

<b>Item No:</b> 2.	<b>Classification:</b> OPEN	<b>Committee:</b> Education, Youth & Leisure Scrutiny Sub-Committee	<b>Date:</b> 3 December 2003
<b>Report Title:</b>		Post Ofsted Inspection Action Plan	
<b>Ward(s) or Group affected:</b>		All Wards	
<b>From:</b>		Director of Schools Services, CEA@Southwark	

## RECOMMENDATION

1. That Education, Youth & Leisure Scrutiny Sub-Committee note the progress made in delivering the Post Ofsted Inspection Action Plan (POAP).
2. That Education, Youth & Leisure Scrutiny Sub-Committee agree to the proposal to subsume the POAP into the Strategic Management Plan of the new Contractor, CEA, and to receive monitoring reports through the quarterly report provided by the Director of Schools Services.

## BACKGROUND INFORMATION

3. Atkins Education, the Council's previous education service contractor, drew up the POAP in response to the Ofsted Inspection carried out in April 2002 the report of which was published in July 2002.
4. The POAP was reported to the Scrutiny Sub-Committee in October 2002. It received approval from the Executive in November 2002 and was submitted to the DfES.
5. The Ofsted report contained seventeen recommendations.

## KEY ISSUES FOR CONSIDERATION

6. Each of the seventeen recommendations is set out below with progress identified by a bullet:
7. **Recommendation: 1a**  
Redefine (clarify) the role of the chief education officer and the residual LEA.
  - This aspect is addressed in the recent OPM report and partially through the contractual arrangements with CEA.
8. **Recommendation: 1b & 2**  
Establish mechanisms for verifying the financial and other data provided by the contractor.

Ensure that the financial reporting arrangements specified in the contract are fully implemented.

- New more robust budget processes were implemented by Atkins education in preparation for the current financial year and these formed the basis for due diligence and budget preparation for the new contractor. The transfer of all financial records back to the Council since August 2003 means that this recommendation no longer stands.

**9. Recommendation: 3a**

In order to improve the effectiveness of the Education Development Plan (EDP) reduce the number of success criteria and targets and ensure they are quantifiable.

- Review of EDP completed. New Annex 2 submitted to DfES on 18<sup>th</sup> July 2003.

**10. Recommendation: 3b & 11**

In order to improve the effectiveness of the EDP strengthen links with plans for the Education Action Zones (EAZs) and Excellence in Cities (EiC) to form a coherent strategy.

In order to improve the quality of schools' work, develop a strategy for the dissemination of good practice which co-ordinates the use of available expertise in the borough, including specialist and Beacon schools.

- Closer co-ordination now exists between the various groups responsible for providing support to school improvement. New policy framework identifies need to work better with Beacon schools. Better co-ordination of our work across all agencies and across schools is a key feature of the CEA Strategic Management Plan.

**11. Recommendation: 3c, 7a & 7b**

In order to improve the effectiveness of the EDP:

ensure the links between the support for pupils with (Special Educational Needs) SEN and other priorities are made explicit

develop a more coherent action plan, with clearly identified timescales, responsibilities and costs, to achieve the objectives set out in the SEN policy

ensure that effective procedures are in place to monitor the progress of pupils with SEN

- Progress on developing the new SEN Policy and Strategy was slow under the previous contractor. CEA are revising these as a matter of urgency and these will be presented to committee shortly.

**12. Recommendation 4a, 5 & 6**

Agree and implement a strategy with headteachers for reducing the number of management systems used by schools.

Work with schools to overcome the problems of transferring pupil performance data and other information to secondary schools before the end of the summer term.

In order to improve information on staffing in schools, as a matter of priority secure all schools agreement to providing accurate timely and reliable staffing data.

- Headteachers have agreed to standardisation of Management Information Systems (MIS) within schools. Two packages are now being promoted and most schools are either changing or planning to change subject to resources becoming available.
- Transferring pupil data remains difficult because of the poor implementation of the Common Transfer File (CTF) process. An action plan has been agreed for supporting the use of CTF in all schools.
- Staffing data remain difficult to obtain in many cases. A revised Information Management Strategy is being consulted on and our expectation is that improved data returns will be forthcoming.

- Many schools have authorised direct access to their payroll provider. However, difficulties remain with voluntary aided (VA) schools.

**13. Recommendation 4b, 14b, & 15**

Put in place traded or brokered services that fully meet the needs of schools.

Provide or broker appropriate training for headteachers and governors on Best Value.

In order to improve the service supporting schools, ensure that the role of property officers more effectively meets the needs of schools and introduce more effective monitoring of the support provided to schools.

In order to improve asset management planning: implement a programme of training and provide guidance for schools on asset management planning, particularly suitability assessments

- The current traded service offering is better tailored to school needs in certain critical areas such as information and communication technology (ICT). Less progress has been made in other areas.
- No training has been offered on Best Value (BV) although judgements are now made about BV in school financial audit reports.
- A new property service has been offered to schools which has been agreed by headteachers and provides better support from property officers which is more focussed on the needs of individual schools. However, the offer is from WS Atkins FM and a number of schools have been unwilling to purchase the service given the situation with the closure of the education services contract.
- CEA have commenced work on the provision of a brokerage service covering all services to schools. This will be offered in the new financial year based on a best practice model from another local education authority (LEA). It is expected that this service will also meet the requirements to promote best value principles in schools.
- Better guidance has been issued on suitability assessments.

**14. Recommendation: 4c, 13a & 13b**

Provide training on the implications of broadband for school managers, administrative staff and teachers.

Carry out an audit of schools' needs for support to improve the quality of teaching and learning in ICT, including its use across the curriculum

In consultation with schools, draw up and implement a plan to support ICT, giving priority to those schools with greatest needs.

- A briefing pack on use of Broadband has been produced and distributed to schools.
- Appointment of ICT advisers has strengthened the team and the needs of all schools are being better addressed.

**15. Recommendation 8**

Increase the coherence of the strategy for improving pupil behaviour, including the actions to be taken to reduce exclusions of boys and Black African and Black Caribbean pupils.

- Much has been done through the Behaviour Improvement Plan (BIP) to improve pupil behaviour. This has had some impact on the target group but they remain most at risk and this is seen as being a continuing focus for our work.

**16. Recommendation 9**

Ensure that schools record racist incidents; parents and governors are informed of the nature of incidents and the schools' responses; governing bodies inform the authority about the pattern and frequency of incidents, including nil returns.

Provide training for all staff in improving race relations and combating racism.

- Improvements have been made to the monitoring forms and there is much better information coming through.
- A considerable amount of training and briefing has taken place.
- The Equalities & Diversities Action Plan (EDAP) has been produced which provides an authority wide plan which links with the corporate plan.

**17. Recommendation 10**

Simplify the school funding formula, particularly in relation to special educational needs, and relate it more closely to the activities being undertaken.

- The formula for SEN has been simplified and work is now progressing on ensuring that statements are produced in line with the new policy.
- Further work is taking place through the schools formula on revising the formula in line with an activity led approach. However, this work will be limited because of central government policy on funding guarantees to schools.

**18. Recommendations: 12a and 12b**

In order to improve the quality of monitoring by schools' senior managers:

- a) agree a protocol with schools for the distribution of notes of visits arising from consultants' visits.
- b) ensure notes of visits, including any agreed summary statements on schools' evaluation of performance, are distributed directly to chairs of governors as well as to headteachers.

- A new protocol has been agreed and distributed. Chairs of governors now receive visit reports.

**19. Recommendation: 14a**

In order to ensure schools are fulfilling their responsibilities with regard to Best Value the LEA and contractor should agree clear processes for supporting this function

- Progress on this activity has been limited. However, actions identified against paragraph 13 above will help deliver this recommendation.

**20. Recommendation 16a & 16b**

In order to improve asset management planning: ensure the asset management steering group actively promotes the full participation of all partners.

In order to improve asset management planning: implement a programme of training and provide guidance for schools on asset management planning, particularly suitability assessments.

- Membership of the asset management planning (AMP) Advisory Group has been extended including Diocesan representation.
- AMP Advisory group now playing a full and active role in the AMP process. All heads have been briefed through the Heads' termly meeting.

**21. Recommendation: 17**

Improve the co-ordination of admissions procedures and provide better information to parents on the likely chances of their children obtaining places at each school.

- Better information is being made available to parents and this has had some impact on the level of appeals.
- Preparation on co-ordinated admissions has begun and there is provision within budgets for new appointments to deal with this issue.

22. The advent of the contract with CEA to provide strategic management and the transfer of the remainder of the services back to the Council has significantly changed some aspects of the plan outlined above. In preparing their Strategic Management Plan, CEA have incorporated all relevant aspects of the POAP. In order to improve the information available to the Education, Youth & Leisure Scrutiny Sub-Committee and to provide more regular reporting, it is recommended that this be the final report on the POAP. In future, CEA propose to share its quarterly progress report against its Strategic Management Plan.

***Policy implications***

23. There are no specific policy implications resulting from this report.

***Effect of proposed changes on those affected***

24. New arrangements for reporting should ensure that all actions of the contractor are properly co-ordinated and provide a coherent approach to raising standards of education across the borough.

25. Education, Youth & Leisure Scrutiny Sub-Committee should become better informed about the work of the education service under CEA.

***Resource implications***

26. All aspects of the POAP are delivered through the core budget available to the contractor.

***Consultation***

27. The POAP was developed in consultation with schools.

**BACKGROUND DOCUMENTS**

<b>Background Papers</b>	<b>Held At</b>	<b>Contact</b>
<i>Ofsted Inspection Report- July 2002</i>	<i>John Smith House</i>	<i>Mike Smith</i>
<i>Post Ofsted Inspection Action Plan</i>	<i>John Smith House</i>	<i>Mike Smith</i>

## APPENDIX A

### Audit Trail

<b>Lead Officer</b>	Simon Jenkin (Director of Schools Services, CEA@Southwark)	
<b>Report Author</b>	Mike Smith (Head of Strategy & Resources, CEA@Southwark)	
<b>Version</b>	Draft	
<b>Dated</b>	24 <sup>th</sup> November 2003	
<b>Key Decision?</b>	No	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / EXECUTIVE MEMBER</b>		
<i>Officer Title</i>	<b>Comments Sought</b>	<b>Comments included</b>
Borough Solicitor & Secretary	No	No
Chief Finance Officer	No	No
<b>Executive Member</b>	No	No
<b>Date final report sent to Constitutional Support Services</b>		25/11/03