



Schools Forum Meeting Agenda

Thursday, 16 October 2014 at 9.00 am
to be held in Mezzanine Room 3 Tor Hill House

Membership

Morris Adam
Tapp, Adam
Maurice Codd
Jeanne Cook
James Evans
Sue Foot

Dan Hallam
Roger Hughes
Mike Lock
Debbie Main
Daneian Rees
Frances Ward

1. **Apologies/Changes to Membership**
2. **Minutes**
To agree the minutes of the School Forum on 26th June 2014 are a true and accurate record
3. **Matters Arising**
4. **Update on SEN Dorothy Hadleigh** (Page 1)
5. **Dedication School Grant Forecast Outturn 14/15 including SEN** (Page 2)
6. **Statemnting contingency** (Page 3)
7. **Equal Pay update** (Page 4)
8. **Fair Funding** (Pages 5 - 6)
9. **Standing item: Monitoring of Projects** (Pages 7 - 14)
 - (i) *CAMHS Service Update*
 - (ii) *Education Safeguarding Service*

For information relating to this meeting or to request a copy in another format or language please contact:

**Sue Moses, Town Hall, Castle Circus, Torquay, TQ1 3DR
01803 208401**

Email: governance.support@torbay.gov.uk

- (iii) *Local Authority Update on staffing*
- (iv) *Primary Teacher for Virtual School*

10. Future Meeting Dates

Next meeting: 4th December 2014 0900-1130 Mez 3 Tor Hill House



Minutes of the Schools Forum

26 June 2014

-: Present :-

Schools: Primary Roger Hughes, Adam Morris, Adam Tapp, Adam Morris, Debbie Main
PRU James Evans

Secondary: Sue Foot **Maintained:** Daneian Rees **Special** Mike Lock **Early Years:** Jean Cook **14-19 Partnership:** Dan Hallam **Officers:** Suzie Franklin Executive Head of Schools, Lisa Finn Finance Manager **Governors: Primary Secondary Academy:** Clive Star

(Also in attendance: Observer Amanda Haley, Rob Parr and Sue Joyce notes)

1. Apologies/Changes to Membership

Apologies were received from Frances Ward and Maurice Codd. As no one has come forward to represent Governors in the maintained secondary sector, it was agreed that Lisa Finn should approach the second person on the list and if that was unsuccessful then the third person on the list should be approached.

2. Minutes

James Evans said that he had attended the last meeting but was not shown on the Minutes. Apart from that amendment, the minutes of the School Forum held on 6th March 2014 were agreed to be a true record and actions noted.

3. Matters Arising

Item 8: Induction Packs had been sent to Clive Star, Daneian Rees, Adam Tapp and Maurice Codd. It was agreed that these packs were useful and very comprehensive.

Item 7 (i): Lisa Finn to circulate Schools' Forum Standing Orders and Schools' Forum matrix of responsibilities.

Item 7 (i): School Representation at Schools Forum: It was agreed that this ratio is about right and it should be left as it is. It was also agreed that this should be looked at once a year and enquiries should be made as to why representatives resign plus what mechanism there is to remove members.

Item 7 DfE Capital Resources for Kitchens to deliver free School Meals for KS1: Roger Hughes said that he had sent three e-mails to Clare Talbot and Isobelle Belcher but, to date, had received no reply. Lisa Finn to chase up.

4. DSG Forecast Outturn for 13/14

Lisa Finn went through this paper and said that £20,000 of the £110,000 underspend will be used to fund the Virtual Teacher.

Voting Results

In favour = 10

Abstained = 2

5. School Budget Returns (maintained schools only) - confirmation of unspent balances and forecast Outturn 31st March 2015.

It was noted that Torbay has the largest proportion of academies than anyone else in the country and balances are still significantly high in the maintained sector. It was felt that schools are managing their budgets well. Westlands have a high balance but this will be redressed when they become an academy. All significant balances were known about and were acceptable to Officers.

6. Standing Item: Monitoring of Projects

(i) CAMHS service update

Suzie Franklin said that CAMHS had committed to recruiting four staff but she had made it quite clear that she has the right to withdraw from this service should it not perform. Suzie Franklin said that she was working closely with Lyn Ware and Dawn Butler to make this work. Mike Lock asked that this item be brought back to the next meeting on 16th October, by which time the four staff should have been recruited. If they have not it was agreed that the £500,000 should be divided amongst schools. She said that the Safeguarding Steering Group was made up of Headteachers and when she left the employment of the Local Authority in September, Richard Williams would then attend these meetings as well as the School Forum. Suzie Franklin said that this group meets every six to eight weeks.

(ii) Education Safeguarding Service

Suzie Franklin said that the Education Safeguarding Service was meeting regularly to drive through the appropriate training. They had

appointed two Social Workers but unfortunately both of them had to give three months notice. This means that they will not start until the end of July but with effect from September they will be based within schools. A Best Practice Guide is being produced.

(iii) Primary Teacher for the Virtual School

It was agreed that a secondment may be considered and they will be based at Tor Hill House with Louise Kilshaw.

7. Review of Equal Pay Reserve

Lisa Finn said that out of the £887,000 reserved for equal pay, only £257,000 had been spent as most claims are only for a few thousand pounds. Discussion took place as to how long this money should be kept in reserve. It was agreed that £500,000 should be distributed to schools (on current pupil numbers) with the proviso that should any claims come in, this money would be clawed back. Lisa Finn to discuss this with HR and the Section 151 Officer (Executive Head of Finance) but it will be Richard Williams' decision.

Voting Results

In favour = 11

Abstained = 1

8. Delegated Statmenting

This has increased by 16. Total funding for 14/15 is £830k for statements over £6,000. Based upon current information, this budget should break even by March 15.

9. Pupil Premium Plus - future arrangements

It was agreed that it was up to the schools to ensure that PEPS, etc. are in place and that they can demonstrate that they are meeting the needs of LAC in order to claim this funding. Jane Inett to work with Lisa Finn to assist with this.

10. DfE Consultation Fairer Schools Funding 2015/16

Lisa Finn said that Torbay does not qualify for this funding and although she has challenged this, unless the formula is changed, Torbay will continue to not qualify.

11. Future Meeting Dates

Roger Hughes said that this would be the last meeting that Suzie Franklin attended and he wished to thank her for her commitment and loyalty.

Report to School Forum regarding High Cost SEN placements

9th October 2014

Joint Funded Placements

The education component of the joint funded budget is £890,000 , with a forecast outturn of £990,000.

This currently consists of 22 children and young people, who are placed in various provisions across the country. The majority of the placements have been led by Social care, and are LAC. 19 of these are placed with the main area of need being Behaviour, Social and Emotional. The remaining 3 are children with very complex and profound multi learning disabilities (PMLD). These placements are jointly monitored by SEN colleagues and Social Care colleagues.

Independent School Placements

The budget for this is £1,835,300, with a forecast outturn of £1,758 ,000.

There are currently 36 children and young people who are placed with various providers. The providers are primarily within Torbay or the neighbouring areas. 13 of these students are placed on grounds of their behaviour , social and emotional needs in 2 provisions which Torbay uses ; 5 are placed in provisions in Exeter which cater for pupils with a significant visual impairment, or significant hearing impairment; 3 are placed in provisions further away who cater for students with complex ASC (Autism / Aspergers). The remaining students are Post 16 students who we place in Independent Providers where their complex needs are being met.

All these placements are closely monitored by the SEN Team, who regularly review the progress which is being made, and whether outcomes are being achieved.

Impact of SEND Reforms

During the next 3 years all these students will be included in the conversion process which we are required to undertake by transferring all Statements of SEN to Education, Health and Care Plans.

As the legislation now covers the 0-25yr age range we will be required to consider any requests for further funding beyond the previous age of 19 yrs. There will need to be clear educational reasons why we would agree to these requests, however as this is a new requirement it is very difficult to predict how many requests will be received / agreed. Therefore this budget will need to be closely monitored and controlled.

Dorothy Hadleigh
School Services Manager (SEND)

To – Schools Forum – 16th October 2014

2014/15 Dedicated Schools Grant (DSG) – Forecast Outturn

Introduction

The DfE confirmed that the 2014/15 Dedicated Schools Grant (DSG) is £88.8m of which an estimated £47m is deducted to fund Academy Schools leaving £41.7m for our maintained schools and education services.

Dedicated Schools Grant (DSG) funded activities are forecast to underspend by £244k

The main areas of under/overspends

Joint funded placements and Independent special school costs are a volatile area and the current forecast overspend of £23k could quite easily turn into an underspend.

Statements Pupils and recoupment from other Local Authorities is forecasting an underspend of £26k

Statementing contingency (in-year adjustments to statementing is forecast to underspend by £50k – see separate paper on detailed analysis

Interim Tuition (incl hospital) forecast underspend of £189k. This reflects the changes to service delivery over the last few months

Recommendations

That any underspend is carried forward in the DSG earmarked reserve or some or all of it is considered for allocating to all schools in January 2015 at which time the final outturn will be more reliable.

**Lisa Finn Finance Manager – Children’s/Adults/Supporting People Services
16th October 2014**

Statementing Funding for 13/14 & 14/15

	13/14	14/15	Increase / (Decrease)
Number of pupils with a statement	354	370	16
Number of FTE's with a statement	321.42	327.83	6.41
	£	£	£
Funding below £6k allocated through school formula elements	1,821,537	1,906,969	85,432
Funding above £6k allocated as a top-up per eligible pupil	436,380	609,047	172,667
Statementing Contingency	254,000	221,000	(33,000)
In-Year adjustments			
April	33,168	62,908	29,740
May	32,051	23,756	(8,295)
June	17,311	14,946	(2,365)
July	(5,150)	(2,628)	2,522
August	20,506	594	(19,912)
September	13,684	7,260	(6,424)
October	17,916	17,916	0
November	1,570	1,570	0
December	9,563	9,563	0
January	15,874	15,874	0
February	3,794	3,794	0
March	15,081	15,081	0
Total - In-Year adjustments	175,368	170,634	
Projected underspend		(50,366)	

Notes

There was a £78k underspend against the statementing contingency in 13/14. Statementing funding allocated to schools as part of the 14/15 initial allocations increased by £258k. Statementing contingency budget has been reduced by £33k in 14/15 due to the 13/14 underspend. Based on April to September 14/15 in-yr adjustments and the same allocation profile as 13/14 for adjustments for the remainder of the financial year, it is anticipated the statementing contingency will underspend by £50k.

To – Schools Forum – 16th October 2014

Review of Equal Pay Reserve

Extract of paper that went to Schools Forum 26th June 2014

Item 10 (i) Review of Equal Pay Reserve

The original balance in this reserve was £887k as at 2010

Spending profile has been as follows:

2010/11 £126k

2011/12 £0k

2012/13 £84k

2013/14 £47k

Total Spend as at 31st March 2014 = £257k

Balance on reserve = £630k

Our external solicitors have advised that the landscape is exactly the same a year ago when they wrote a paper on this. The advice is still current and therefore their view at the present time until we reach 2016 the level of risk remains the same. They have advised that you hold all of the contingency fund. Whilst they can see reasons behind wishing to reduce it, as we had such a relatively low number of claims of fairly low value, the risk of future claims is still very real and that whilst we have settled on relatively low amounts this, they cannot predict what any future claims would look like in terms of settlement. This position will be reviewed again in June 2015.

Update from Schools Forum 16th October 2014

Schools Forum requested that £500,000 of this reserve is allocated out to schools during 2014/15. This proposal was put to our solicitors who replied with the following new advice:-

That new case law continues to emerge which in the main relates to the case against Birmingham City Council which was upheld where the claims were older than 6 years, which was the original cut off date for all claims. Plus our solicitors are concerned about the relatively low number of claims to date in Torbay, suggesting that there is an increased probability that this could lead to a number of late claims in future years.

Based upon the above advice the Director of Children's Services and the Executive Head Finance have agreed that the earmarked reserve should remain intact until July 2016.

Lisa Finn
Finance Manager
01803 208283

To – Schools Forum – 16th October 2014

Fair Funding for Schools 2015/16

In response to pressure from lobbying groups and the Local Government Association (LGA) The Education Funding Agency (EFA) undertook a review of minimum funding levels during the early part of this year. Initially this review had no impact on Torbay's funding per pupil however our neighbours Devon and Plymouth did see an increase in the minimum funding level. Torbay did challenge the rationale for these changes as did other Councils.

In July this year, the EFA reissued the same fair funding document using more up to date data and this has resulted in Torbay's DSG funding for 2015/16 increasing by approximately £1.5m.

The details of the changes are shown in the attached appendix

Recommendation for Schools Forum

To note this likely increase in the DSG of £1.5m for 2015/16 and for them to consider how best to allocated this increase in funding and put forward proposals to the Director of Children's Services.

Lisa Finn
Finance Manager
16th October 2014

Agenda Item 8 Appendix 1

Comparison between Indicative and Actual Minimum Funding Levels for 15-16

	Oct 12 Census Pupil Units	Indicative Minimum Funding Units £	Indicative Minimum Funding Levels £	Oct 13 Census Pupil Units	Actual Minimum Funding Units £	Actual Minimum Funding Levels £
Primary	8,974	2,845.00	25,531,030	9,300	2,880.41	26,787,813
KS3	4,061	3,951.00	16,045,011	4,033	3,949.51	15,928,374
KS4	2,925	4,529.00	13,247,325	2,925	4,501.80	13,167,765
Total	15,960		54,823,366	16,258		55,883,952
FSM Primary - Ever 6	1,939.57	893.22	1,732,463	2,906.26	882.39	2,564,455
FSM Secondary - Ever 6	1,070.43	1,079.65	1,155,690	1,986.37	1,051.70	2,089,065
IDACI - Band 1 (Primary)	666.97	236.53	157,758	698.84	209.14	146,155
IDACI - Band 2 (Primary)	1,659.19	290.18	481,464	1,715.62	260.19	446,387
IDACI - Band 3 (Primary)	1,417.56	386.69	548,156	1,528.44	346.79	530,048
IDACI - Band 4 (Primary)	1,005.42	452.65	455,103	1,028.03	421.67	433,489
IDACI - Band 5 (Primary)	220.35	510.74	112,542	217.71	476.84	103,813
IDACI - Band 1 (Secondary)	405.35	320.72	130,004	506.78	289.06	146,490
IDACI - Band 2 (Secondary)	1,174.51	423.48	497,381	1,159.92	378.88	439,470
IDACI - Band 3 (Secondary)	911.48	530.21	483,276	916.86	470.32	431,218
IDACI - Band 4 (Secondary)	606.64	596.17	361,661	619.39	554.08	343,192
IDACI - Band 5 (Secondary)	136.55	659.21	90,015	131.24	614.08	80,592
Total			6,205,513			7,754,374
EAL - Primary	209.31	504.61	105,620	278.22	465.70	129,567
EAL - Secondary	69.02	1,216.31	83,950	79.09	1,129.65	89,344
Total			189,570			218,911
Prior Attainment - Primary	1,495.66	877.65	1,312,666	2,653.52	669.38	1,776,213
Prior Attainment - Secondary	646.57	1,960.57	1,267,646	1,390.42	940.07	1,307,092
Total			2,580,312			3,083,305
Lump Sum - Primary	30	117,082.19	3,512,466	30	115,797.02	3,473,911
Looked after children	44.78	1,009.09	45,187	106.28	1,003.80	106,684
Lump Sum - Secondary	8	128,188.64	1,025,509	8	125,155.40	1,001,243
Total			4,583,162			4,581,838
Total before ACA			68,381,922			71,522,380
Area Cost Adjustment			1			1
Total after ACA			68,381,922			71,522,380
Number of Pupils - Oct census			15,960			16,258
Minimum Funding per pupil for 15/16			4,284.58			4,399.21
14/15 Schools Block per pupil funding			4,305.25			4,305.25
Adjusted Oct 13 pupils from census			16,204.00			16,204.00
Total MFL Funding			69,427,360			71,284,822
Actual 14/15 Schools Block Funding			69,762,271			69,762,271
Increase in 15/16 DSG to ensure Minimum Funding Levels			0			1,522,551

csfs009:
EFA have incorrectly used our FSM numbers instead of our Ever 6

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csfs009:
EFA have used those pupils not achieving 73+ points.

csfs009:
EFA have used pupils who did not achieve in Eng AND Maths.

csfs009:
EFA have now used pupils not achieving 78+ points instead.

csfs009:
EFA have now used pupils who did not achieve in Eng OR Maths.

Agenda Item 9

Title:	Update on CAMHS Primary Mental Health Service in Schools		
Prepared by:	Corinne Foy - Service Manager CAMHS	Contributors:	Jackie Olsen – Team Leader
Date Edited/Amended:	1 st October 2014		

1. Purpose of the Paper

The purpose of this document is to inform the Safeguarding and CAMHS Steering Group and Schools Forum an update on the progress of the Primary Mental Health Service in schools.

2. Recruitment

There have been several rounds of advertising and recruitment since August involving Brian Chapman, school nurse lead and a young people's panel. All posts have been appointed to and are now awaiting DBS clearance to start. Start dates have been agreed with some appointees pending DBS. Appointments made are detailed below:

Band 7 – Team leader

0.56wte - Jackie Olsen has been appointed into the Team leader post and started 08.09.14, she will be working annualised hours.

Band 6 – Primary Mental Health Workers

1.0wte – Joanne Peel – Start date 03.11.14

1.0wte - Kate Pearse – Start date 03.11.14

0.5 wte – Jayne Fayter – Start date TBC

Band 5 – Primary Mental Health Worker

1.0wte – Hayley O'Dea – Start date 03.11.14

Band 2 – Administrator

0.5 wte – Jean Pattinson – Start date TBC

3. Service Model

3.1 The existing PMHW team met in August for a development day, which was attended by Suzie Franklin to give an overview and input from the school perspective. The day consisted of clarification on model of working within schools clusters, referral processes, IT support and record keeping, job plans and expectations on performance activity and monitoring, Management, leadership and governance support.

3.2 Torbay schools have been arranged within clusters which has been agreed with Suzie Franklin, all of which have a secondary school and a number of feeder primary's. Each cluster will be assigned a PMHW (1 WTE). A meeting has taken place with Jane English to plan the roll out of the schools service. Ideas about the role and scope of the schools based PMHW were discussed, in particular school/cluster based training, direct access to the school PMHW through telephone/face to face consultation, cluster 'drop ins' with the Schools safeguarding social worker to offer staff direct access at a pre-planned time and short term (up to 8 sessions) 1-1/family work with a plan to step up or step down support at the end of the intervention.

3.3 It is recognised that each cluster may have different requirements and the service will be flexible within the commissioning envelope to respond to this.

4. Accommodation

Jane English has communicated to all the schools interested in hosting a worker to invite them to a meeting on 7/10/14 at PCSA. At this meeting schools will be informed about what the requirements of the school to support staff based at their school i.e. desk, chair, wi-fi, printing facilities etc. Following this there will be a clear idea of which schools will host bases then a plan can be made to move staff in. IT support requirements are also in progress to ensure staff have access to systems/wifi for record keeping, performance management data reporting etc.

5. Performance Report

Specific service Key Performance Indicators (KPI's) will need to be agreed over the next month between provider and schools. This will be monitored by the Safeguarding and CAMHS forum which will be attended by a CAMHS Manager.

6. Communication

The service is working with the NHS communication team and Jane English to ensure that schools and other partner agencies working within the immediate school community are informed about the service as well as contact and access details this will be circulated by October half term. The service is also leading on developing a social and emotional wellbeing pathway for schools with other early help agencies with a plan for this to be completed at the end of October.

UPDATE ON TESS

TORBAY EDUCATION SAFEGUARDING SERVICE

TESS was developed in response to changes in LA staffing and the need to support schools in meeting their safeguarding responsibilities. It aims to provide proactive, high quality advice, guidance and training to schools.

There has been an increase both in the numbers of children meeting the thresholds for intervention and also the complexities of the needs of those individuals. Schools and social care are under increasing pressure to meet these demands.

The joint funded (LA and schools) service should...

- Provide support, advice and guidance to schools (Core Business)
- Support schools in working directly with children and families (Intervention)
- Develop multi agency links ensuring that all agencies working to support families do so in partnership (Partnership)

Two TESS education social workers (ESWs) have been appointed. **Sarah James** is the Lead SW, supported by **Hayley Mason**. They are employed and line managed by the Head of Mayfield School. They will be on 52 week contracts with an expectation that they take holidays during school vacations.

They are based at Paignton Community & Sports Academy (Waterleat Road site), alongside the SEN and safeguarding team. Supervision will be provided by a senior SW manager in Torbay. They will also “hot desk” at Tor Hill House (reflecting the joint funding/supervision arrangements).

Their contact details will be sent to you soon.

Schools should expect the following support...

Core Business

- Support in ensuring that schools are fulfilling their statutory duties and advising schools regarding statutory processes as required.
- Child Protection training advice and guidance to all staff. This would include a planned programme of training as well as bespoke training as requested by individual schools.
- Management of the designated teacher network.
- Taking the lead for a locally adopted anti bullying strategy and related activity with schools.
- Providing support and leadership for schools involved in serious case reviews and in ensuring that action plans and recommendations are implemented.

Intervention

- Direct access to PARIS system and case notes via the ESWs.
- Work with individual children and families cases.
- Supervision/mentoring for staff working with children and families on complex cases.
- Support and advice in making referrals into the safeguarding hub and in following up these referrals where necessary.
- Analysis of referrals, levels of need, patterns of referrals across schools.
- Monitoring children missing out in education.

Partnership

- To provide a link between schools and safeguarding teams to ensure improved partnership work and communication.
- To work directly with the LADO to support to schools in managing allegations against adults and in ensuring that due process is followed.
- Support in ensuring that whistle blowing and complaints to Ofsted are addressed and risks of escalation are mitigated.
- To champion on behalf of schools the engagement of professionals from other services in working with children, young people and families.
- To support schools in developing partnerships with health services including health visitors, school nurses and GPs.

The two ESWs will (between them) visit all schools in the early Autumn term to introduce themselves.

The TESS Steering Group provides strategic direction for the service. The group has representatives from TASH, TAPS and the LA. The group has devised a set of Key Performance Indicators (KPIs) which will be used to evaluate the effectiveness of the service. The TESS Steering Group will represent all schools on TSCB, therefore linking school to key strategic developments.

A TESS Handbook is being developed and will be distributed in the Autumn term. This will include a Best Practice Guide (already circulated to schools), the KPIs, a training plan, the TSCB training plan, sample policies and sample record keeping pro formae.

Training

Basic Child Protection (CP) training for newly recruited staff will be provided every term – in about week 6. These will all take place at Oldway School on Tuesdays, **either** 9.30 a.m. – 12.30 p.m. or 2.00 p.m. – 5.00 p.m.

Dates are...

7th October
3rd February
12th May

Basic training for **CP governors** has been carried out and will be repeated in the Summer term 2015. A level 2 course for those governors trained this term will be held in the Spring term 2015.

A session for **Managing Allegations Against Teachers and other Staff** will be held on Monday 5th October, 2.00 p.m. – 5.00 p.m. at Oldway School. This is the first notification of this date. It will also be circulated to Heads and DCPOs in the next few days.

Anthony Goble will lead a support group for **Designated Child Protection Officers** (DCPOs) every half term, in about week 3. These will all take place at Shiphay Learning Academy on Tuesdays, 2.00 p.m. – 3.30 p.m. We are working hard to ensure that every school is represented.

Dates are...

23rd September
18th November

2015
20th January
10th March
28th April
16th June

Booking for all courses is managed on CPD online. All of these courses are free, but you will need to arrange cover, in order to release your staff.

The TESS Steering Group continues to meet regularly in order to monitor and develop the service. A data base of all DCPOs has been created and this will be used to circulate TESS information, as well as circulating it to all Heads.

If you have any proposals or comments that the group could consider, please contact me.

Roger Hughes ecotaps@hotmail.com

18th July 2014
Revised 10th September 2014

Agenda Item 9

Appendix 2



Please reply to: Richard Williams, Director of Children's Services, Torbay Council, 2nd Floor (South), Tor Hill House, c/o Town Hall, Castle Circus, Torquay TQ1 3DR

All Schools and Academies

My ref: RW/SJJ

Your ref:

Telephone: 01803 208401

Fax: 01803 208445

E-mail: Richard.williams@torbay.gov.uk

Date: 17th July 2014

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Dear Colleagues,

As you are aware, Suzie Franklin will be leaving her post as Executive Head of Schools for Torbay at the end of August. I have been working closely with her to develop an effective and new service structure that both supports and challenges schools and continues to ensure that the Local Authority meets its statutory duties. To that end I am currently consulting with staff and the unions on a new service structure that achieves this. I am therefore now in a position to let you know what the arrangements will be from September.

As the teaching school has continued to develop we have commissioned increasing amounts of work from the alliance over the past two years. From September we will commission all school improvement support from the Torbay Teaching School Alliance. I will sit on the Strategic Board and chair the School to School Support Board. If the teaching school does not have capacity or the specific expertise required at any one time then this would be commissioned through the teaching school from other locally trusted providers. I will, when necessary, be directly involved in schools that are underperforming or facing specific challenges.

To assist me in this work, Debbie Horn will be leaving her role as Workforce Development Officer and will be the School Performance and Improvement Officer. This role will report directly to me and will be responsible for ensuring that I have accurate data and information about the performance of all schools and the support being delivered. Debbie will also ensure that all our statutory functions are being met as well as taking a lead on the preparation for any Local Authority School Improvement Inspection. She will continue in her role as Moderation Manager for the Local Authority and Lesley Gibbings will be moving back into the schools team to provide data support.

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As you know, the Local Authority has a duty to ensure that all children and young people have access to a high quality education and achieve well. I will continue to monitor the performance of all schools in Torbay regardless of their designation. This will include having termly meetings with the Diocesan directors, regional HMI and the Regional School Commissioner.

Other staff and teams that will be directly supporting both myself in this role and yourselves will include Dorothy Hadleigh, SEN Service Manager, Rachael Williams, Early Years Service Manager, Jane Inett, Headteacher of the Virtual School and Service Manager for Vulnerable Pupils, Tricia Harwood, Schools Services Manager. As you know, Tricia principally manages the teams delivering admissions, school transport, free school meals, governor services and the pupil referral panel. I have included with this letter, the contact details for each of these Managers and Officers. If you have any concerns or need support in these areas, they can be contacted directly and will either provide that information, support you or signpost you onto other professionals or services who may be better placed to do so.

The new structure is being implemented on the basis that it will be reviewed in consultation with you over the next nine months to ensure that it is effective.

If you have any questions, please do not hesitate to contact me.

I hope you all have a lovely restful summer holiday

With best wishes.

A handwritten signature in blue ink, appearing to read 'Richard Williams', with a long horizontal line extending to the right.

Richard Williams

Director of Children's Services

Agenda Item 9

Appendix 3

Title:	Update on Standing Item: Monitoring of Projects		
Prepared by:	Debbie Horn- School Improvement and Performance Officer	Contributors:	Louise Kilshaw- CLA Teacher Hayley Mason- Education Social Worker
Date Edited/Amended:	2 nd October 2014		

1. Purpose of the Paper

The purpose of this document is to inform the Schools Forum of the progress re- Education Safeguarding Service and Virtual School

(ii) Education Safeguarding Service

The Best Practice Guide is a 'Safeguarding Handbook'. This is being drawn up by the Torbay Education Safeguarding Service steering group (which Richard is a part of. The idea is for the handbook to contain useful information and procedure for schools in relation to safeguarding – there will be a bit in there about our service. The handbook is not yet finished, but Hayley Mason will keep the group posted.

(iii) Primary Teacher for the Virtual School

There has been an interview process, but no-one suitable was found, there will be a re-advertisement very shortly and the post will be offered as a secondment initially. Louise Kilshaw is hoping to have the advert out for a longer period of time, she is hoping for a month to allow teachers time to consider what is potentially a career change.