

Revised Core Offer



For All LA Maintained & VA Schools



Somerset
Council

Overview

Welcome to the Core Offer 2023/24

Thank you to all the school-based colleagues who have helped to shape this combined service package known as the "**Core Offer**". The Core Offer sets out the financial relationship between Somerset LA Maintained Schools and Somerset Council as of 1 April 2023.

As we move forward together, we will continue to work hard to do serve the children of Somerset. We will build a strong and confident family of schools, based on some key principles that reflect our shared assessment of where we are and where we want to get to together:

- Many schools want to remain as LA maintained schools and to see that family of schools flourish.
- The LA wants to support schools to stay within the LA family when that is their choice, and to be the very best that schools can be.
- Schools should be able to get the support they need, when they need it, regardless of other factors.
- It makes sense to work towards a charge for support that is comparable to a trust charge (eg 5%), at a future time when schools can afford it
- There are services the LA provides that schools rely on and highly value, and it would be detrimental to school quality if these were to be taken away.
- There is work to be done to ensure that the experience of schools of LA services is that they are always valuable and more consistently good.



About The Offer

The Core Offer bundles all the key services into two main packages: the **Base Package** and **Business Manager Package**.

Both packages commenced from the 1st April 2023 and will follow the financial year to align with school and LA budgeting. Services that are included within the Core Offer and that had been bought for the academic year 2022/23 will not be charged for the summer term. This offer is for all LA maintained schools, regardless of status. In the very small number of instances where there are exceptions (for example in relation to free hours for Voluntary Aided schools) these are clearly indicated. The inclusion of Voluntary Aided schools in this offer does not in any way absolve governing bodies of these schools of their liabilities or responsibilities as the employer.



Base and Business Manager Packages

There are **TWO** key elements to the Core Offer, the Base and Business Manager package.

The **Base** package is designed for all schools and includes all the statutory functions of the local authority in relation to LA maintained schools, as well as the basic services that have in the past been bought by the overwhelming majority of schools every year. The focus of this package is on ensuring every school is supported to be compliant and deliver basic minimum standards for the children of Somerset.

All the elements of the Base package are eligible for de-delegation. This means that they have been identified by the government as being essential for the effective functioning of schools and could therefore be topsliced from school budgets with the permission of Schools Forums. In Somerset, we have elected not to use de-delegation for the Base package, because using trading and the annual buy back is a more transparent process for every school.

The **Business Manager** package covers Property, ICT and Finance expertise. In some schools, there are staff or contracts in place and therefore those schools do not need to access this support. In other schools, these may be essential relationships that enable the smooth functioning of the school. Therefore, the Business Manager package is fully flexible to the needs of an individual school. Time is available to purchase in bundles of 10 hours at a cost of £700 per bundle.

Bespoke Services

As well as providing you with the Base and Business Manager Packages, we will continue to provide and offer all LA Maintained Schools our Bespoke services.

These services are discretionary (e.g., Music, Outdoors Centres, eLIM Ed Tech, Educational Psychology Service) and are charged based on an individual school basis. Bespoke Services retain the same buy back window as in past years, which aligns with the academic year. These services will run from September 2023-September 2024.

If you would like to see your school's current buy back for these services, you can either access your contract reports (through the SSE website) or email **SSE@somerset.gov.uk**

Services Included In The Base Offer

These services were previously bought by schools through the traded buy-back:

Team	Deliverables
<p>CATERING</p>	<ul style="list-style-type: none"> • Where you have previously purchased the catering audit service, it will be assumed you still require this support. To reduce costs we have not planned for other schools to receive this service.
<p>DATA PROTECTION</p>	<ul style="list-style-type: none"> • Advice and support for all Data Protection and Information Governance issues • Support to manage Subject Access Requests and Freedom of Information requests • Termly Data Protection network meetings • Training for staff (face to face or online), including cyber security risks • Crisis support to manage data breaches and contact with parents, legal representatives, and the Information Commissioner's Office • Support to complete Data Protection Impact Assessments for new projects • Risk-based targeted annual audits of UK GDPR compliance.
<p>EXCHEQUER</p>	<ul style="list-style-type: none"> • Payment of supplier invoices through an interface direct from MIS into the County Council's corporate ICT system • Cashiering and Accounts Receivable services • Provision of procurement cards



Services Included in The Base Offer - cont

Team	Deliverables
<p>EDUCATION FINANCIAL SERVICES</p>	<p>Base Package</p> <ul style="list-style-type: none"> • A designated Senior Finance Officer • Guidance books, updates to pay awards, national insurance tables and superannuation rates, termly newsletters and circulars providing updates on relevant financial issues. • Budget planning and financial reporting templates for schools using SIMS FMS • Resolution of non-payroll queries reported using the Education Financial Services query service which have been identified as part of the monthly reconciliation process. • Pre-printed order stationery, listing Conditions of Contract, which must be used for printed orders. <p>Staffing Budget</p> <ul style="list-style-type: none"> • Professional advice in reviewing staff contracts to ensure accuracy of information when planning this key area of the school budget. <p>Financial Monitoring and Reporting</p> <ul style="list-style-type: none"> • Advice and support in preparing ONE detailed Financial Report which provides a clear picture of the school's financial position in a format suitable for presentation to the Governing Body. <p>OR</p> <ul style="list-style-type: none"> • A review of a completed financial report including advice and recommendations where necessary before the report is presented to school leaders. <p>Year End Closed of Accounts and completion of Consistent Financial Reporting Return (CFR)</p> <ul style="list-style-type: none"> • We will provide comprehensive year end closing support which is compliant with the Financial Management Scheme and the Consistent Financial Reporting framework.

Services Included In The Base Offer - cont

Team	Deliverables
<p>GOVERNANCE SERVICES</p>	<ul style="list-style-type: none"> • Recruitment of governors/trustees and professional clerks. • Board management tool (database) for clerks to use and update. • Provision of clear information about minimum standards for leaders and governors to self-assess compliance. • Resources and advice by the helpline, email and online • Facilitation* of reviews of governance and help to implement recommendations • Briefings and networks for chairs, governors and clerks • Annual full board minutes review • Online Governor Module for clerks • Significant discount with one of our partner organisations such as The Key for School Governors and GovernorHub or TheSchoolBus <p>*Facilitation means that we organise the activity but the contractor costs for providing the review are charged to your school budget. All facilitation is based on need and therefore schools who wish to make their own compliant arrangements may do so.</p>
<p>HR ADMIN & PAYROLL</p>	<ul style="list-style-type: none"> • Fully managed statutorily compliant payroll service. Ensuring all staff (permanent, fixed term, casual and ad hoc workers) are paid accurately and on time • Fully compliant pensions administration including TP/LGPS and other pension provider regulations • Full pensions auto enrolment service to include production and dispatch of all correspondence and triannual review • Production of contractual paperwork

Services Included In The Base Offer - cont

Team	Deliverables
<p>HR ADMIN & PAYROLL - cont</p>	<ul style="list-style-type: none"> • Production of employee letters in respect of family/sickness absence entitlement • Provision of pay-related monthly costing and data load files • Advice and guidance in relation to pay, HR process, or staffing transactions
<p>HR ADVISORY</p>	<ul style="list-style-type: none"> • Policy advice and guidance and resources to support Leadership and Management (HR, Governance and Safeguarding) • Advice and support in managing all aspects of employee relation casework via telephone, email or face to face • Designated HR Advisor and access to duty line during term time • Provision of clear information about minimum standards for leaders and governors to self-assess compliance (HR, Governance and Safeguarding) Risk-based targeted audits of safeguarding practice, including Single Central Record • Provision for the local authority to exercise its' statutory duties in respect of HR • Delivery of commissioned training in HR • Support with TUPE transfers
<p>LEGAL</p>	<ul style="list-style-type: none"> • Confidential access by referral to lawyers who are local government experts • Facilitated access to specialist providers where needed <p>Access to advice is provided on the basis of need. Complex cases requiring extensive support may be charged on a negotiated, case by case basis, or may be eligible for funding via the central contingency fund.</p>

Services Included in The Base Offer - cont

Team	Deliverables
MIS SUPPORT	<ul style="list-style-type: none">• Daily monitoring of server performance and technical fixes where required to ensure automated statutory data returns are operational.• Management and support to ensure that data flows smoothly between Schools and the LA where there is an established Management Information System.• Expert advice to support MIS Incidents, logged through a self-service helpdesk (response times managed in accordance with our service level agreement).• Expert guidance on all areas of the MIS (essential for ensuring basic functionality and effective use of the MIS).• Technical support including upgrades, transfer of finance files, and resolving system failures where required.• Use of tools that enable remote access to school systems by advisors• Priority functionality support during inspections or emergency situations• Support with MIS contracting and management of additional module purchasing.
PLAY EQUIPMENT	<ul style="list-style-type: none">• Play equipment operational safety surveys• Annual written report• A Play Equipment Inspection Service Logbook (guidance notes and record sheets) is supplied for schools to record their daily checks• Training for staff who undertake daily equipment inspection in accordance with RoSPA and HSE recommendations• Maintaining a technical database, which includes records of operation and inspections (which need to be retained for a minimum of 21 years)

Services Included In The Base Offer - cont

Team	Deliverables
PROPERTY (Education and Corporate Property)	<ul style="list-style-type: none">• Provision of tree risk and safety surveys in accordance with current statutory guidance• Report with advice and recommendations on how to reduce risk• Liaison with tree contractors so that they do the correct works (does not include obtaining Comprehensive biennial property condition survey (Please Note - VA Schools will not receive this - we will compensate this with Five Free Property Business Manager hours))• Use of TechForge - the new and improved system that is replacing RAMIS• Biennial (property-related) statutory compliance checks and onsite audits• Live monthly monitoring of compliance data entered into TechForge and alerts to schools in relating to breaches or outstanding action• Facilitation* of statutory servicing and compliance checks to plant and equipment including PAT testing & Legionella Risk Assessments. Documents and certificates will be stored in TechForge for you to view.• 24/7 Out of hours helpline for property related emergencies• Facilitation* of repairs via schools chosen contractors• Facilitation* of Safety Glazing Audits• Facilitation* of Display Energy Certificate as required• Maintaining and updating policies for hiring and leasing of land and buildings by third parties <p>*Facilitation means that we organise the activity but the contractor costs for providing the physical works are charged to your school budget. All facilitation is based on need and therefore schools who wish to make their own compliant arrangements may do so.</p>

Services Included In The Base Offer - cont

Team	Deliverables
REFUSE AND RECYCLING	<ul style="list-style-type: none">• Collection of recycling, food, and other waste material from schools
SCHOOL LIBRARY SERVICE	<ul style="list-style-type: none">• Annually schools can borrow 650 books/ project/ topic boxes/ book buddies/ class sets or big books from resource of 170,000 items
TREE INSPECTIONS	<ul style="list-style-type: none">• Provision of tree risk and safety surveys in accordance with current statutory guidance• Report with advice and recommendations on how to reduce risk• Liaison with tree contractors so that they do the correct works (does not include obtaining quotes) <p>Please Note- this is only available to schools who bought this in 2022/23. To reduce costs, we have not planned for other schools to receive this service.</p>



Services Included in the Base Offer

These services were previously funded through top-slicing (de-delegation) or funded by Government :

Team	Deliverables
<p>ASBESTOS</p>	<ul style="list-style-type: none"> • Delivery of asbestos awareness training to staff in schools built pre-2000. • Delivery of regular re-inspection survey of asbestos containing items in schools. This inspection will be every 1, 2 or 3 years - timing will be based on the risk associated with the asbestos items identified previously. This survey will replace the Asbestos Management Survey which was every 5 years. • Items identified as having deteriorated in condition will be picked up and dealt with by the Asbestos Team.
<p>CARE FIRST</p>	<ul style="list-style-type: none"> • Independent specialist counselling; remote or telephone support. • Access to up-to-date information on issues which affect daily life outside • work, including debt management, relationships, stress, money etc. • Management advice and arrangements in supporting staff effectively.
<p>CLEAPPS</p>	<ul style="list-style-type: none"> • This is a service that advises on health and safety for design and technology teaching. It provides telephone and email helpline, model risk assessments and CPD.
<p>CONTINGENCY</p>	<ul style="list-style-type: none"> • Central fund that supports eligible schools facing unforeseen or unprecedented costs arising in-year, e.g. high tariff legal costs, property emergencies outside the condition programme, emergency provision of leadership capacity in the case of school failure

Services Included in the Base Offer- cont

Team	Deliverables
ENTITLEMENTS	<ul style="list-style-type: none"> • The Free School Meals Eligibility team conducts the checks that establish pupil premium entitlement
FINANCE (Schools Finance and Accountancy Team)	<ul style="list-style-type: none"> • Provision of statutory policy advice and guidance to support leadership and management (Strategic finance) • Provision of analysis and advice in relation to schools in financial difficulties • Overview of financial performance and provision of financial data • Delivery of statutory reporting across all schools
HEADTEACHER SUPPORT SERVICE	<ul style="list-style-type: none"> • Access to a fully confidential, one to one service of coaching and counselling from qualified staff with school leadership experience.
HEALTH AND SAFETY	<ul style="list-style-type: none"> • Provision of Fire Risk Assessments every 3 years • Provision of Health & Safety Audits every 3 years • Outdoor Education trip approvals • Access to resources and delivery of some commissioned open-access training in Health & Safety • Provision of Health & Safety policy advice and guidance to support • Leadership and Senior Management • Provision of clear Health & Safety Information about minimum standards for leaders and governors to self-assess compliance
INSURANCE	<ul style="list-style-type: none"> • Insurance cover and associated advice and support, including managing risks and ensuring that insurance claims are dealt with fairly and swiftly. • The cover will include the following areas: <ul style="list-style-type: none"> • Public Liability • Employers' Liability • Professional Indemnity

Services Including in the Base Offer- cont

Team	Deliverables
INSURANCE - cont	<ul style="list-style-type: none"> • Hirers' Liability • Personal Accident • Libel and Slander Crime Insurance (enhanced Fidelity Guarantee Insurance – employee and third-party dishonesty) • School Journey/Travel Insurance • Property Insurance • Material Damage cover – Buildings and Contents • Additional Expenses (Business Interruption) cover • Computer Equipment • Money • Engineering inspection provision • Contract Work (Works in progress) • Insurance cover and associated advice and support, including managing risks and ensuring that insurance claims are dealt with fairly and swiftly. • • The cover will include the following areas: For any LA Maintained School requiring motor insurance, we recommend that you contact the service directly to discuss your required cover and costs.
INTERNAL AUDIT AND AUDIT FEES	<ul style="list-style-type: none"> • Programme of financial audits conducted by the South West Audit Partnership in relation to LA maintained school finances and financial practices • Teachers' Pension Fund annual return audit
MATERNITY	<ul style="list-style-type: none"> • Central fund that meets the employer costs of maternity pay for qualifying employees
MODERATION	<ul style="list-style-type: none"> • Statutory Key Stage 1 and Key Stage 2 Assessment moderation
OCCUPATIONAL HEALTH	<ul style="list-style-type: none"> • Advice and guidance on employees' health at work and the impact of work on their health on the basis of referrals, and particularly in the context of long-term sickness absence.

Services Including in the Base Offer- cont

Team	Deliverables
SAFEGUARDING	<ul style="list-style-type: none"> • Advice and guidance regarding safeguarding practice • Termly DSL briefings • Annual Section 175/157 Safeguarding Audit • Safeguarding Evaluations arising from audits, complaints or critical incidents • Investigation of Ofsted complaints about safeguarding in schools directed to the LA
SCHOOL REDUNDANCY FUND	<ul style="list-style-type: none"> • Central fund that meets the costs of redundancy following reorganisation. The fund covers approved redundancy costs only and does not cover any pension strain costs which would need to be met by the school. Schools must complete a Gateway request form, that is submitted to HR and reviewed by the School Funding Team. If approved the costs are met and paid for from this redundancy pot.
SIMS LICENSES	<ul style="list-style-type: none"> • Payment of licence fees for SIMS (or other providers up to the value of an equivalent SIMS license) * This does not include any modules purchased directly.
STATUTORY EDUCATION LEADERSHIP SUPPORT	<ul style="list-style-type: none"> • Provision of policy advice and guidance to support leadership and management (including academisation) • Overview of Ofsted forecasting and commissioning of inspection support from relevant teams • Overview of attainment and progress data and communication about standards • Overview of statutory intervention process (warning notices, intervention in schools in challenging circumstances and schools causing concern process) • Termly School Improvement Partner monitoring visits for schools causing concern • Core Group meetings
TRADE UNION FACILITATION	<ul style="list-style-type: none"> • Central fund that meets the negotiated costs of trade union staff time to deliver trade union duties

What Can Use Your Business Manager Hours For?

Business Manager hours are available to purchase for additional expert support from **Grounds & Landscape, ICT, Property or Finance**.

The hours can be purchased in blocks of 10 hours for £700 (£70/hour), additional blocks of hours can be bought throughout the year, subject to capacity. Time is recorded in 15 minute intervals and rounded to the nearest 15 minutes. Unused Business Manager hours can be carried over to the next financial year.

Business Manager hours **can not** be refunded in the case of academisation, but academisation will be taken into account in recommending hours at the start of the year.

Finance (Education Financial Services)

New Year preparation in SIMS FMS

- A review of the financial accounts structure in SIMS FMS to ensure it meets the need of the school and is compliant with the Financial Management Scheme and the Consistent Financial Reporting framework.

Comprehensive Budget Planning

- To compliment the support offered with planning the Staffing Budget as part of the Core Offer Base Package, we will provide advice and guidance in completing the non-staffing budget, ensuring a fully costed, financially compliant comprehensive budget plan is completed in a clear format suitable for presentation to school leaders.

Comprehensive Budget Planning and presentation to the Governing Body

- As detailed under Comprehensive Budget Planning but including presentation of the Comprehensive Budget Plan to the Governing Body for approval.

Budget Plan Checks

- A Senior Finance Officer will review the completed budget plan and offer recommendations where necessary before the plan is presented to school leaders.

Confirming the Budget on SIMS FMS

- Ensures the approved budget detail is entered accurately in SIMS FMS, balances to the School Budget Share and is fixed in SIMS FMS.

Financial Reporting

- Support with producing one Financial Report can be accessed as part of the Core Offer Base Package. Business Manager hours are therefore available for support in completing up to two additional Financial Reports during the financial year.

Financial Reporting and presentation to the Governing Body

- As detailed under Financial Reporting but including presentation of the completed Financial Report(s) to the Governing Body.

Finance (Education Financial Services)

Petty Cash/Imprest end of year Reconciliation and Return

- We will undertake the annual end of year reconciliation process and complete the end of year return to ensure the school is compliant with the Financial Management Scheme.

Completion of the Monthly Reconciliation and Checks

- Reconciliation is the process of verifying that financial transactions in SIMS FMS match the financial transactions on the Local Authority financial management system and must be undertaken monthly. We will complete this remotely on your behalf.

Day to Day Operations (Invoice, Income, PCard, Petty Cash) management on SIMS FMS

- A remote service that enables effective management in SIMS FMS of invoice and PCard payment, and income and Petty Cash transactions to ensure accuracy of data for financial reporting.

Termly Budget Update Forms (BUFs) management on SIMS FMS

- Each term we will check Budget Update Form information is recorded correctly in SIMS FMS and in line with the agreed Budget to ensure accuracy of information for budget monitoring.

Financial Support Visit

- Financial management advice for finance staff and/or senior school leaders. This time is delivered in blocks of 3 hours 15 minutes and can be delivered individually or in small groups.

Finance Policy Review

- A comprehensive review of the school finance policy to ensure full compliance with the latest financial regulations.

Benchmarking

- Advice in using Benchmarking tools to review spending and inform effective resource management in line with the Schools Financial Value Standard (SFVS) requirements.

Audit of Unofficial Funds

- An independent audit as required by the Financial Management Scheme on an annual basis to demonstrate compliance and transparency in managing these funds.

VAT Explained

- Training for new finance staff in understanding HMRC rules and how they should be applied within school financial management.

Training in Day-to-Day Operations

- Essential training in core financial procedures such as ordering, invoicing, PCard and Petty Cash Management on SIMS FMS for new finance staff.

Finance (Education Financial Services)

Training in Monthly Reconciliation and Checks

- Training in completion of the monthly Reconciliation process to ensure accuracy of data to inform financial management monitoring and reporting. This is recommended as a 12-month training package.

New Headteacher finance package

- An individually tailored package designed to support new headteachers during their first year of headship. The package runs over three consecutive terms and can be started at any point in the year.

New Finance Staff training package

- Effective financial management training for newly appointed finance staff. This is a bespoke service designed to meet individual requirements.

Property

PROPERTY

- Support in considering the effects of accommodating third parties e.g., preschools on school sites
- Developing and advising on energy management strategy
- Legionella temperature testing
- Meetings and advice on all property matters
- Feasibility studies
- H&S premises inspection (previously every three years)
- Risk assessment health check
- Fire advisory visit (not Fire risk assessments)
- Additional property & health and safety support relating to your premises



Grounds & Landscape

GROUNDS & LANDSCAPE

- Support and advice on grounds-related issues and potential improvement projects
- Liaise with contractors to provide quotations to carry out any required works relating to tree inspections
- Liaise with contractors to provide quotations to carry out any required works relating to play equipment inspections
- Assistance with applying for Conservation Area or Tree Preservation Consent.
- Responding to complaints from neighbours to the school regarding trees issue

ICT

ICT

- External compliance checks against DfE and Ofsted Standards.
- Access to an in-house team of ICT specialists and School Visits. Supporting schools in considering and developing their ICT strategy and infrastructure to ensure they effectively use technology - in and out of the classroom.
- Schools website, building, hosting, supporting, and update service - ensuring full DfE and Ofsted compliance
- Microsoft 365 Support - fully managed support package - email, OneDrive, SharePoint, and cloud services
- Schools Development and rolling ICT Business Plan, quarterly visits to all schools offering technical and practical support and advice on DfE funding and support for the school.
- Procurement Best Practice Price Benchmarking service - guaranteeing schools' best purchase price on all ICT Equipment (send us your quote, and we will try and find it cheaper)
- ICT Project Management Services, all aspects of Project Management - Small or large
- ICT Purchases, Builds, Installation, and Compatibility.



Additional Services Provided - Not Funded By Schools (either LA or Grant-Funded)

Please note the provision of this support may be in development and may not be available from 1 April. Some support may have been reduced in scope in order to reduce costs to schools.

Service	Deliverable
<p>ADMISSIONS AND ENTITLEMENTS</p>	<ul style="list-style-type: none"> • Fulfil all statutory responsibilities in relation to school admission and appeals acting as the admission authority for VC and Community schools in relation to both admissions to the year of entry and in-year admissions • Operating the coordinated scheme for admission to the year of entry for all schools and academies.
<p>CAREERS AND PATHWAYS</p>	<ul style="list-style-type: none"> • Support to Careers Leaders and Advisors with a range of Careers related activities including the TalentEd Academy programme, Careers staff CPD events and careers events • Latest Careers legislation information rollout, including how it impacts on schools and colleges • Development and rollout of Careers and pathways curriculum, information and resources • Developing links and opportunities between schools & colleges and key employers across Somerset to provide opportunities for young people to understand and experience the world of work and key employment sectors in Somerset • Linking the work of the Somerset CEC Hub and the Somerset EBP to provide comprehensive information, programmes and support to schools & colleges • Developing Supported Employment options for our young people with SEND across Somerset • Linking with employers to develop opportunities for Careers and curriculum design and implementation • Support to ensure that schools and colleges continue to fulfil and sustain their Gatsby Benchmark requirements

Additional Services Provided - Not Funded By Schools (either LA or Grant-Funded) - cont

Service	Deliverable
<p>CAREERS AND PATHWAYS - cont</p>	<ul style="list-style-type: none"> • Support to ensure that young people have the widest range of appropriate Post-16 options and can make a positive and confident transition into their Post 16 and Post 18 lives, including for our most vulnerable young people • Providing a supportive network to support the building of a self-supporting and forward-thinking group of Careers practitioners, at all key stages.
<p>CRISIS COMMS</p>	<p>In the event of an emergency or crisis:</p> <ul style="list-style-type: none"> • Provide advice and guidance – on the most appropriate approach to managing media interest. • Field enquiries from the media – allowing the school to divert all media enquiries to the Communications Team who will work with the school to provide an appropriate response. • Prepare and distribute statements – on behalf of the school, drafted in liaison with the school. • Prepare press releases and organise press conferences if required. • Help prepare for interviews (where required) – if agreed as appropriate action. Advise on communications with parents and other stakeholders
<p>CURRICULUM</p>	<ul style="list-style-type: none"> • Overview of individuals and organisations with curriculum expertise within the county and beyond for schools to collaborate with • Provision of opportunities for curriculum and subject collaboration • Delivery of training in Curriculum or relevant Curriculum Topics • Development and supply of curriculum exemplars to support school-based curriculum development linked to the training offer.
<p>CORPORATE PROPERTY</p>	<ul style="list-style-type: none"> • Annual consultation and bidding process between schools and corporate property to determine the highest priority condition items to be nominated for condition fund investment.

Additional Services Provided - Not Funded By Schools (either LA or Grant-Funded) - cont

Service	Deliverable
<p>CORPORATE PROPERTY - cont</p>	<ul style="list-style-type: none"> • Data overview of (property-related) compliance and the condition of the school estate, including potential for decarbonisation where available. • Data will be held in an online Technology Forge database (TF) where schools can access and manage property data.
<p>EDUCATION LEADERSHIP SUPPORT</p>	<ul style="list-style-type: none"> • School to School Support programme for focused areas for development (This work is in development and a more detailed description of how this support will work will be shared in the coming months. This includes ongoing recruitment of new support partners from within the LA maintained school community.) • Pre-OFSTED Visits and follow up support • Induction and succession planning across schools • Headteacher 'Keeping in Touch' calls • Recruitment strategy and actions to improve recruitment and retention • Provision of standardised social media collateral, templates, and documentation to support recruitment • Headteacher Recruitment Support
<p>EDUCATION PLACES</p>	<ul style="list-style-type: none"> • Statutory duties relating to the planning, provision and allocation of school places by planning and managing the provision of school places through the production and analysis of school organisation data • Coordination of the annual SCAP return to the DfE which covers capacity, forecasts and capital spend • Review of existing school provisions and the exploration of different options • Ensuring that there are sufficient childcare places to meet the needs of parents and carers in Somerset and enough places for all eligible children to take up the early years' entitlement
<p>EDUCATION PROPERTY & GROUNDS AND LANDSCAPE</p>	<ul style="list-style-type: none"> • Procurement and management of government-funded maintenance, Schools Access Initiative (SAI), decarbonisation and improvement projects

Additional Services Provided - Not Funded By Schools (either LA or Grant-Funded) - cont

Service	Deliverable
<p>EDUCATION RELATIONSHIPS AND INTERVENTION</p>	<ul style="list-style-type: none"> • Dedicated Relationship Manager who acts as a single point of contact for the school and connects the school to people, organisations, and services • Direct capacity or brokerage of support on a targeted basis in relation to crises or pressures (inadequate judgement, unexpected leadership absence, safeguarding incident) • Commissioning and or brokering of specialist advice on a routine basis in relation to identified needs • Back up support from a flexible Relationship Management team for first line contact • Record-keeping system and intelligence gathering that ensures everyone working with a school has access to up-to-date information about activities, contacts and needs • Management of complaints and concerns about schools • Commissioning of suite of appropriate communications including bulletin, information online, virtual and face to face events
<p>HR ADVISORY</p>	<ul style="list-style-type: none"> • TUPE transfer support for academisation process
<p>Safeguarding</p>	<ul style="list-style-type: none"> • Work in collaboration with other schools and services within the Local Authority to develop plans and support for schools where improvements are required to ensure children are kept safe and safeguarding requirements are met. • LA Officers will attend multi-agency forums and mapping meetings to support planning around vulnerable groups and individuals within schools, homes, and the wider communities.
<p>Training</p>	<ul style="list-style-type: none"> • Moderation training for KS1 and KS2 • Unlimited pre-recorded 'bite-sized' training to cover all the essential elements of leadership, management, education, SEND and behaviour. This is in development and therefore not all elements will be available from 1 April 2023.

Services NOT Included In The Core Offer

Service	Deliverable
<p>ED TECH</p>	<p>The eLIM EdTech team provide a range of support in both the Computing Curriculum and Online Safety.</p> <ul style="list-style-type: none"> • Bespoke subject leader development for Computing and/or Online Safety • Analysis and action planning for schools using 360safe for Online Safety self-review, including accreditation support • Termly network meetings/workshops for Computing and Online Safety leaders • Whole staff and governor Online Safety training (pre-recorded or live) • Full range of Computing Curriculum CPD in partnership with the National Centre for Computing Education and Somerset Computing Hub - for all levels of Computing confidence • New Wessex Computing Curriculum - full coverage of the Computing National Curriculum for KS1 and KS2, with continuous provision resources for EYFS • ActiveBYTES Online Safety Scheme of Work for EYFS, KS1 and KS2
<p>EDUCATION PROPERTY</p>	<ul style="list-style-type: none"> • Procurement and management of school-funded maintenance, SEND accessibility, decarbonisation and improvement projects
<p>GROUND & LANDSCAPE</p>	<p>TREES</p> <ul style="list-style-type: none"> • If you don't currently buy the Tree Risk & Safety package it will not be included in the base package, but you can still buy this as a traded package from the SSE website. <p>PLAY EQUIPMENT</p> <ul style="list-style-type: none"> • Design and Project Management for new play equipment installations. <p>GROUNDS CONTRACT</p> <ul style="list-style-type: none"> • The Grounds Maintenance Contract Package is still available for all LA schools from the SSE website <p>PROJECTS</p> <ul style="list-style-type: none"> • School funded landscape, play and sports design projects

Services NOT Included In The Core Offer - cont

Service	Deliverable
GOVERNANCE SERVICES	<ul style="list-style-type: none"> • Full training and development programme (live face to face or online), which offers continued professional development, reflecting current national initiatives, facilitated through e-learning and face-to-face sessions (available as pay-as-you-go or unlimited online development package) • Standard or bespoke whole board training sessions developed to meet your specific needs and delivered at your school/ choice of venue • Contractor costs of external review of governance
HR ADVISORY	<ul style="list-style-type: none"> • Individual bespoke training
Inclusion	<ul style="list-style-type: none"> • All services that relate to inclusion, including Educational Psychology and training, is sold separately. We can consider whether putting some support in the Core Offer in future would save schools money, but at present it is not included.
Music	<ul style="list-style-type: none"> • Music is charged for based on an individual school basis and in accordance with the National Plan for Music Education.
SAFEGUARDING	<ul style="list-style-type: none"> • Bespoke Safeguarding audits
SCHOOLS LIBRARY SERVICE	<ul style="list-style-type: none"> • Schools can choose to upgrade, at an additional cost to our Silver 3 or Gold packages if required
SOMERSET AND SOUTHWEST MUTUAL FUND	<ul style="list-style-type: none"> • Staff absence scheme
TRAINING	<ul style="list-style-type: none"> • More in-depth or bespoke training for individual schools or groups of schools can be purchased separately. Please get in touch to discuss your requirements. This includes existing training offers from SCIL or other SC affiliated training providers or apprenticeships/ accredited or HEI (Higher Educational Institute) courses. • Subsidised additional moderation training package for EYFS Profile

Key Contact Details

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🐦 For the latest news and updates follow us on Twitter [@SSESomerset](https://twitter.com/SSESomerset)

**If you would like to discuss the Core Offer in more detail,
then please do not hesitate to get in touch.**

