

Report

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Report to:	Education Resources Committee
Date of Meeting:	24 April 2018
Report by:	Executive Director (Education Resources) Executive Director (Finance and Corporate Resources)

Subject:	New Initiatives – Breakfast Clubs/Schools Support
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise Committee of the new initiative to pilot the implementation of free breakfast clubs in a number of primary schools, to commence in 2018/2019
- ◆ seek approval for an increase in staffing levels for the duration of the pilot and, as required, for School Support Assistants.

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the arrangements to pilot the implementation of free breakfast clubs in some schools during 2018/2019, as detailed in the report be approved;
- (2) that the arrangements for additional staffing requirements for the breakfast clubs, as outlined in paragraph 7.5 of the report, be approved; and
- (3) that the Executive Director (Education Resources), in consultation with the Head of Personnel, be authorised to approve increases to the staffing establishment of School Support Assistants, as outlined in paragraph 7.8 of the report.

3. Background

3.1. On 28 February 2018, the Executive Committee considered a report on the Overall Position of the Revenue Budget 2018/2019 and Savings Proposals. This report proposed a number of New Initiatives for 2018/2019, one of which was to pilot implementation of free breakfast clubs in a number of primary schools. It was agreed that £0.225 million be allocated in 2018/2019 for this purpose.

3.2. A school breakfast club is a provision for children to eat a healthy breakfast in a safe environment before the start of the school day. Nationally, the introduction of breakfast clubs has mainly been driven by concerns that a proportion of pupils are not eating breakfast and arriving at school hungry, which may impact negatively on their wellbeing, learning and behaviour.

3.3. The role of breakfast clubs is wider than the provision of food. They also provide a calm and safe environment before school, help develop social skills and provide the opportunity for additional learning. Attending a breakfast club may also assist pupils to arrive at school on time, encourage attendance, and be ready to learn when the formal school day begins.

The Children's Food Trust identifies the main aims of breakfast clubs are as follows:-

- provision of food at the start of the day
- improving pupils' education
- meeting the social needs of children and improving social skills
- improving school relations with parents

3.4. Breakfast clubs are generally considered to enhance wellbeing, academic performance and behaviour, especially for children whose parents might not otherwise be able to afford to provide them with regular meals.

3.5. This report provides details of the Council's current breakfast clubs, the proposed pilot to expand the provision of breakfast clubs and the evaluation process for existing and the proposed pilot breakfast clubs, which will shape the format of the future full rollout.

4. Current Breakfast Clubs' Provision

4.1. Currently, there are 45 primary schools within the Council area which provide breakfast club provision and these are supported in a range of ways including:-

- 26 schools operating through arrangements between Facilities Services and the school/ parents/Head Teachers
- 5 schools receive funding/food from an external provider
- 3 schools are partly supported financially by the NHS
- 4 schools are operated by a local charity
- 7 schools are operated by private contractors (out of school care companies)

5. Pilot Programme of Breakfast Club Provision

5.1. In order to ensure the successful implementation of breakfast clubs across the full Council area, a pilot will be introduced during school session 2018/2019. The proposals for the pilot scheme have been formulated by senior officers from Education, Community and Enterprise and Finance and Corporate Resources and takes into account some of the existing formats.

5.2. The pilot programme will include up to 40 schools and will be allocated across rural, urban, ASN and mainstream schools and within each of the four geographical localities. It will also consider areas of identified deprivation.

5.3. 5 schools will commence the initial stage of the pilot between the Easter and summer period 2018, before scaling up to 40 schools during school session 2018/2019. The initial 5 schools have been identified based on Free School Meal entitlement statistics across localities

- St Blane's Primary School, Blantyre
- Robert Owen Memorial Primary School, Lanark
- St Bride's Primary School, Cambuslang
- Rigside Primary School, Rigside
- Castlefield Primary School, East Kilbride

5.4. Understanding the current working arrangements of breakfast clubs and working with the community, are key components of the pilot. Consequently, the pilot will explore the option of supporting a local charitable organisation to deliver breakfast clubs in identified schools. This will allow the Council to compare the cost effectiveness and efficiency of Council and third sector delivery models.

5.5. Where the pilot is being delivered by the Council, a critical path for implementation is required for each school and will be based upon clearly identified common principles. These principles include:

- all new breakfast clubs would open from 8.15am to 8.45am and provide breakfast e.g. menu (cereal, toast, fruit juice/yoghurt/milk) only (no activities)
- the Facilities Assistant (janitor) would continue to provide an adult presence in the school yard to ensure a safe route to and from the breakfast club from 8.15am. As the Facilities Assistant (janitor) starts at 7.30am, there is no requirement to change shift pattern
- the Facilities Assistant (cook in charge) would prepare and serve breakfast items to pupils from 8.15am to 8.45am. As the Facilities Assistant (cook in charge) starts at 8.00am, there is no requirement to change shift pattern

5.6. Initial feedback from some existing breakfast clubs, highlight the significant burden placed upon the school leaders who are required to act as supervisors. In order to alleviate this issue, the pilot will recruit supervisors to create a safe, secure environment to support children and to deal with any day to day issues that may arise.

5.7. As part of the pilot, there will be no change to the current transport times or arrangements and no change to school crossing provision. As this service is additional to the core Education provision, the assumption is that parents/carers will be required to take their children to school if they want them to attend the breakfast club. The pilot will identify whether the lack of transport/crossing patrollers acts as a barrier to attendance.

5.8 The projected uptake is based on the average uptake at the Council's current clubs in operation – at 23 per club. Some of these clubs are at a cost to parents and it is acknowledged that this may restrict the current uptake. However, Community and Enterprise Resources advise that even for free provision, the average uptake remains around 23 pupils per morning.

5.9 It is intended that all other existing breakfast club arrangements, including their opening times and charging models, would remain unchanged for session 2018/19. This will allow engagement with current providers to help understand the range of delivery options and inform the implementation for breakfast clubs across the full primary school estate.

5.10 The proposed timeline for the pilot is shown below:-

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|--|-------------------|
| ▪ Introduction of breakfast club in five schools | April to May 2018 |
| ▪ Introduction of breakfast club in a further 35 schools | From August 2018 |
| ▪ Initial evaluation of breakfast club pilot | December 2018 |
| ▪ Final evaluation of breakfast club pilot | April 2019 |
| ▪ Full roll out of breakfast clubs | August 2019 |

6. Evaluation Process for Existing and Pilot Breakfast Clubs

6.1. It is anticipated that the pilot project would provide information on uptake levels, accessibility (including ASN children), transport requirements/requests, rural and urban school matters and capacity issues in the larger schools. The evaluation process will also include discussions with organisers of the existing provision. This will allow a full proposal to be formed for the financial year 2019/2020 (commencing August 2019).

- 6.2. As noted in paragraph 5.10, an initial evaluation will be carried out in December 2018, with an update report submitted to the Executive Committee in February 2019. This will report on any demand pressures as well as any barriers to attendance. Thereafter, a final evaluation will take place up to the Spring Break in April 2019, and a further report will be submitted to the Executive Committee in May 2019, with recommendations for the full rollout commencing in August 2019.
- 6.3. The 40 pilot breakfast clubs would continue until such time as the final evaluation is made and a recommendation made to the Executive Committee.

7. Employee Implications

- 7.1. Appropriate supervision is an essential element of the breakfast club provision. An identified supervisor is currently required for breakfast clubs. In those current clubs that are not operated by the Council, the supervisor is the lessee and in the breakfast clubs provided by the Council, the Head Teacher or nominated member of education staff is the supervisor, mostly on a voluntary basis. The supervisor's role is to ensure a safe, secure environment and deal with any issues that may arise.
- 7.2. The supervisor role can be supplemented by other adult presence. The adult presence can assist with meeting adult/pupil ratios and support the day to day organising of the service. Adult presence could include parent helpers and volunteers or employees from Facilities Services.
- 7.3. As detailed at paragraph 5.5, the Facilities Assistant (cook in charge) starts at 8.00am and there is no requirement to change shift pattern. The support by Catering and Cleaning employees will be detailed within a report to the Community and Enterprise Resources Committee.
- 7.4. The pilot has assumed that there will be on average 1.5 FTE designated employees (school support assistants) who will be responsible for supervision. Other adult presence has been assumed at no cost. Volunteers from the Parent Forum or the Parent Council would be asked to meet the role of adult presence. The pilot will identify whether this works, or what is required to make it work – this may involve differing arrangements across schools, depending on local needs/demand. This will form part of the feedback from the 40 schools in the pilot.
- 7.5. This is an additional staffing requirement and therefore, will not be met from existing staff/budgets. However, it may be accommodated by adding to existing/current contracts in place. Summary of additional proposed hours:

Post (Education)	Proposed Number of Posts (FTE)	Grade	SCP Range	Hourly Rate	Total Annual Costs	Total Gross Cost inc on costs 30.3%
School Support Assistant (Total Costs)	60 x 45 mins per day	Grade 1 Level 1-3	SCP 20-27	£8.74 – £9.69	£89,409 - £99,127.20	£116,500.20 - £129,163.20

*40 schools involved in the Pilot, at 1.5 SSA per 45 minutes in the morning per day. This equates to 3 hours 45 mins per 1FTE per week, for term time provision.

- 7.6 The proposed staffing requirements are based on the 40 proposed pilot schools. There is currently provision in 45 establishments and scope in the future, once the results of the pilot are available, to expand the breakfast clubs.

- 7.7 Any volunteers fulfilling the role of adult presence will require to complete the requirements of the Protecting Vulnerable Groups (PVG) Scheme in advance.
- 7.8 Given the need for flexibility in the school support staffing establishment, Education Resources will complete a staffing exercise to reconcile anticipated requirements for the forthcoming school year based on school rolls, placing and other requests, expected leave requirements and projected breakfast and lunch club provision. This will form the basis of a report to request any change to the staffing establishment, which will be approved by the Head of Personnel. This will also allow for quick changes to established staffing levels required through changing needs as the pilot develops.

8. Financial Implications

- 8.1. As detailed in section 5.10, the implementation is based on a phased approach with the pilot commencing its rollout in April/May 2018. All of the 40 pilot schools would then be in place by August 2018. The total predicted cost for the pilot initiative is £0.097m.
- 8.2. This is lower than the budget allocation of £0.225m but gives flexibility in terms of uptake levels which could affect the costs incurred for food and supervision. In addition, any transport and School Crossing Patroller requirements, if identified, could be met from this.

9. Other implications

- 9.1. **Insurance:** The Council's Risk and Insurance Section have advised that adult presence from Parent Councils would be covered by the Public Liability cover currently in place for Parent Councils. The Council's own Public Liability policy will cover adult presence from the Parent Councils which are controlled by the Council. In relation to adult presence from volunteers, again they would be covered by the Council's insurance arrangements, subject to PVG checks being undertaken, adequate training and supervision arrangements etc. In terms of supervision, this may be either the Head Teacher or a designated School Support Assistant.
- 9.2. When the proposals are further developed, details of all parties involved who will supply food etc., including roles and responsibilities, will be passed to the Risk and Insurance Section to allow final consideration of insurance requirements.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. An equality impact assessment is being undertaken.
- 10.2. The requirement to complete a strategic environmental assessment is being considered.
- 10.3. Consultation with stakeholders will take place during the pilot phase in order to help inform any proposed roll out.

Tony McDaid
Executive Director (Education Resources)

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27 March 2018

Link(s) to Council Values/Ambitions/Objectives

- Support our communities by tackling disadvantage and deprivation, and supporting aspiration
- Improve achievement, raise educational attainment and support lifelong learning

Previous References

- Executive Committee 28 February 2018 –Overall Position of Revenue Budget 2018/19 and Savings Proposals

List of Background Papers

None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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