

Learning & School Improvement Traded Services to Schools

Settings		Sector	
Academies	✓	Foundation Stage	✓
Maintained Schools	•	Primary	•
PVI Nurseries	•	Secondary	•
Special Schools	•	Special	•
Local Authority		16+	
Schools Forum		High Needs	

1. Item for Comment/Information

Traded services to schools continue to be administered by the Business Delivery Team within the Learning and School Improvement Service now led by Kim James. The traded services delivered by the Children, Education and Families Directorate (CEF) include:

- Governor Training
- Clerking
- OXSIT (Oxfordshire School Inclusion Service)
- Schools Health & Safety
- Performance and Information Team Offer
- Early Years Offer
- Educational Psychology
- SENSS products
- Education Psychologists

Last year we initiated a debate on how best to support our schools and future proof our services. This debate continues with our new Deputy Director for Education David Clarke. There is no significant change planned for this coming year.

Information about the buyback process and the services available will appear on the schools' intranet pages and schools will be alerted via School News.

Colleagues in schools with an enquiry about traded services or the buyback offer can call **0330 024 9046** selecting **1** for Traded Services.

As with last year, there is no plan to produce a hard copy brochure in favour of making all information available on line on InSite.

Early Years continue with their successful traded package of support and “Step into Training” and offers such as Governor Services and OXSIT remain very popular with schools.

Business Services continue to be provided to maintained schools by HCC, which include HR and Financial support from EPS and EFS coupled with HR and Financial transactional services from the IBC.

Both the Occupational Health (OH) and the Employee Assistance Programme (EAP) are being recommissioned. 49% of schools and academies continue to purchase OH, and 39% of schools use EAP.

The new arrangements will be in place by September 2019, and it is possible that different providers may be selected for each service. Until the procurement process reaches conclusion we are unable to provide details of the new service. It is intended that schools are represented in the procurement process that will result in the new service offer. We would welcome suggestions on how best to seek appropriate representation for schools during the selection process and feedback on the principle that employees in maintained schools should have the same access to these services as their centrally employed colleagues.

Office 365 Admin Support is under review. 22% of schools purchase the service and usage is declining. Schools appear to be more confident to administer their own e-mail accounts. It is proposed to withdraw this service from September 2019. ICT colleagues would work with schools currently buying the service over the summer term, to ensure they can be fully prepared to administer their own e-mail accounts. We seek your feedback on this proposal.

New services:

A new service to review school's website is now available (£125).

We also offer schools an external review of Governance. (£900 - £1,250 dependent on size of school).

We currently provide traded support (beyond our statutory duty) to Governors when recruiting a new Head teacher in the form of an offer to assist short-listing and governor panel training. We are currently reviewing whether we can also offer a traded service for the annual performance management of Head teachers.

We welcome feedback on these proposals.

Prices have been reviewed and information is shown within appendix A and will be made available by the end of February via the Schools Intranet and Schools News.

Uplifted prices will apply to all services from 1st September 2019.

2. Purpose of Report

This paper provides an update on plans for traded services to schools and settings and committee members are invited to comment.

3. Key Points

- Services provided by HCC to Maintained Schools are bundled and the current service period ends 31st March 2020. It is proposed to extend this to September 2020, to further align with service periods for all services. Prices quoted here are the annual charges for September 2019- to August 2020.
- Charges will be updated at the start of each academic year to use staffing or pupil's numbers from the most up to date census returns.
- All services terminate upon conversion and the services available to academies can be booked at a prorated charge from the point of conversion until the end of the current academy service period.
- Insurance premiums are booked for 12-month period and are non-refundable.
- Services can be terminated with 3 months' notice, however considerable preparation and planning is required by a maintained school wishing to transfer HR and Finance services to an alternative third-party provider. We therefore advise a 12-month period would be required where the school can work with OCC to prepare for such a transfer of services.
- The traded service period will run in line with the academic year for a 12-month period.
- All schools will be asked to confirm their **buy back by Monday 29th April 2019**. Following a reminder, if we do not receive a booking form we will arrange for schools to continue to receive the services they have received this year.

4. Explanation of Charges

HCC Services

OCC continue to remain in partnership with HCC to receive these services on behalf of schools. There is currently no plan to leave the partnership.

OCC determine the price schools pay based on quarterly charges paid in arrears from HCC for Education Personnel Services, Education Financial Services and IBC. EPS and EFS are exclusively provided to schools. The IBC charge is a proportion of the Council's overall charge.

Services from PAM Assist Occupational Health & Employee Assistance Programme

are being recommissioned. It is expected that the successful provider will be in place by August 2019. Until the procurement process reaches conclusion we cannot provide details of the service.

Statutory Insurances

The statutory insurances have once again been procured on behalf of schools and are made available again for the financial year 2019/20. The cost of premiums is directly associated with the cost to OCC and not therefore subject to across the board uplift of 2%.

Unfortunately, premiums have once again risen across the whole package (Policies covered by the package being, Liability; Premises; Motor & Engineering)

Individual school percentage increases will vary if not all policies are applicable to individual schools.

Actual prices for each school will be available on the school's intranet as soon as possible but likely not until the end of January/early February 2019.

Please note there is no refund on Insurances Premiums when a school converts to academy status mid financial year.

In the event that a non-Academy converting school wishes to opt out of the county council's insurance arrangements it must provide the Council's Insurance Manager 12 months' notice and subsequently put in place an alternative insurance package of a minimum standard, details of which will need to be confirmed in writing and forwarded to the Insurance Manager for approval.

A school can only opt out of the whole package of insurance policies offered; this includes the additional options offered direct to schools such as theft and vandalism cover and school journey insurance.

Administration Fee

It is necessary for OCC to recover the full cost of administering services. For Schools that are part of the Council, for whom contractual documents are not required and charges can be uploaded automatically, a contribution of 2% is included in the prices quoted and 3% for Academies that require contractual documentation and individual invoicing. These are included in the charges quoted here, but appear as separate items on charging documentation.

School Forum members' views are invited in relation to the above

6. Future Review by Forum

As requested by Forum.

7. Contact Details of Lead Officer/Author

If you have any queries or comments in advance of the Schools Forum meeting about this report, please contact

Name: Sara Carey

Telephone Number: 07554103559

Email Address: sara.carey@oxfordshire.gov.uk

8. Officers/Staff attending to present the Paper

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Appendix A

Learning & School Improvement
Traded Services to Schools 2019 - 2020

Service	Product	18/19 price			Comments
IBC Transactional HR	Payroll & Contracts	£55.00 per occupied post			Available to maintained schools only as a bundle. Academies wishing to purchase EPS services should enquire direct.
IBC Transactional Finance		£156 per school plus £1.92 per pupil			
Education Personnel Services	HR Advice and support	£26.00 per occupied post Minimum £306 per school			
Education Finance Services	Financial support and advice	School type	Pupil numbers	Price	
		Primary	Up to 50	£1,693	
		Primary	51-150	£2,120	
		Primary	151-300	£3,047	
		Primary	301 - 1000	£3,604	
	Secondary	-	£5,304		
Occupational Health		£TBC per person			Maintained Schools
Employee Assistance		£TBC per person			Maintained Schools
Occupational Health		£TBC			Academy Schools
Employee Assistance		£TBC			Academy Schools
Office 365	Pupil numbers on roll		Primary, Special and Nursery		Academies
	1-99		£185		£190
	100-199		£211		£218
	200-299		£239		£246
	300-449		£261		£269
	450-649		£338		£348
	650-999		£416		
			Secondary schools		Academies
	Up to 700 students		£510		£525
	Above 701 students		£765		£788
Educational	1-9 days	£561 per day			Partnership requests are welcomed

Psychology			and a 10% reduction is available for partnerships purchasing 40+ days										
	10+	£510 per day											
Early Years Foundation	Standard Package	£306 per setting	PAYGO rates Full day £561 Half day £306										
	Enhanced Package	£1,326 per setting											
	Early Years Toolkit	£265 per setting	Oxfordshire Schools & Settings										
	Early Years Toolkit	£326 per setting	Out of County Schools & Settings										
Clerking Services	Clerking for 6 x 9 hr FGB meetings	£1,581.00	Outside of subscription – Additional meetings @ £310 (per 9hr session) Additional Meetings @ £255 (per 7 hr) Exclusion meetings @ £367 (per 9 hr session) Additional time @ £ 41 per hour NB: the above options are not available as a standalone service										
	Clerking for 6 FGB meetings plus 6 x 7hr committee meetings	£2,958.00											
Non- LA Clerk's induction training (6 hours)		£357											
Non- LA Clerk's 3 x 2 hr Briefings & CPD training package		£561											
Governor Services	<table border="1"> <tr> <td colspan="2">Core package made up of three elements</td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> • Unlimited Governor Training • Support & Advice • Toolkit Access </td> </tr> <tr> <td colspan="2"> External Review of Governance £900 – £1,250 dependent on size of school Website Compliance Check – Desktop review starting from £125 depending on the size and complexity of the website Bespoke packages are available on request PAYGO prices outside of subscription Induction for new Governors £550 per Governor Training course from course programme £150 per Governor Training for Chairs/ Aspiring Chairs £375 per Governor Attendance at partnership training events £150 per Governor Induction for new clerks £350 per clerk Clerks course or briefing £150 per clerk Support with HT recruitment & Performance management POA </td> </tr> <tr> <td>Additional standalone options:</td> <td>All prices TBC</td> </tr> <tr> <td>Governor hub 1 Year subscription</td> <td>£210 This is included free as part of LA Clerking packages</td> </tr> </table>			Core package made up of three elements		<ul style="list-style-type: none"> • Unlimited Governor Training • Support & Advice • Toolkit Access 		External Review of Governance £900 – £1,250 dependent on size of school Website Compliance Check – Desktop review starting from £125 depending on the size and complexity of the website Bespoke packages are available on request PAYGO prices outside of subscription Induction for new Governors £550 per Governor Training course from course programme £150 per Governor Training for Chairs/ Aspiring Chairs £375 per Governor Attendance at partnership training events £150 per Governor Induction for new clerks £350 per clerk Clerks course or briefing £150 per clerk Support with HT recruitment & Performance management POA		Additional standalone options:	All prices TBC	Governor hub 1 Year subscription	£210 This is included free as part of LA Clerking packages
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	NGA membership	£240	
	Learning Link	£120	
	Modern Governor	£190	
	OGA	Less than 300 pupils £10 More than 300 pupils £15	
Health & Safety	Maintained Schools	Nursery & Primary £4.77 per pupil Secondary £5.97 Special Schools £7.88	PAYGO Rates £561 per day
Health & Safety continued	Academy	Nursery & Primary £4.77 per pupil Secondary £5.97 Special Schools £7.88	PAYGO Rates £561 per day
		Conversion package £500-£2,500	Exact price POA contact jean.noonan@oxfordshire.gov.uk
OXSIT	Package 1 Three Days	£1,607	
	Package 2 Four Days	£2,142	
	Package 3 Six days	£3,213	
	Package 4 ten days	£5,355	
	Package 5 12 days	£6,426	PAYGO Rates £561 per day £300 per Half day
	Penalty Notice Training	£120 per delegate	
	Warning Notice letters	£25 per referral	
Performance and Information Service	Primary Schools 1-100 pupils 100+	£301 £403	Bespoke Training POA