

Lancashire County Council

Education Scrutiny Committee

Tuesday 11 March 2014 at 10.00 am in Cabinet Room 'C' - The Duke of Lancaster Room, County Hall, Preston

Agenda

Part 1 (Open to Press and Public)

No.	Item
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1.	Apologies
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2.	Disclosure of Pecuniary and Non-Pecuniary Interests
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Members are asked to consider any Pecuniary and Non-Pecuniary Interests they may have to disclose to the meeting in relation to matters under consideration on the Agenda.

3.	Minutes of the meeting held on Tuesday 5 November 2013	(Pages 1 - 8)
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4.	Dates of Future Meetings of the Committee
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The Committee is asked to note that in accordance with the decision of the Full County Council on 12 December 2013, future meetings of the Committee will be held at 10.00am in Cabinet Room 'C' at County Hall, Preston on the following dates:

Tuesday 15 July 2014
Tuesday 21 October 2014
Tuesday 24 March 2015

5.	Lancashire School Term and Holiday Arrangements	(Pages 9 - 16)
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6.	A summary of the validated results at the end of Key Stage 2 and Key Stage 4 at Lancashire and District level	(Pages 17 - 22)
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7.	Lancashire County Council's Governor Services - a traded service for schools.	(Pages 23 - 42)
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8.	Urgent Business
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An item of urgent business may only be considered under this heading where, by reason of special circumstances to be recorded in the Minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency. Wherever possible, the Chief Executive should be given advance warning of any Member's intention to raise a matter under this heading.

9. Date of the Next Meeting

The next scheduled meeting of the Committee is due to be held at 10.00am on the Tuesday 15 July 2014 in Cabinet Room 'C' at County Hall, Preston.

I M Fisher
County Secretary and Solicitor

County Hall
Preston

Agenda Item 3

Lancashire County Council

Education Scrutiny Committee

Minutes of the Meeting held on Tuesday 5 November 2013 at 10.00 am in Cabinet Room 'C' - The Duke of Lancaster Room, County Hall, Preston

Present:

County Councillor Cynthia Dereli (Chair)

County Councillors

P Buckley	K Iddon
Mrs S Charles	B Murray
A Cheetham	R Newman-Thompson
C Crompton	S Perkins
B Dawson	M Perks
C Henig	

Co-opted members

Mrs Janet Hamid, Representing Parent Governors (Secondary)
Miss Teresa Jones, Representing RC Schools
Mr Fred Kershaw, Representing CE Schools
Mr Kenvyn Wales, Representing Free Church Schools
Mr John Withington, Representing Parent Governors (Primary)

1. Apologies

There were no apologies for absence presented at the meeting.

2. Disclosure of Pecuniary and Non-Pecuniary Interests

There were no declarations of interest in relation to matters appearing on the agenda.

3. Minutes of the meeting held on 16 July 2013

Resolved: That the Minutes of the meeting held on 16 July 2013 be confirmed as an accurate record and signed by the Chair.

4. A report on the local authority's leadership of school improvement support

Mr Stott, Director of Universal and Early Support Services from the Directorate for Children and Young People introduced a report on the Authority's draft strategy for school improvement and the main features of the evaluation model being used to review the effectiveness of school improvement arrangements in

Lancashire. The report highlighted the key findings from the initial review of support for school improvement including strengths and priorities for development.

In considering the draft strategy for school improvement and the self evaluation tool members raised the following points:

- Whether there was a school improvement board and whether elected members sat on it, Mr Stott informed the Committee that there was a School Improvement Challenge Board which met fortnightly and which was comprised of the School Improvement Team, Human Resources, Governance, Finance and other teams as necessary to consider monitoring and intervention issues. Elected members did not sit on the Board.
- The Chair asked that a guide to current acronyms used in the Directorate for Children and Young People be produced for use by members of the Committee

Resolved: That

- i. The report on the local authority's leadership of school improvement support be noted.
- ii. A guide to acronyms used in the Directorate for Children and Young People be produced.

5. Children and Young People not participating in a school setting

Mr Stott, Director of Universal and Early Support Services, Directorate for Children and Young People, introduced a report which updated the Committee on the performance and progress of four of the teams working closely with groups of children and young people currently not participating in education in a school setting as follows:

1. Work done to support children and young people who were "Persistently Absent" (PA) from school, reported at the meeting by Frances Molloy, Schools Attendance Lead, Directorate for Children and Young People
2. Work done to support children and young people who were "Permanently Excluded" from school, reported by Audrey Swann, Acting Head of Alternative and Complementary Education and Residential Services (ACERS).
3. Work done to support Gypsy Roma Traveller (GRT) children and young people who were not educated in school or electively home educated, reported by Joe Dykes, Head of GRT Achievement.
4. Work done to support children and young people who were "missing from education, (CME), reported by Susan Robinson, CME Co-ordinator, and Paul Bainbridge, County Pupil Access Manager.

Information was also provided in the report on the themed audit that the Directorate for Children and Young People was carrying out around "missing

children" and the connectivity of the Local Authority and other partner services around supporting this broader group. It was envisaged that the findings of this themed audit would be reported back to the Committee possibly in July 2014.

The Committee considered the work done by each of the four teams in detail as follows:

Persistent Absence (PA)

It was reported that the use of Persistent Absence as a measure was introduced in 2006 and at that time related to pupils who had an overall absence rate of around 20 per cent or more. This measure was reduced during the 2010-11 academic year to identify pupils who had an overall absence rate of around 15 per cent or more. This was measured as pupils having 38 or more sessions of absence (both authorised and unauthorised) across the Autumn and Spring Terms combined, or 46 or more sessions of absence over the whole school year (measured up to the summer half term break).

The local authority worked to ensure that schools had a clear understanding of those pupils who were Persistent Absentees or were on track to become PA if their attendance did not improve.

In considering Persistent Absence members made the following comments:

- How monitoring of children who were Persistent Absentees was carried out cross border with neighbouring authorities and the time it took to deal with cross border issues. Frances Molloy responded that protocols were in place for liaising with other authorities and that if legal action was required it was undertaken by the authority where the child attended school.
- Whether work done around Persistent Absence linked in with the Youth Offending Team. Ms Molloy stated that action plans for Persistent Absentees would involve all relevant agencies
- The comment was made that because of the smaller number of pupils in special schools, just one or two PAs significantly increased the %. As special schools dealt with different issues, PA rates would differ by school.
- All types of absences were included in the report and the comment was made that unauthorised absences ought to be targeted.
- A concern was raised regarding the accurate recording of absence data by schools. The Committee was informed that it was illegal to falsify the register and that electronic registration now made that difficult.
- Members welcomed the work done by officers to support PAs and also the work carried out with schools to identify barriers to education and to remove them.

Permanent Exclusion

It was reported that in secondary schools, the trend over the last 3 years had been a reduction in permanent exclusions in the majority of districts with an overall decrease in secondary permanent exclusions across Lancashire of 1% in 2012 – 13. In 2012 – 13 Preston remained one of the highest excluding districts with Burnley showing a marked increase in exclusions from previous years. Lancashire was participating in the 3 year DfE National Exclusion Trial due to end in July 2014, testing a proposal to shift the responsibility for permanently excluded pupils from the Local Authority to school.

However, the number of primary school exclusions in area south/central had over the past 3 years been higher than other areas in Lancashire and the trend for south and east areas had increased slightly. The north area had consistently decreased.

Members commented on the work carried out around Permanent Exclusion as follows:

- Working in partnership with Head Teachers was key to dealing with the problem
- That the findings of the Task and Finish Group, led by the Inclusion Disability and Support Service (IDSS), which was set up to look into the relationship between SEND and exclusion in order to more thoroughly analyse the trends and issues within Lancashire and develop strategies to address issues identified, be fed back to the Committee when known.

Local Authority support for the education of Gypsy, Roma and Traveller Children

Members welcomed the work done by the team which dealt with Gypsy, Roma and Traveller (GRT) children with around 70% of families now having education as a priority. It was reported that in the ten year period between 2003 and 2013, the numbers of GRT children attending school had risen in all year groups. There had been significant rises in uptake of pre-school provision and in transfer to secondary school.

In considering the report, the following point was made:

- That it would be helpful for the % of GRT children on roll in school to be broken down to District level and provided to members

Children Missing Education (CME)

It was reported that for CME there were established referral procedures with Pupil Access linked to admission appeal and fair access protocol processes. There were two types of referral (split 50/50 over a year):

- Tracking – for cases where the pupil was on a school or academy roll but their whereabouts was unknown and which involved calling a multi-agency meeting to move matters forward.

- Placement – where the pupil required an educational placement. The CME team accompanied many parents and pupils to school meetings to negotiate start dates. In addition, at secondary level pupils the CME team identified and brokered alternative provision where a mainstream placement was not likely to be successful.

In considering CME, members raised the following points:

- How young people, particularly girls, who did not return to school in Autumn were tracked. Ms Robinson responded that it would be possible to provide members with tracking figures, for information, outside the meeting. Young people were also tracked at school on a lesson by lesson basis. Pastoral managers in school were aware of particular issues and worked with the Hate and Diversity Team to address them.
- A request was made for comparative data on a year by year basis to be provided.
- A query was raised regarding the time scale for organising cross-boundary placements. Members were informed that most primary school placements were organised within a week but that secondary placements were more difficult because of matching students' options. Since September there was no longer the requirement for local authorities to co-ordinate in year admissions but Lancashire continued to be watchful of out of county moves.
- That the legal responsibility of the Local Authority was to make arrangements, as far as possible, to identify children who were not receiving education. This could be achieved by raising awareness via the Police, the NHS, Social Workers and other well established networks, for example.
- With regard to Foster Children, Children's Social Care and the Social Worker were responsible for flagging up to the CME team any child requiring a school place, whether the child was coming into Lancashire from another Authority or moving within Lancashire. Usually a placement would be found within 10 school days, with 20 days being the maximum length of time taken.
- More work was needed to ensure joined up working between the different teams and agencies in the Authority

Resolved: That:

- i. The teams working closely with groups of children and young people not participating in a school setting be congratulated on the work in this field.
- ii. A further report on the themed audit around Children Missing Education be brought to a future meeting of the Committee.
- iii. The % of Gypsy, Roma and Traveller children on roll in school at District level be provided to members of the Committee.

- iv. Tracking figures of those young people who did not return to school in Autumn be provided to members of the Committee.
- v. Comparative data on referrals to the CME team on a year by year basis be provided to the members of the Committee.

6. A summary of the provisional results at the end of Key Stage 2 and Key Stage 4 at Lancashire and District level

Mr Stott, Director of Universal and Early Support Services from the Directorate for Children and Young People, presented a report on the overall attainment of pupils in Lancashire schools at the end of Key Stages 2 and 4 in 2013 and informed the meeting that the report was based on provisional data which had not yet been validated. The results had been analysed at District level and showed progress over the past three years.

With regard to the 2013 Key Stage 2 results it was reported that overall attainment in Lancashire continued to rise and was 2% above the national average at 77%.

With regard to the 2013 Key Stage 4 results, it was reported that overall attainment in Lancashire rose compared with 2012 and remained around 1% above the national average.

A request was made by the Chair that all County Councillors be notified, for their information, when the detailed results data was available.

Resolved: That:

- i. The summary of the provisional results at the end of Key Stage 2 and Key Stage 4 at Lancashire and District level be noted.
- ii. Further detailed information relating to individual schools regarding attainment be circulated to all County Councillors once available.

7. Work Plan 2013/2014

Members considered the work plan summarising the work to be undertaken by the Committee in the coming months and noted that it would be updated and presented to each meeting of the committee for information.

In response to a request for Elective Home Education to be added to the plan as a topic for consideration, Mr Stott informed members that a previous Task Group of the Committee had produced a report on Elective Home Education which could be circulated to current members of the Committee for their information prior to deciding whether to consider this topic further.

The Chair updated the Committee on the progress of the Task Group set up to consider the 'Achievement of Pupils on Free School Meals'. It was envisaged that the draft Task Group report would be presented to the Committee at its March 2014 meeting.

Resolved: That

- i. The work plan be noted.
- ii. The report produced by a previous Task Group of the Committee on Elective Home Education be circulated to members for information.

8. Urgent Business

There were no items of urgent business for discussion at the meeting.

9. Date of the Next Meeting

It was noted that the next meeting of the Committee would be held on Tuesday 11 March 2014 at 10.00am in Cabinet Room C (The Duke of Lancaster Room), County Hall, Preston.

I M Fisher
County Secretary and Solicitor

County Hall
Preston

Agenda Item 5

Education Scrutiny Committee

Meeting to be held on 11th March 2014

Electoral Division affected: All

Lancashire School Term and Holiday Arrangements Appendix A refers

Contact for further information:

Bob Stott, Director of Universal and Early Support Services, Directorate for Children and Young People.

01772 531652

bob.stott@lancashire.gov.uk

Executive Summary

The report set out the current position and future arrangements for Lancashire School Term and Holidays.

Recommendation

The Education Overview and Scrutiny Committee is asked to give its views on the arrangements for Lancashire schools.

Background

Since the 2006/07 academic year Lancashire County Council has adopted a school term and holiday pattern known as the 'Standard School Year'.

The Standard School Year was commended to all local education authorities (LEAs) by the Local Government Association (LGA) several years ago following proposals put forward by the Independent Commission on the Organisation of the School Year. The LGA believed that a standardised school year which had terms of roughly equal length, was predictable from one year to the next, and was consistent across LEA boundaries produced a better environment for both pupils and teachers. The LGA also believed that the Standard School Year provided a clearer pattern for parents/carers who would no longer need to face the problems of sporadic holidays and clashes caused by children attending schools with different holiday patterns.

Following consultation with schools and other relevant partners (which included the recognised Trade Unions, Diocesan/Church Authorities, LASGB) in June 2005, the Cabinet Member decided to adopt the Standard School Year recommended by the LGA and this was introduced for the 2006/07 school year.

Having taken the decision to adopt the Standard School Year from 2006/07, the pattern recommended by the LGA has been followed by Lancashire ever since. Each year the recognised Teachers Associations and Diocesan/Church Authorities are consulted on the pattern before it is published to all schools. Under the legal framework all community and voluntary controlled schools have been required to follow the pattern. The Standard School Year pattern was commended to voluntary aided and foundation schools and, in the main, the pattern has been followed. In recent years a number of schools have academised and again most of these establishments have followed the Lancashire pattern.

Following enquires from a national newspaper regarding whether there was an intention in Lancashire to change the length of the summer holiday period, contact was made with the LGA to ascertain if there were any proposals to amend their position regarding the Standard School Year. The LGA responded in December 2011:

"The LGA recently reviewed the take up of the recommended standard school year by councils and found that less than half of councils were following the pattern recommended by NASUWT and LGA. It is government policy to encourage schools to take on more freedom and to work in partnership locally, rather than looking to the centre for direction and guidance. And as increasing numbers of schools become academies and get freedom to set their term dates, the role of councils in seeking to coordinate term dates is likely to decrease. For these reasons the LGA has taken the decision not to recommend standard school dates in future years.

The patterns recommended for 2012/13 and 2013/14 are still available on the NASUWT website:

http://www.nasuwt.org.uk/PayPensionsandConditions/England/Conditions/MaintainedSchools/StandardSchoolYear/NASUWT_007249 .

However, we will not be recommending dates for future years – this will be a matter for local discussion and decision by schools and where appropriate local councils.'

The holiday dates for academic years 2012/13 and 2013/14 had already been agreed and published to all schools and they were working with these dates.

Future Arrangements

The future arrangements for the Lancashire School Term and Holiday dates in maintained schools will no longer be steered by any central guidance, but there are two legal requirements:

- i) The Education (School Day and School Year) (England) Regulations 1999 (SI 1999 No. 3181) requires all schools to have at least 380 half-day sessions (190 days) in each school year. This is consistent with the 195 days a year required by a teacher's statutory conditions of service: the additional five days being for in-service training.
- ii) Section 32 of the Education Act 2002 states that in relation to community and voluntary controlled schools, the local education authority will determine the dates when the school terms and holidays are to begin and end. In the case of foundation and voluntary aided schools the governing body are responsible for determining when the school term and holidays are to begin and end.

Given the County Council's commitment to the Standard School Year, in respect of 2014/15 and 2015/16 patterns, it was agreed by the CYP Directorate Leadership Team that Lancashire will continue to determine the School Term and Holiday pattern based on the Standard School Year principles for community and voluntary controlled schools. The patterns would be commended to voluntary aided and foundation schools. The Standard School Year principles are to:

- start the school year on a date as near as possible to the 1 September;
- equalise teaching and learning blocks (roughly 2 x 7 and 4 x 6 weeks);
- establish a two-week spring break in early April irrespective of the incidence of the Easter bank holiday;
- maintain a summer holiday of at least six weeks;
- Identify and agree annually designated periods of holiday, including the summer holiday, where head teachers are recommended not to arrange teacher days.

This approach was supported by the Diocesan/Church Authorities and the teacher associations following consultation.

The agreed patterns for 2014/15 and 2015/16 are shown in Appendix A.

Lancashire Scheme for Financing Schools

Section 6.2.10 of the 'Scheme for Financing Schools' which highlights that school budgets may be liable to meet additional costs in cases where decisions by a school's governing body on the length of the school day or term dates result in unnecessary costs for the Authority. Specifically such charges tend to relate to transport or catering costs.

Current Practise in Lancashire Schools

In the main, all Lancashire schools and Lancashire academies follow the School Term and Holiday pattern irrespective of it being voluntary aided, foundation, community or voluntary controlled.

On the occasions where Easter does not fall within the 2 week holiday period, catholic schools wish to be open for Holy Week and these schools for this exceptional reason do not follow the pattern. This has occurred once since the Standard School Year became operational in 2005/06. For these catholic schools only they were not charged the additional transport costs.

Implications should Lancashire County Council not set the School Term and Holiday Pattern for Lancashire Schools

a) Schools

The Governing Body would need to negotiate with other local schools, staff, the unions and Diocesans/Church Authorities (as appropriate). Given the freedom to

negotiate and set their own patterns, schools in Burnley /Pendle may decide to return to the wake weeks patterns that has been eradicated from 2005/06.

b) Home to School Transport

This is a significant concern for the Local Authority should the Framework and control be removed. The view expressed by the Environment Directorate is that without a School Term and Holiday Framework, Lancashire County Council could be looking at a considerable increase in the contractual costs. In negotiating contracts, Environment Directorate take the opportunity to save costs by amalgamating contracts to serve more than one school with one school bus.

Giving schools the total discretion and abandoning the current Framework, could lead to a loss of control and a significant increase in costs if amalgamated contracts were split to reflect the differing demands of schools, thus generating significant additional costs.

c) Human Resources

The key issue is the monitoring and compliance of the 190 pupil days and 195 teacher days. Clear guidance would be required regarding how to set out the school term and holidays, taking into account the requirements of the Burgundy book/School Teachers Pay and Conditions Document.

It is an essential requirement that certain breaks are kept. (For example: In all maintained schools the school year must begin after July and is commonly set on the basis of three terms or of six terms.)

d) Catering

Potentially there would be the following issues in respect of catering:

- Fragmented delivery logistics for suppliers may lead to increased costs of food.
- Increased costs of supply of transported meals from the mother kitchens to receiving schools due to extra staffing costs (as more days would be worked).
- Increased costs of operations management if there were a significant number of schools in at any one time. Managers are currently not employed full time.

The catering service has commented that since the setting of the Standard School Year, operationally the provision has been more efficient since the holidays were aligned across Lancashire.

e) School Crossing Patrols

The school crossing patrols operate on the 190 days as per the school. In situations where one crossing patrol is utilised by more than one school and there are variations in the school holiday patterns, it is inevitable that staffing costs would increase.

Consultations

- 10 May 2012 - proposed patterns for 2014/15 and 2015/16 shared with Diocesan/Church Authorities representatives;
- 21 June 2012 - proposed patterns for 2014/15 and 2015/16 shared with County Union Secretaries. An agreement that schools be asked to comment on the proposed patterns, via their Diocesan/Union representatives;
- 4 July 2012 – posting on the Schools' Portal requested that schools advise their Union/Diocesan representatives of any issues/concerns they had in respect of the proposed patterns for 2014/15 and 2015/16;
- 19 July 2012 – the Diocesan/Church Authority representatives were advised of the posting to schools on the 4 July 2012 requesting that if schools had any concerns regarding the proposed 2014/15 and 2015/16 patterns they should contact their Diocesan/Union representative;
- 20 September 2012 – the County Union Secretaries reported a nil response to the Schools' Portal consultation regarding the proposed patterns;
- 27 September 2012 - the Diocesan/Church Authorities reported a nil response to the Schools' Portal consultation regarding the proposed patterns;
- 18 October 2012 – the proposed patterns for 2014/15 and 2015/16 were approved by the Director of Universal and Early Support Services;
- 6 November 2012 – the agreed patterns for 2014/15 and 2015/16 were published on the Schools' Portal and the Lancashire County Council website.

Implications:

N/A

Risk management

There are no implications for risk management arising from this report.

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact/Directorate/Tel
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N/A

Reason for inclusion in Part II, if appropriate

N/A

Appendix A

School Term and Holiday Patterns: Community and Controlled Schools All Districts 2014/15

Autumn Term 2014

Re-open on	Thursday 4 September 2014
Mid Term Closure	Monday 27 October- Friday 31 October 2014 (inclusive)
Closure after school on	Friday 19 December 2014
Number of openings	72

Spring Term 2015

Re-open on	Monday 5 January 2015
Mid Term Closure	Monday 16 February- Friday 20 February 2015 (inclusive)
Closure after school on	Friday 27 March 2015
Number of openings	55

Summer Term 2015

Re-open on	Monday 13 April 2015
May Day Closure	Monday 4 May 2015
Mid Term Closure	Monday 25 May- Friday 29 May 2015 (inclusive)
Closure after school	Thursday 23 July 2015
Number of openings	68

TOTAL NUMBER OF OPENINGS - 195

School Term and Holiday Patterns: Community and Controlled Schools

All Districts 2015/16

Autumn Term 2015

Re-open on	Friday 4 September 2015
Mid Term Closure	Monday 26 October- Friday 30 October 2015 (inclusive)
Closure after school on	Friday 18 December 2015
Number of openings	71

Spring Term 2016

Re-open on	Monday 4 January 2016
Mid Term Closure	Monday 15 February- Friday 19 February 2016 (inclusive)
Easter Bank Holidays	Friday 25 & Monday 28 March 2016
Closure after school on	Friday 8 April 2016
Number of openings	63

Summer Term 2016

Re-open on	Monday 25 April 2016
May Day Closure	Monday 2 May 2016
Mid Term Closure	Monday 30 May- Friday 3 June 2016 (inclusive)
Closure after school	Tuesday 26 July 2016
Number of openings	61

TOTAL NUMBER OF OPENINGS - 195

Agenda Item 6

Education Scrutiny Committee
Meeting to be held on 11 March 2014

Electoral Division affected: All

A summary of the validated results at the end of Key Stage 2 and Key Stage 4 at Lancashire and District level
(Appendix 'A' refers)

Contact for further information: Bob Stott, Director of Universal and Early Support Services, Directorate for Children and Young People, 01772 531652, bob.stott@lancashire.gov.uk

Executive Summary

The report sets out the overall attainment in Lancashire schools at the end of Key Stages 2 and 4 in 2013. It is based upon validated data. The results have been analysed at District level and show progress over the past three years.

Recommendation

The Committee is asked to give its views on the performance of pupils in Lancashire schools.

Background and Advice

Key Stage 2

In 2013 the key measure at the end of Key Stage 2 was changed by the Department for Education. Whilst attainment in mathematics is still reported, attainment in reading and writing are now reported separately resulting in the removal of the measure which judged pupils' overall performance in English. In order to ensure that the 2013 results are comparable with results of previous years the proportion of pupils reaching Level 4 in reading, writing and mathematics has been calculated for the last three years. The 2013 validated national results rose by 1% on 2012 with 76% of pupils reaching level 4 or above in reading, writing and mathematics.

The key features of the 2013 Key Stage 2 results in Lancashire are as follows:

- The overall attainment in Lancashire rose when compared with 2012 in the end of Key Stage 2 tests and was 1% above the national average at 77%.
- Attainment in 8 districts was above the national average of 76% of pupils attaining level 4 or above in reading, writing and mathematics.
- Attainment increased in nine of the twelve districts in 2013.

- The greatest gains were made in Pendle, Chorley, West Lancashire, Wyre and Fylde.
- The lowest attaining district was Burnley and it was 7.4% below the Lancashire average. Attainment in Burnley fell slightly compared with 2012.
- The proportion of schools where there was low attainment fell but schools where there were low levels of performance have established detailed action plans to raise attainment

Key Stage 4

According to validated data the proportion of pupils gaining 5 or more A*-C grades at GCSE including English and mathematics rose by around 1% in Lancashire and nationally when compared with the 2012 performance.

The key features of the Key Stage 4 results in Lancashire are as follows:

- The overall attainment in Lancashire rose compared with 2012 and remained around 1% above the national average.
- Attainment was above the national average in 8 districts in Lancashire.
- In 2013 attainment increased in 8 of the 12 districts with the greatest improvement being made in Ribble Valley and South Ribble, both Districts which had seen a fall in attainment in 2012.
- The greatest fall in attainment was in Preston, Hyndburn and Rossendale.
- The lowest attaining District was Burnley which was around 16% below the Lancashire average. Attainment in Burnley fell in 2013 and the gap between Burnley and the local authority average grew.
- The attainment in schools where fewer than 45% of pupils gained 5 or more good GCSEs including English and mathematics in 2012 rose by over 5% in 2013.
- Detailed action plans are in place for all schools where there were low levels of performance.

Consultations

N/A

Implications:

N/A

Risk management

There are no implications for risk management arising from this report.

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact/Directorate/Tel
Results for Key Stage 2	December 2013	Jonathan Hewitt

National Curriculum
Assessments in England,
2012/13

Directorate for Children and
Young People
01772 531663

GCSE results in England, January 2014
2012/13

Jonathan Hewitt
Directorate for Children and
Young People
01772 531663

Reason for inclusion in Part II, if appropriate

N/A

Appendix A

Provisional Key Stage 2 Results, % Reading, Writing and Maths Level 4+

The following information is based on validated data which was published in December 2013.

District	2010/11	2011/12	2012/13	Diff to 2011/12	Diff to LA	Diff to Nat
Lancaster	66.0	75.6	75.0	↓ -0.6	↓ -2.0	↓ -1.0
Wyre	68.8	78.6	80.8	↑ 2.2	↑ 3.8	↑ 4.8
Ribble Valley	72.8	83.9	84.4	↑ 0.5	↑ 7.4	↑ 8.4
Fylde	72.3	79.3	81.5	↑ 2.2	↑ 4.5	↑ 5.5
Preston	68.6	77.3	78.5	↑ 1.2	↑ 1.5	↑ 2.5
South Ribble	72.3	77.2	77.9	↑ 0.7	↑ 0.9	↑ 1.9
West Lancs	71.5	76.9	79.2	↑ 2.3	↑ 2.2	↑ 3.2
Chorley	74.0	79.7	82.5	↑ 2.8	↑ 5.5	↑ 6.5
Hyndburn	65.2	73.1	73.5	↑ 0.4	↓ -3.5	↓ -2.5
Burnley	60.5	69.9	69.6	↓ -0.3	↓ -7.4	↓ -6.4
Pendle	60.9	69.0	73.6	↑ 4.6	↓ -3.4	↓ -2.4
Rossendale	72.1	77.6	76.6	↓ -1.0	↓ -0.4	↑ 0.6
Lancashire	68	76	77	↑ 1.0		↑ 1.0
England (LA)	67	75	76	↑ 1.0		

Provisional Key Stage 4 Results, % 5 A*-C including English and Maths

The following information is based on validated data which was published in January 2014.

District	2010/11	2011/12	2012/13	Diff to 2011/12	Diff to LA	Diff to Nat
Lancaster	66.9	61.7	64.1	↑ 2.4	↑ 3.2	↑ 4.0
Wyre	59.4	59.8	64.4	↑ 4.6	↑ 3.5	↑ 4.3
Ribble Valley	65.6	60.9	70.5	↑ 9.6	↑ 9.6	↑ 10.4
Fylde	63.8	63.3	64.7	↑ 1.4	↑ 3.8	↑ 4.6
Preston	63.1	62.8	57.4	↓ -5.4	↓ -3.5	↓ -2.7
South Ribble	65.0	58.0	64.7	↑ 6.7	↑ 3.8	↑ 4.6
West Lancs	57.2	62.5	63.1	↑ 0.6	↑ 2.2	↑ 3.0
Chorley	63.9	68.5	69.1	↑ 0.6	↑ 8.2	↑ 9.0
Hyndburn	59.7	61.4	57.0	↓ -4.4	↓ -3.9	↓ -3.1
Burnley	40.2	45.7	44.4	↓ -1.3	↓ -16.5	↓ -15.7
Pendle	50.4	48.2	51.3	↑ 3.1	↓ -9.6	↓ -8.8
Rossendale	63.0	64.6	60.8	↓ -3.8	↓ -0.1	↑ 0.7
Lancashire	60.1	59.9	60.9	↑ 1.0		↑ 0.8
England (LA)	58.4	59.0	60.1	↑ 1.1		

Agenda Item 7

Education Scrutiny Committee

Meeting to be held on 11 March 2014

Electoral Division affected: All

Lancashire County Council's Governor Services - a traded service for schools. (Appendices A-D refer)

Contact for further information:

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Executive Summary

This report sets out the traded services arrangements for Lancashire County Council's Governor Services.

Recommendation

The Education Scrutiny Committee is asked to give its views on the traded service arrangements.

Background

Lancashire County Council has provided traded Governor Services to school governing bodies since the introduction of Local Management of Schools following the 1988 Education Reform Act.

There are approximately 9000 governors in Lancashire, all volunteers, whether at maintained schools or academies. Lancashire County Council's Governor Services is highly regarded in the North-West and nationally, and this is reflected in the number of school governing bodies buying in to the services, see tables 1 and 4 below.

The primary function of the Governor Services team is to provide high quality information, advice, guidance, support, training and development opportunities to the governing bodies of Lancashire's schools. The Service also undertakes a range of functions relating to the Local Authority's statutory and strategic responsibilities for school governance.

All of the functions of the Service contribute to improving the quality and effectiveness of school governance and to supporting governing bodies in meeting

their statutory responsibility of conducting the school to achieve the best outcomes for its pupils, as defined in the Education Act 2002.

School governors have 3 key functions:

- Setting the strategic direction of the school
- Holding the headteacher to account for its educational performance
- Ensuring financial resources are well spent

The School Governance (Roles, Procedures and Allowances)(England) Regulations 2013

Service Context

Most of the functions undertaken by Governor Services have their foundations in the statutory responsibilities of the Local Authority, for maintained schools. The local education authority shall:

- a) Provide governors, free of charge to every governor, with such information as the local authority considers appropriate in connection with the discharge of their functions as a governor
- b) Make available, free of charge to every governor, such training as the local authority considers necessary for the effective discharge of those functions.

Education Act 2002

Originally, funding for support to governing bodies “should account for at least 5% of the school improvement element” of the standards fund (*DfEE circular 16/99 ‘The Standards Fund’*). This sum was intended to provide “information, training and support for school governors to help them fulfil their role in promoting high standards of educational achievement”. Much of this funding was devolved to schools to allow governing bodies to buy in clerking, training and development support from providers of their choosing, of which Lancashire Governor Services is just one amongst an increasing number of providers in a competitive market.

Description of Service

Governor Services is part of Lancashire Learning Excellence. The functions of the Service can be divided into four main areas:

- a) Clerking of Governing Bodies (traded service), including providing training and development courses, seminars and conferences for its own staff, independent clerks and clerks employed by other local authorities
- b) Governor Training and Development (traded services), including governing body reviews
- c) Information to Governors

- d) Local Authority Statutory and Strategic functions (for example: the appointment of Local Authority governors)

The Service also contributes to the wider responsibilities of the CYP Directorate, including:

- **Support for schools in challenging circumstances**
Schools and their governing bodies have a key responsibility for school improvement, raising standards of attainment and achievement for their pupils. The Local Authority has established criteria to identify schools requiring special support, and these may include difficulties relating to the governing body. In certain circumstances, such as the school being placed in special measures by Ofsted, the Local Authority may intervene and appoint additional governors to the governing body, or it may dismiss the governing body and establish an interim executive board to govern the school.
- **Operation of delegated budgets to schools**
The scheme for financing schools in Lancashire sets out the conditions and requirements which governing bodies must follow in carrying out their delegated responsibilities. In certain circumstances, the Local Authority may intervene and suspend delegation.
- **School organisation**
The Service supports governing bodies where a change to the organisation of a school is planned, such as school closure, school age-band changes, schools federating or schools collaborating, for example to share a headteacher.

Details of the Services' statutory, strategic and traded service functions are included as **Appendix A**.

Functions of the Service

a) Clerking of Governing Bodies (fully traded)

School governing bodies are able to make their own independent arrangements for professional clerking to provide advice, support and clerking of governing body and its committee meetings. However a significant proportion of Lancashire maintained schools buy into Governor Services Clerking provision and as Ofsted have become more focused on evaluating the effectiveness of governing bodies, looking for professional minutes which provide evidence of effective challenge and support given to a school's senior leadership in driving up standards of pupil achievement and attainment, the number buying in additional clerking support for committee meetings is increasing.

The Service also provides a clerking service to governing bodies of academies and of schools in neighbouring authorities.

The School Governance (Roles, Procedures and Allowances)(England) Regulations 2013 states that governing bodies must take notice of advice from their clerk, who should be highly professional and well trained to support the effective governing body.

The clerking buy-in options are included in **Appendices Bi and ii**. The percentage buy-in for maintained schools and academies is:

TABLE 1

Year	Maintained schools			Academies		
	All	Option 1	Option 2 & 3	All	Option A	Option B & C
2011/12	97%	14%	83%	8%	4%	4%
2012/13	98%	13%	85%	52%	32%	12%
2013/14	97%	11%	86%	68%	44%	24%

The number of meetings of maintained school and academy governing bodies clerked by the Services' Governing Body Advisers is:

TABLE 2

Year	2011/12	2012/13	2013/14
Governing Body meetings	1670	1693	1735
Committee meetings	1372	1660	1896
Pupil Discipline	161	113	155
Staff Discipline	80	73	83

b) Governor Training and Development (fully traded)

The Service provides a range of some 30 courses for governors of all types of schools to governors within and beyond Lancashire. These are offered at a variety of venues at varying times to provide access for all Lancashire governors. Additionally a number of courses, together with bespoke development sessions, are offered to individual governing bodies.

Subscription to the Training and Development service level agreement also provides all members of a governing body with access to an on-line training and information service provided by GEL, a not-for profit organisation, where the content is prepared by governors for governors.

The range of venues and times of courses offered, together with on-line provision, enables all governors to have access to high quality training and development opportunities.

Appendices Bi and ii provide details of the Training and Development service level agreements. The numbers attending courses, either county-wide or school-based sessions are:

TABLE 3

Year	County-wide		School-based	
	Number of courses	Total Attendees	Number of courses	Total Attendees
2011/12	95	1015	270	2305
2012/13	79	1209	259	2355
2013/14*	96	1542	260	2445

* Includes projections to year end (school year)

The percentage of maintained schools and academies buying into this service level agreement are given below. Training is also provided to governors external to Lancashire on a full-cost recovery basis.

TABLE 4

Year	Maintained schools	Academies
2011/12	89%	0%
2012/13	95%	40%
2013/14	95%	56%

All governing bodies are advised to regularly review their own effectiveness and develop an action plan to improve their performance. One way of achieving this is to arrange an external review of the governing body's practice and operation. The recommendations from the reviewer are then developed by the governing body into its own action plan. Ofsted frequently direct a governing body of a school in a 'Required Improvement' category to commission such a review.

Governor Services is able to provide this service by using senior staff as reviewers and in 2013/14 nearly 50 reviews have been carried out. Charges are based on full-cost recovery.

c) Governor Information

The Local Authority has a duty to provide all governors with such information as it considers necessary for the effective discharge of their roles and responsibilities. This is achieved via:

- **Schools portal**

This provides information, communications and electronic versions of meeting documents for any governors where the governing body buys

into either the clerking or training and development service level agreement.

- **Lancashire County Council website**
Provides basic information to all governors including links to relevant sources of information such as the DfE website. This is available free of charge.
- **Lancashire Governor**
An information magazine provided each term, covering a range of items on effective governance and topics. This is sent to all governors of maintained schools in Lancashire, whether the governing body buys into any service provided or not, and to governors of academies which buy into Governor Services.
- **Lancashire Link**
An electronic newsletter on training and development opportunities sent to a governing body's training link governor and the chair of all governing bodies.
- **Chairs' Forums**
These are arranged each term in each of the 11 districts of the county for the chair of a governing body, or their representative of subscribing governing bodies. The aim is to provide opportunities for governing bodies to network and collaborate, as well as provide information via a range of presentations from Local Authority partner services such as Schools' Human Resources, Schools' Finance and School Advisers.
- **Annual Chairs' Conference**
This event is offered to chairs and vice-chairs of subscribing schools, and on a pay-as-you-go basis for those from non-subscribers. The theme each year reflects current issues in school governance with guest speakers from colleagues within the authority as well as external sources.
- **Seminars**
Seminars on topical or special interest themes, such as Children's Centre governance, School funding and Pupil Referral Unit governance, are provided as required either as part of the service level agreement or offered on a full-cost recovery basis.

d) Local Authority Statutory and Strategic functions

A list of the activities undertaken by Governor Services on behalf of the Local Authority is provided in **Appendix A**.

The Service co-ordinates responses to school-based complaints on behalf of the Directorate and the Authority, as well as providing advice to parents and carers on individual complaints. Those complaints which took time beyond a simple phone response of a few minutes were:

TABLE 5

Year	2009/10	2010/11	2011/12	2012/13	2013/14
Number of complaints	89	216	189	129	165 (projected)

Feedback from Service Users

Development of the Service to meet the needs of governing bodies and their members is built around feedback from service users.

- 1) At each training and development session evaluation forms are provided for this purpose. The table below shows the feedback for courses, in percentages, from participants.

Year	Course Content			Course Tutor			Improved governor knowledge & confidence?
	E/G	A	I	E/G	A	I	Yes
2011/12	96%	3%	0.3%	98%	2%	0%	99%
2012/13	96%	3%	0.1%	99%	1%	0%	99%
2013/14	95%	4%	0.1%	99%	1%	0%	99.6%

Key: E/G = Excellent/Good
 A = Acceptable
 I = Inadequate

- 2) A survey of governing bodies which buy into the clerking service was conducted in 2011 and the findings summarised in **Appendix C**
- 3) A survey of governors attending Chairs Forums in autumn 2014 was undertaken and relevant sections are included as **Appendix D**.

Governor Services Organisation

Within Governor Services there are three area based teams and a central team.

Central Team, (governor training and development is part of this team)

- co ordinates the work of all the teams
- administers the appointment of and deals with all enquiries about Local Authority governorships
- is responsible for all governor training/support/development

- is responsible for publications and the governors' information via the Schools' Portal and the Lancashire County Council website
- provides clerking for pupil referral units, children's centres, academies, temporary governing bodies and National Challenge initiated education trusts
- leads on policy and project development on governance
- administers the appointment processes and support for parent representatives on local children's trusts and county council committees.
- maintains the accounts and coordinates the collection of data for the Service

Area Teams (East, North and South teams)

- operate the traded Clerking Service in their area which provides clerking for the main governing body meetings and committee meetings
- provide advice and guidance relating to the governance and clerking of the governing body
- provide general advice on governance
- provide notification of governor appointments/resignations other than those of Local Authority governors
- deal with enquiries about governorships other than Local Authority.

Consultations

N/A

Implications:

N/A

Risk management

No implications.

List of Background Papers

Nil

Reason for inclusion in Part II, if appropriate

N/A

Governor Services – Statutory, Strategic and Traded Activities

Statutory & Strategic	Activity
<p>Education Act 2002 section 22 The local education authority shall –</p> <p>a) Provide governors, free of charge to every governor, with such information as the LA consider appropriate in connection with the discharge of their functions as a governors</p>	<p>Newsletter sent to all Lancashire governors,</p> <p>An induction pack sent to all new governors via home addresses.</p>
<p>b) Make available, free of charge to every governor, such training as the LA consider necessary for the effective discharge of those functions.</p>	<p>Governor Training brochure produced annually. This has information on offered (traded) courses sent to all governors irrespective of SLA subscription.</p>
<p>Education Act 2002 Section 20 and subsequent regulations and amendments</p> <p>LA duty to prepare and check governing body instruments of government</p>	<p>LA has to check the instrument for maintained schools to ensure it complies with regulations.</p> <p>LA has to provide copies of the Instrument of Government, free of charge, to all governors, trustees in the case of a foundation, to the diocesan authority or other appropriate religious body</p>
<p>Education Act 2002 & 2011 and regulations The School Governance (Constitution) (England) Regulations 2007 & 2012</p> <p>Appointment/nomination of local authority governors to a governing body</p>	<p>Co-ordinate the nomination of and appointment of authority governors to each governing body.</p>
<p>Education and Inspections Act Section 67 et al</p> <p>Appointment of additional governors to a governing body.</p>	<p>The local authority retains powers of intervention where schools are causing concern, and these powers allow the appointment of additional governors in certain circumstances and unlimited numbers of additional governors –</p> <ul style="list-style-type: none"> • when a school requires special measures or significant improvement • if the school has been subject to a formal warning, from the local authority. <p>Governor Services recruits and brokers the placement of additional governors.</p>
<p>School Standards & Framework Act 1998 The Parent Governor Representatives (England) Regulations 2001</p> <p>Election of parent governors to overview and scrutiny committees</p>	<p>Governor Services administers the elections and arranges some of the induction.</p>
<p>Education Act 2002 & 2011 and regs The School Governance (Constitution) (England) Regulations 2012</p> <p>Election of staff and parents to a governing body</p>	<p>The LA is responsible for elections in community and voluntary controlled schools. LCC delegates to headteacher.</p> <p>Governor Services provides procedural advice and guidance on these elections, and reviews guides in light of amended legislation.</p>
<p>School based complaints</p>	<p>Schools and governors are encouraged to involve their LA and</p>

	<p>teachers' associations in drawing up these procedures.</p> <p>Governor Services</p> <ul style="list-style-type: none"> - produces model procedures - co-ordinates responses to school based complaints on behalf of the LA - provides advice and guidance to those making complaints
Governor Database	Development and maintenance of governor information to meet LA statutory duties
<p>General advice and guidance to governors</p> <ul style="list-style-type: none"> - LA statutory duty to provide information free of charge to all governors. 	<p>Governors area on school portal</p> <p>Email/phone helplines</p>
Recruitment of Local Authority governors	Proactive role for LA admin to keep vacancy levels below national benchmarks, liaising with SGOSS (School Governor One Stop Shop)
Liaison, on behalf of the LA, with external organisations on governance issues	<ul style="list-style-type: none"> - Diocesan/church authorities - Lancashire Association of School Governing Bodies - County Union Secretaries - National Governors Association - National & regional Co-ordinators of Governance - School Governor One Stop Shop
Traded Service	Activity
Governing Body Clerking Service	<ol style="list-style-type: none"> 1) Support for independent clerks 2) Providing clerking service to governing bodies of maintained schools 3) Providing clerking service to governing bodies of academies 4) Training for governor service staff 5) Training for governor service, independent and external clerks 6) Annual conference for clerks
Governing Body Training & Development service	<ol style="list-style-type: none"> 1) Training programme offered to governors of maintained schools 2) On-line training provision 3) Training programme offered to governors of academies 4) Annual conference for chairs of governing bodies 5) Training & development newsletter each term 6) Provision of guides on topical governance issues
National Challenge programme	Clerking and company secretary support for the education trusts established under the National Challenge programme
Alternative provision	Clerking support for Pupil Referral Units
Early Years	Children's Centre governance development & support
School Improvement & Challenge Board	Additional support for governing bodies in challenging circumstances

Maintained Schools and Pupil Referral Units**Governor Services - Service Level Agreements
Charges for 2014/2015****(a) Clerking of Governing Bodies¹**

Option 1 The governing body appoints its own clerk who receives support from the County Council's Governor Services Officers.

Price £393 pa/per school governing body

Option 2 The governing body appoints the Area Governor Services Team to arrange the clerking of its governing body meetings (one per term).

Price: £1,382 pa

Additional meetings of the full governing body: **£460 per meeting.**

Option 3 The governing body appoints the Area Governor Services Team to arrange the clerking of its governing body meetings (one per term) and of its working committees.

Price £1,382 pa plus £199 per committee meeting

Pupil Discipline Committees: £222 per meeting (plus a supplement of £100 for each case more than the first to be heard).

Particularly complex or protracted meetings will be the subject of a separately negotiated charge.

Staff Discipline, Dismissal and Grievance Committees } £460 per meeting
Complaints Appeals Committees }

Particularly complex or protracted meetings will be the subject of a separately negotiated charge.

Note: Late receipt of papers and requests to circulate excessive amounts of papers for any meeting will involve additional charges to reflect additional costs incurred.

Any cancelled meetings will incur a charge of 50%.

¹ 'Governing Body' refers to management committee in a PRU, and 'Committee' refers to sub-committee.

(b) Governor Training and Development

- Full Subscription** - £316 per school plus £16 per governor and associate member.
- Pay as you go**
- £620 per day course organised for an individual school (school to meet refreshment costs).
 - £45 per governor for attendance at a centrally organised half-day/evening course.
 - £90 per governor for attendance at a centrally organised full day course.
 - £125 per governor for attendance at a full day conference.

Note: Cancellation of bookings on countywide courses

Cancellation fees will apply for non-attendance or if a course place is cancelled by the delegate within **seven days** of the course date. Schools which have bought into the Service Level Agreement will be charged £25. Schools which have not bought in to the SLA will be charged the full course fee.

Academy Schools**Governor Services - Service Level Agreements
Charges for 2014/2015****(a) Clerking of Governing Bodies**

Option A The governing body appoints its own clerk who receives support from the County Council's Governor Services Officers, customised core agendas and briefings and access to clerks training programme and events.

Price £650 pa/per school governing body

Option B The governing body appoints Governor Services to arrange the clerking of its governing body meetings (three per year).

Price: £1,680 pa

Additional meetings of the full governing body: **£560 per meeting.**

Option C The governing body appoints Governor Services to arrange the clerking of its governing body meetings (three per year) and of a specified number of its working committees.

Price £1,680 pa plus £260 per committee meeting

Additional meetings of the full governing body: **£560 per meeting.**

The following meetings will only be available to purchase for those schools which have a service level agreement of option B or C and, as appropriate;

- have agreed to follow/adopt LCC guidance on pupil exclusions and/or complaints procedure
- receive support from LCC HR Consultancy services

Pupil Discipline Committees: £250 per meeting (plus a supplement of £110
(Review or Appeal) for each case more than the first to be heard).

Particularly complex or protracted meetings will be the subject of a separately negotiated charge.

Staff Discipline, Dismissal and Grievance Committees } £495 per meeting
Complaints Appeals Committees }

Particularly complex or protracted meetings will be the subject of a separately negotiated charge.

Note: Late receipt of papers and requests to circulate excessive amounts of papers for any meeting will involve additional charges to reflect additional costs incurred.

Any cancelled meetings will incur a charge of 50%.

(b) Governor Training and Development

Full Subscription - £685 per academy.

- Pay as you go**
- £685 per day course organised for an individual academy (academy to meet refreshment costs).
 - £55 per governor for attendance at a centrally organised half-day/evening course.
 - £110 per governor for attendance at a centrally organised full day course.
 - £140 per governor for attendance at a full day conference.

Bespoke Courses - Specialised courses can be provided by the Governor Training and Development Team.

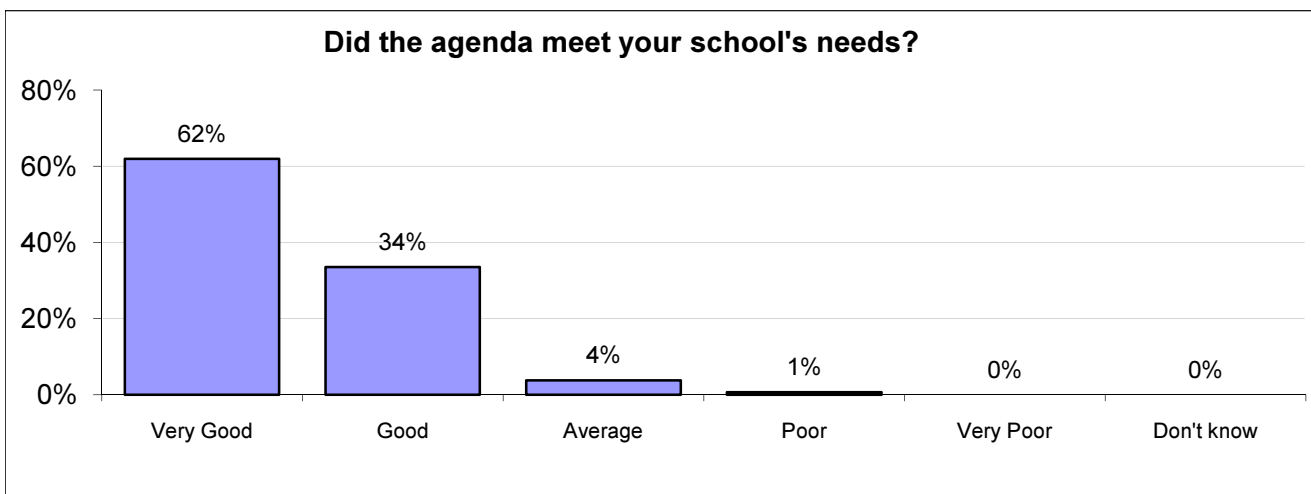
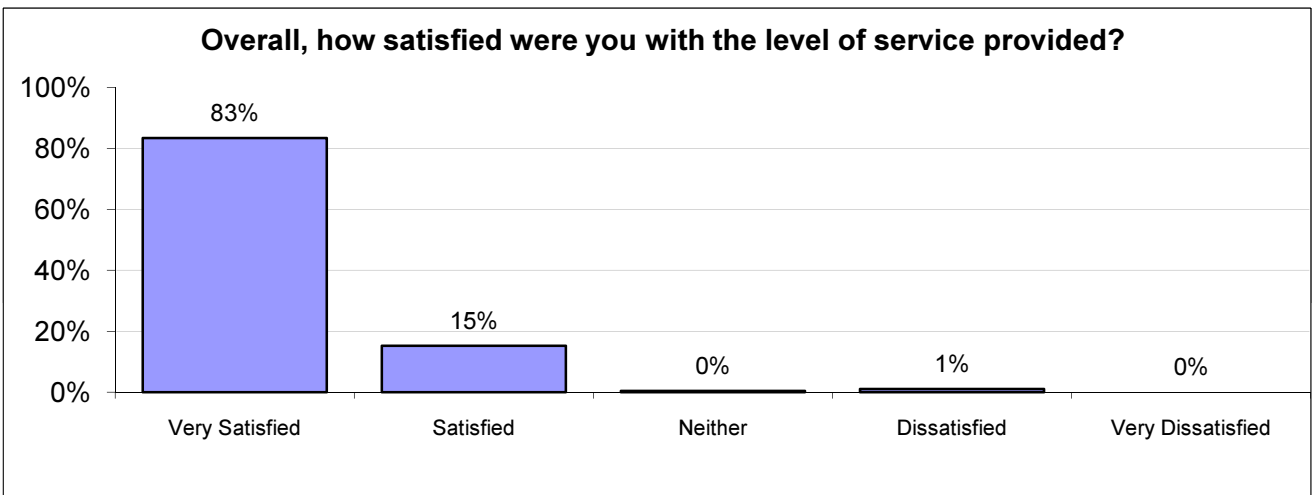
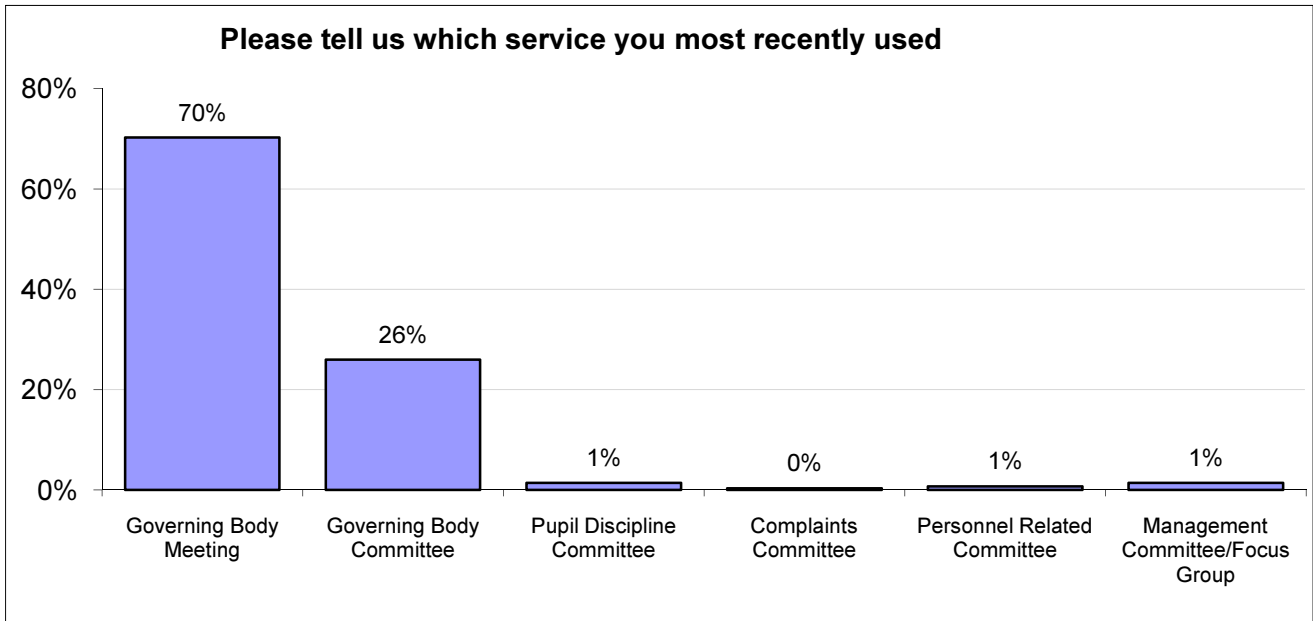
For further details and price please contact the Governor Training and Development Officer.

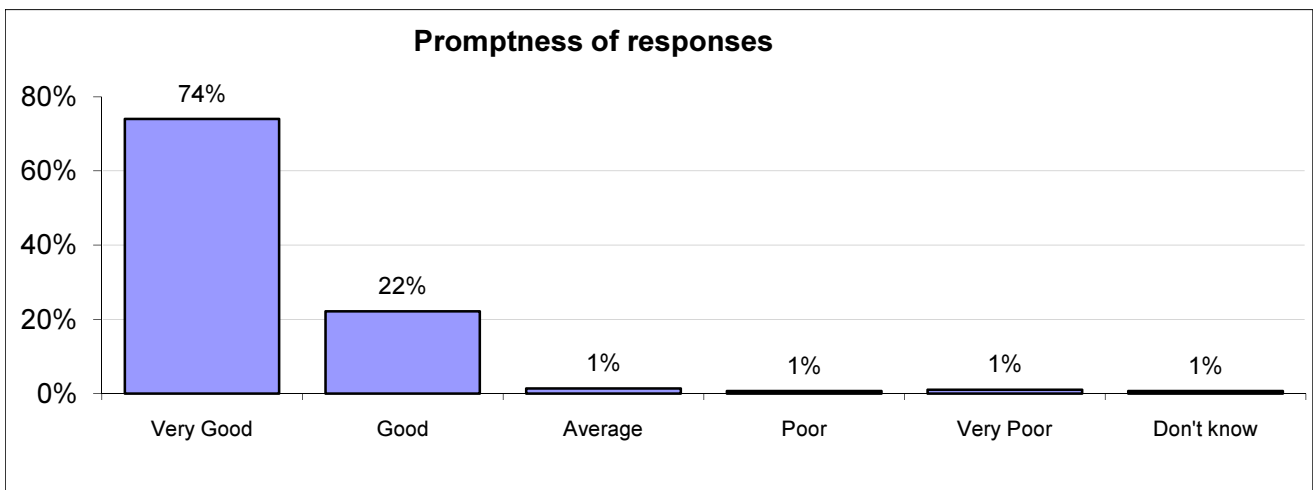
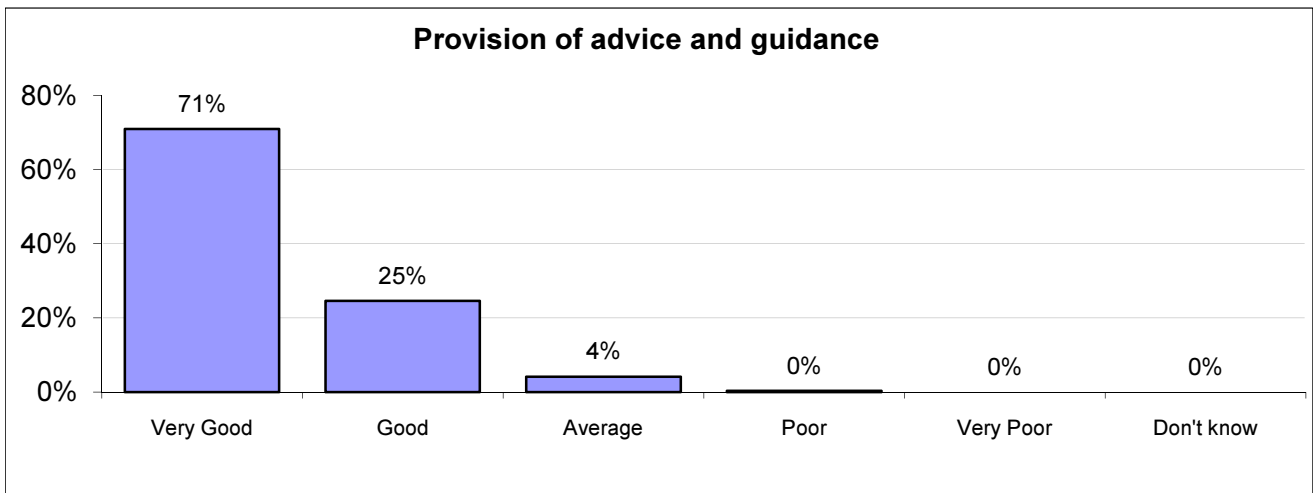
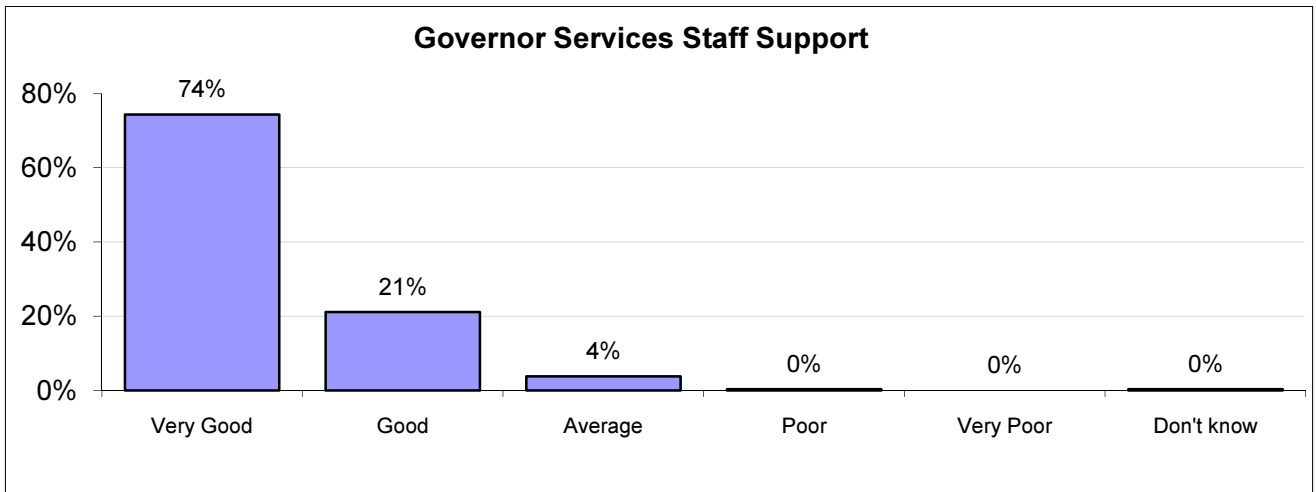
Please note all charges quoted are subject to VAT at the appropriate rate.

Cancellation of bookings on countywide courses

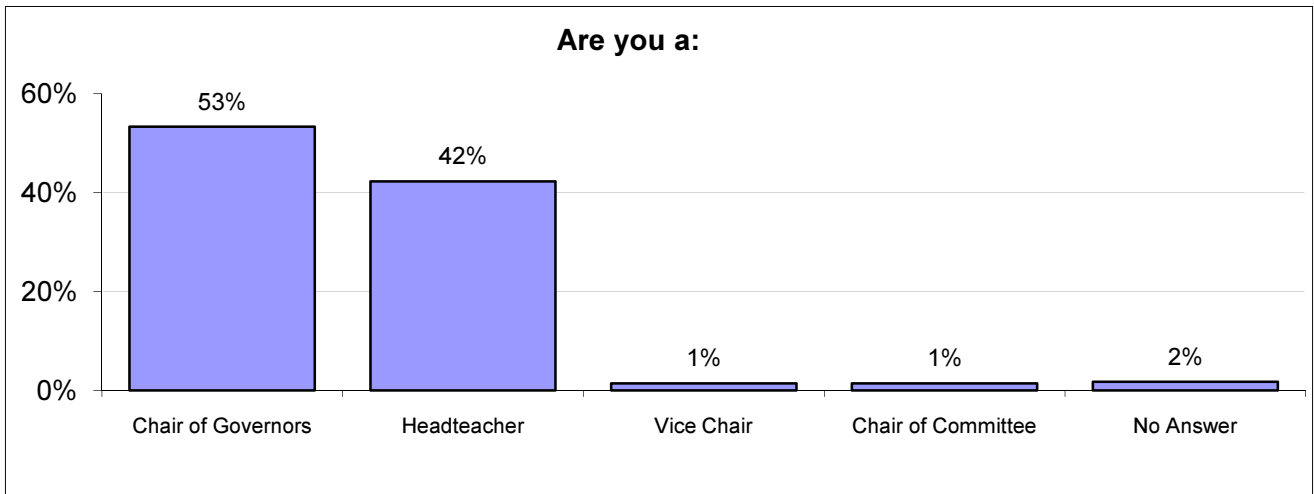
Cancellation fees will apply for non-attendance or if a course place is cancelled by the delegate within **seven days** of the course date. Schools which have bought into the Service Level Agreement will be charged £25. Schools which have not bought in to the SLA will be charged the full course fee.

GOVERNOR SERVICES CLERKING SURVEY - JUNE 2011





Appendix C



Appendix D

Survey of Chairs of Governing Bodies at Chairs' Forum meetings Autumn 2013
(Districts 1, 2, 4, 6, 7, 8, 9, 11, 12, 13 & 14 – 122 in survey group)

Relevant extracts – most common responses

Which aspects of Governor Services' current provision do you value most?

- Professional support with up to date knowledge. The clerking support is invaluable.
- Training & development events
- All of it
- Schools portal
- Chairs Forums
- Up-to-date information to assist in good governance
- Support given when problems arise

