

Schools Forum Services & Contracts Committee – 7th Feb 2024

Education and Learning Services to Schools and Academies

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

1. Item for Comment/Information

Members of the committee request an update on Traded Services to schools on an annual basis.

Education Services continues to trade with schools successfully. Services are well received, and feedback from schools remains positive.

Education and Learning Services delivered by the Children, Education and Families Directorate (CEF) include:

- Governor Training
- Clerking
- OXSIT (Oxfordshire School Inclusion Service)
- Schools Health & Safety
- Early Years Offer
- Business services
- Insurance
- Employee Assistance Programmes
- Occupational Health

Total income generated from the sale of all Services has increased by 3% across the board; all services have either matched previous year or have exceeded by up to 3%, with the exception of Early Years who have reviewed their offer.

324 Schools and Early Years settings are held on the Oxfordshire Education System, of which 96% have elected to take up at least one option of the buyback services available compared to 88% the previous year. This is positive reflection of the services offered, value for money and the ease by which the system enables schools and settings to review what's on offer.

Due to continued financial pressures, we have had to review our pricing accordingly. In order to try and minimise impact, each service has been individually reviewed and priced to help ensure viability and to ensure a high-quality service can continue to be delivered. These will be discussed in Section 3 below. All pricing information will be provided online via our InSite page and in Annex A at the end of this report.

As reported last year the administration of Training and our Buyback Service has moved to [Oxfordshire | Education Services](#). The system has provided a much more transparent and robust service by which schools can book training, as well as review and purchase the traded service offer. Other areas within OCC have started using the system, such as Education Safeguarding Advisory Team and SENSS training; plus we are in talks with the Oxfordshire Educational Psychology Service about how it could benefit them and make it a one stop for schools to see what services are available.

Purpose of Report

To provide a briefing/update on activities being carried out and to provide the details and explanation of planned charges for Education and Learning services to schools for 24/25 school year.

2. Key Points

Pricing percentage increases are listed below.

Detailed price changes along with 23/24 to 24/25 price differences can be found in Annex A

Service	Change
OXSIT	No change
Early Years	New offer
Schools Health and Safety	2% increase
Governor Services	3% increase
Clerking	4.28% increase
Business Services – Education Financial Service (EFS)	3% increase
Business Services – Education Personnel Service (EPS)	3% increase
Business Services – Integrated Business Centre (IBC) – Finance and HR	3% increase
Insurance	16.76% increase
Employee Assistance Programmes	3% increase
Occupational Health	3% increase

Explanation of Changes to Charges

OXSIT are keeping their prices the same for schools. There will also be the opportunity for schools to ask for specialist support on request. This will be agreed and charged on a case by case basis.

Early Years have reviewed their offer and as such the pricing isn't comparable, however they have looked to keep them as competitive as possible.

Schools Health and Safety are applying an increase of 2% to address inflationary and third party sub-contractor costs, e.g. play equipment, kiln and D&T inspections, radiation advisory and CLEAPSS which have all seen an increase in the last year.

Clerking Service is applying a 4.28% increase to address inflationary increases in staffing costs, and to manage fixed costs associated with the recruitment and expansion of the team.

Governor Services are applying an increase of 3% to address inflation and increasing external specialist provider costs. Governor Hub have increased their subscription rates for all schools, this is for the first time in 10 years. Oxfordshire County Council will continue to cover this cost for maintained schools.

EFS, IBC and EPS have all increased in price to OCC by an average of 2.19% which includes an assumed salary increase of 3%. Last year the salary percentage increase was higher once award agreed; with this in mind, along with that the fact there will be fewer schools due to Academy conversions, we are proposing an increase of 3% to help manage the risk and keep costs neutral.

Insurance is applying an increase of 16.76% in total (this being 16.54% on Property and 16.86% on Liability). This is a national issue and largely based on the financial markets as well as increased costs of claims due to increased compensation payments and increased costs of repairs. This increase is in line with other local authorities.

With regards to the Employee Assistance Programmes and Occupational Health. The current OH contract and EAP have been extended until June 2024 – each year this increases in line with RPI, so in order to keep costs neutral it has been agreed to increase by 3%.

Impacts on Schools

We anticipate schools will continue to find the services of a high standard and value for money.

3. Future Review by Forum

As requested by Forum.

4. Contact Details of Lead Officer/Author

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

Kim James, Head of Learning and School Improvement
Karen Boys Finance and Business Development Team Lead

Annex A

Option 1 - EY briefing bundle	n/a	£35.00	n/a
Option 2 - School Training bundle	n/a	£240.00	n/a
Option 3 - PVI Setting Training Bundle	n/a	£160.00	n/a
Option 4 - Communication and Language training bundle	n/a	£200.00	n/a
Option 5 - Outdoor learning package – schools and settings	n/a	£580.00	n/a
Option 6 - Enhanced support package – for schools and settings	n/a	£1,160.00	n/a
Services - Early Years Review	£567.00	£567.00	No change
Services - Safeguarding and Compliance Review	£309.00	£309.00	No change
Services - Phonics and Early Reading Review	£309.00	£309.00	No change

Business Services Maintained only				
Education Financial Service (EFS) 3%				
School type	Pupil numbers	Price 23/24	Price 24/25	Price Change
Primary	Up to 50	£1,796.32	£1,850.21	£53.89
Primary	51-150	£2,249.52	£2,317.01	£67.49
Primary	151-300	£3,232.14	£3,329.10	£96.96
Primary	301 - 1000	£3,823.36	£3,938.06	£114.70
Secondary	-	£5,626.89	£5,795.70	£168.81

Business Services maintained schools Education Personnel Services (EPS) 3%	Price 23/24	Price 24/25	Price Change
Per occupied post	£28.49	£29.34	£0.85
A minimum charge applies per school	£335.49	£345.55	£10.06

Employee Assistance Programme 3% maintained schools only	Price 23/24	Price 24/25	Price Change
Maintained Schools - charge per person	£6.52	£6.72	£0.20
Academy Schools - charge per person	£6.62	£6.82	£0.20

Business Services maintained schools only IBC Finance 3%	Price 23/24	Price 24/25	Price Change
£ per school	£176.80	£182.10	£5.30
plus an additional charge per pupil	£2.21	£2.28	£0.07

Business Services maintained schools only IBC HR 3%	Price 23/24	Price 24/25	Price Change
£ per occupied post	£61.88	£63.74	£1.86

Governor Services 3%

Governor Training:

Pupil Numbers	Price 23/24	Price 24/25	Price Change
1 - 100	£803.40	£827.50	£24.10
101+	£1,285.44	£1,324.00	£38.56
Secondary Schools	£1,285.44	£1,324.00	£38.56

Non-LA Clerks Training	£545.90	£569.26	£23.36
Governor Hub	£216.30	£250	£33.70
National Governance Association (NGA) – Standard Membership for individual schools	n/a	tbc	n/a
Oxfordshire Governors Association (OGA) Less than 300 pupils	£10.00	£10.00	No change
Oxfordshire Governors Association (OGA) More than 300 pupils	£15.00	£15.00	No change
LA Clerking Service (6 FGB meetings)	£1,822.07	£1,900.05	£77.98
Schools who have signed up for SLA (6 FGB Meetings) - they can add extra meetings at a reduced rate	£241.00	£251.31	£10.31

Pay as you go rates 4.28%			
Governor & Non LA Clerk training	Price 23/24	Price 24/25	Price Change
Induction - £per governor	£566.50	£590.75	£24.25
Induction - £per clerk	£360.50	£375.93	£15.43
Other Courses - £ per governor/clerk	£154.50	£161.11	£6.61

LA Clerking	Price 23/24	Price 24/25	Price Change
Additional FGB meetings	£325.48	£339.41	£13.93
Additional Committee meetings	£262.65	£273.89	£11.24
Panel Meeting - 9 Hours	£378.01	£394.19	£16.18
Panel Meeting - additional hours	£41	£42.75	£1.75

*the above pay as you go Clerking options are not available as a standalone service

Health & Safety 2% Maintained Schools	23/24	24/25	Price Change
Nursery and Primary Schools	5.07	5.17	0.10
Secondary Schools	6.35	6.48	0.13
Special Schools	8.39	8.56	0.17

Prices are based on pupil numbers within the MAT, with an added discount depending on the number of years buy in.

Pay as you go rate - £567 per day

Academy Conversion Package - (POA)

Occupational Health 3% Maintained Schools	Price 23/24	Price 24/25	Price Change
Maintained Schools - £per person	£11.89	£12.25	0.36

Employee Assistance Programme 3% Maintained Schools	Price 23/24	Price 24/25	Price Change
Maintained Schools - £per person	£6.52	£6.72	0.20

OXSIT (Oxfordshire Schools Inclusion Team)	No Change	Price 23/24	Price 24/25	Price Change
OXSIT Foundation Package		£291	£291	No Change
OXSIT Foundation Package Plus - Foundation Package membership plus 1 day of OXSIT Consultancy support		£791	£791	No Change
OXSIT Package 1 (3 days)		£1,639	£1,639	No Change
OXSIT Package 2 (4 days)		£2,185	£2,185	No Change
OXSIT Package 3 (6 days)		£3,277	£3,277	No Change
SEND Online Training package 1 - £612 4 x 1 hr online staff meetings on MS Teams on any of the courses OXSIT offer throughout the year.		£612	£612	No Change
SEND Online Training package 2 - £918 6 x 1 hr online staff meetings on MS Teams (1 per ½ term) on any of the courses OXSIT offer throughout the year.		£918	£918	No Change
Behaviour Support - £500 A package of 2 half day visits to support staff to improve inclusion for an individual learner with SEMH and behaviours that challenge.		£500	£500	No Change

OXSIT (Oxfordshire Schools Inclusion Team)	Price 23/24	Price 24/25	Price Change
Dyslexia and literacy difficulties Package £500 - A package of 2 half day visits to include assessment of pupils of concern, 1 x 1-hour staff meeting on dyslexia, literacy difficulties SEND surgery for teachers to discuss strategies	£500	£500	No Change
Pay as you go rates			
Full day - £561	£561	£561	No Change
Half day - £306	£306	£306	No Change