campaigns and wider press coverage. Costs of this activity are minimal in comparison with the size of the service's operating budget and it is felt to be an appropriate use of funds. It should also be noted that positive comments about the recent published information have been received from parents.

##### 2.4. What work we undertake to tackle the schools in deficit – i.e understanding the drivers of the pressure and action to reduce

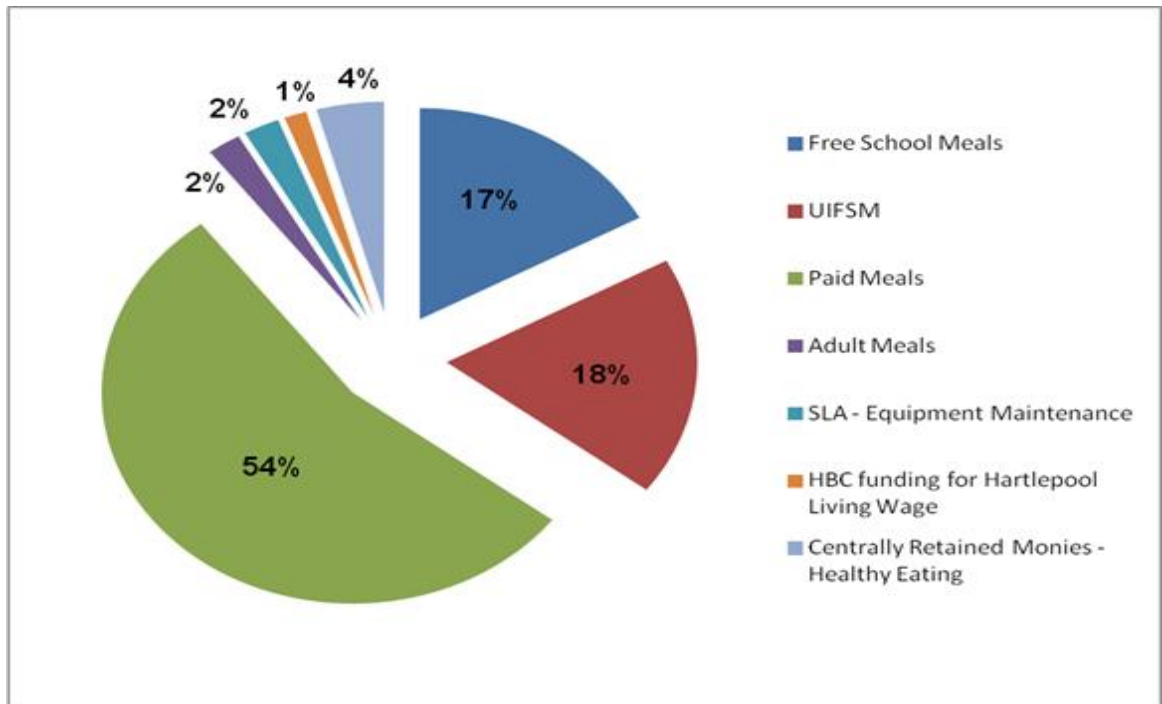
As indicated at the Forum meeting on 1<sup>st</sup> November, the small number of schools currently in deficit tends to be those where numbers taking meals are too low to cover the costs of providing the service particularly the fixed staffing costs. As well as the commercial aims of the service, the Council is committed to serving those schools who unavoidably find themselves in such a position. Where we believe sites are underperforming in financial terms, however, these are targeted for priority action. The responses set out in other questions show that the School Meals service is continually monitoring its costs (and quality), promoting uptake and benchmarking itself with others to be able to identify and address issues and deliver an efficient service.

2.5. How much would school meals increase if the £154k was not approved and was recouped on the price of a meal?

The £154k is the equivalent to an approximate 15p price rise in school meals; however, a one off increase of this magnitude is unlikely to be considered given the current economic climate and the levels of deprivation across many parts of the town. Should the funding not be approved for 2018/19, the provision to schools would need to be re-examined, particularly those parts of the service improved over the years by this element of grant, eg quality of ingredients, extent of the menu choice etc. Financial efficiencies resulting from the monitoring and service review work have enabled us to absorb inflationary pressures this year whilst maintaining the cost of meals at 2016/17 levels.

2.6 Could the LA show the breakdown of income for School Meals?

School Meal Income Forecast 2018/19



3. Schools Forum

The costs of servicing Schools Forum has been fixed at 2012/13 levels.

Expenditure incurred in connection with the Authorities functions of running a Forum as defined in the Education Act. There are 4 statutory meetings per year plus any additional costs in relation to sub groups, these include the "Single Item" Forum Meetings (consultation groups), Capital Sub Group, Early Years, High Needs and any ad hoc meetings as required. The contribution from the Centrally Retained budget contributes to the overall cost.

Costs include attendance time, report preparation for each meeting, minuting each meeting and organisation costs for meetings including room hire and printing.

4. Vulnerable Pupils Support

Does the LA use LAC pupil premium to fund the Educational Achievement of Looked After Children in Appendix 2 of the report?

The LA does not use pupil premium to fund this statutory duty. Pupil premium funds additionality.

## Schools Forum: School Admissions Service    Appendix 1

It is the responsibility of the Local Authority to ensure that admission arrangements are compliant with the Admissions Code (2014). Local Authorities are expected to incur costs for requirements in relation to admissions and retain central DSG funding which contributes towards a team which comprises of an admissions manager, two admissions officers, one admissions assistant for these responsibilities:

<ul style="list-style-type: none"> <li>• Devise, consult, determine and publish admission arrangements</li> </ul>	Community/VC
<ul style="list-style-type: none"> <li>• Produce composite prospectus (collating information for all schools within Hartlepool to ensure up-to-date information, open evenings and admissions policies are contained in prospectus)</li> </ul>	All schools
<ul style="list-style-type: none"> <li>• Set Admission Number (PAN)</li> </ul>	Community/VC
<ul style="list-style-type: none"> <li>• Devise co-ordinated admissions scheme</li> </ul>	All schools
<ul style="list-style-type: none"> <li>• Produce application packs for entry into Reception and Year 7 admission rounds</li> </ul>	All schools
<ul style="list-style-type: none"> <li>• Produce reminder letters</li> </ul>	All schools
<ul style="list-style-type: none"> <li>• Ranking of application forms for entry into Reception and Year 7 admission rounds.</li> </ul>	Community/VC
<ul style="list-style-type: none"> <li>• Process application forms for entry into Reception and Year 7 admission rounds.</li> </ul>	All schools
<ul style="list-style-type: none"> <li>• Reallocation of places following national offer days (primary and secondary)</li> </ul>	All schools
<ul style="list-style-type: none"> <li>• Produce and present school appeals cases for own admission authority schools and community schools which converted to academy status prior to 2013/14 (this includes, legal and democratic services officer time)</li> </ul>	Community/VC/Academy
<ul style="list-style-type: none"> <li>• Produce and maintain waiting lists</li> </ul>	Community/VC
<ul style="list-style-type: none"> <li>• Complete DfE statistical returns (eg sufficiency survey/schools adjudicator report, national offer day report, appeals report)</li> </ul>	Community/VC
<ul style="list-style-type: none"> <li>• Development of Admissions Service - changes within Admissions Code</li> </ul>	All schools
<ul style="list-style-type: none"> <li>• Process in-year transfer requests (which can be quite complex and can include LAC, SEN, Asylum Seekers, Out of Area and Overseas pupils)</li> </ul>	All schools
<ul style="list-style-type: none"> <li>• Purchase, maintenance and development of IT software (parent online application portal)</li> </ul>	All schools
<ul style="list-style-type: none"> <li>• Process in-year fair access applications</li> </ul>	All schools
<ul style="list-style-type: none"> <li>• Dissemination of admissions information and daily support to</li> </ul>	All schools

parents, schools and other agencies	
<ul style="list-style-type: none"> <li>• Process Managed Move requests</li> </ul>	All schools
<ul style="list-style-type: none"> <li>• Attendance at and produce reports for Admissions Forum</li> </ul>	All schools
<ul style="list-style-type: none"> <li>• Attendance at Behaviour &amp; Attendance Partnership</li> </ul>	
<ul style="list-style-type: none"> <li>• Attendance at Vulnerable Pupils Meetings</li> </ul>	All schools
<ul style="list-style-type: none"> <li>• Respond to freedom of information and data requests</li> </ul>	All schools