



Brent

SCHOOLS FORUM

The Village School

Wednesday 16th September 2015 18:00 – 20:00

(Refreshments from 17:30)

AGENDA

NO.	ITEM.	OFFICER	TIME
	Introductions (if appropriate)		
	Appointment of Chair and Vice Chair		18:00
	Apologies for Absence		18.05
1	Declarations of Interests		18:10
2	Minutes of Previous Meeting – 24 th June 2015		18:15
3	Free School Meals Eligibility 2016-17 – De-Delegation	Carmen Coffey	18:25
4	The Gordon Brown Outdoor Education Centre	Angela Chiswell	18:40
5	Duke of Edinburgh's Award Programme in Brent Schools	Angela Chiswell	19:00
6	Updated Finance Policies: Schools Financial Regulations and Scheme for Financing Schools	Norwena Thomas	19:20
7	AOB		19:40

Dates of Future Meetings

Wednesday 21st October 2015
Wednesday 2nd December 2015
Wednesday 13th January 2016
Wednesday 24th February 2016

Venue

Queens Park Community School
The Village School
Queens Park Community School
The Village School

Brent Schools Forum**Minutes of the Schools Forum held on
Wednesday 24 June 2015 at Queens Park Community School****Attended by Members of the Forum:**

Governors:	Martin Beard (MB) Helga Gladbaum(HG) Mike Heiser (MH) Cllr Lesley Jones (LJ) Herman Martyn (HM) Richard Martyn (RM)
Head Teachers:	Rose Ashton (RA) Gill Bal (GB) Lesley Benson (LB) Kay Charles (KC) Matthew Lantos (ML) Terry Molloy (TM) Sabina Netty(SN)
PRU:	Terry Hoad (TH)
PVI Sector:	Paul Russell (PR)
Trade Unions:	Lesley Gouldbourne (LG)
14-19 Partnership:	
Observers:	David Curry(DC) Vivian Dean (VD) Paul Jones (PJ)
Lead Member (C&YP):	Cllr Ruth Moher (RM)
Officers:	Gail Tolley (GT) Minesh Patel (MP) Norwena Thomas (NT) Ravinder Jassar (RJ) Devbai Patel (DP) Carmen Coffey (CC) Janet Lewis (JL) Sanmi Akinlabi (SA)

ITEM	DISCUSSION	ACTION
	The Forum commenced at 6.10pm.	
1.0	<p data-bbox="316 389 464 425"><u>Apologies</u></p> <p data-bbox="316 463 675 678">Cate Duffy Rabbi Yitzchak Freeman Sue Knowler Sylvie Libson Andy Prindiville Umesh Raichada</p>	
1.2	<p data-bbox="316 719 464 754"><u>Absences</u></p> <p data-bbox="316 792 563 862">Titilola McDowell Cllr Ketan Sheth</p>	
2.0	<p data-bbox="316 943 1134 1010">Minutes of the meeting held on 25 February 2015 and Matters Arising</p>	
2.1	<p data-bbox="316 1050 456 1086"><u>Accuracy</u></p>	
2.1.1	<p data-bbox="316 1126 1243 1193">There were no corrections to be made to the minutes which were therefore approved as an accurate record.</p>	
2.2	<p data-bbox="316 1234 555 1270">Matters Arising</p>	
2.2.1	<p data-bbox="316 1310 1243 1489"><u>Update on VAT as to why the VA schools are not exempted from paying VAT on the governors' liability of capital funding and Academies are exempted</u> – MP reported that LA has formally written to DfE but have not had a response yet. This was to be followed up.</p>	<p data-bbox="1315 1346 1412 1449">Cate Duffy/ MP</p>
2.2.2	<p data-bbox="316 1529 1243 1709"><u>School Meals budget – officers to find out from other authorities if their schools have funding issue for meals that have to pureed and for kosher meals</u> – LA has formally written to DfE but have not had a response. HM asked if the DfE has had a reminder, MP agreed to send a reminder.</p>	<p data-bbox="1315 1529 1412 1632">Cate Duffy/ MP</p>
	<p data-bbox="316 1749 1243 1852"><u>Follow up with Legal on when the settlement agreement policy will be available to schools</u> – This was checked by Legal and put on Schools Extranet in March 2015.</p>	
2.2.4	<p data-bbox="316 1892 1243 1998"><u>Benchmarking of End to End process and cost per pupil in processing admissions application</u> – This will be brought to the September Forum.</p>	<p data-bbox="1353 1928 1412 1964">CC</p>



- 2.2.5 Update on Schools Forum membership – An Agenda item for this Forum.
- 2.2.6 Check if sixth form pupil number were included in the last membership calculations – NT confirmed that sixth form and nursery numbers were included in the previous calculations but stated that they should not have been included. Nursery and sixth form pupils should be excluded from the schools calculations as they have their own representation at Schools Forum.
- 2.2.7 Respond to council on the proposed cuts to services – A copy of the response was provided to all Schools Forum members.
- 2.2.8 Update on cost implications to send SEN pupils out-borough – An Agenda item for this Forum.
- 2.2.9 Review of Alternative Provisions funding - An Agenda item for this Forum.
- 2.2.10 Review of impact of funding a full-time post to manage Early Years Pupil Premium Grant (EYPPG) – This report is to be brought to September's Forum.

Sue
Gates

- i. LB reported that a post was approved on the basis that the EYPP eligibility check would be carried out and funding would be paid to maintained and PVI providers. A post has been funded but no payments have been made to any providers. The service is now provided under CC's team. GT provided an update on the recruitment process. She said that the appointment was approved in February and the recruitment process started immediately then. Council policy states that the post had to be advertised internally first, before it could be externally advertised. The post was advertised externally and an appointment was made with the post-holder starting on 16th June. GT highlighted that there was no delay as the process commenced straight after its approval.
- ii. GT further added that an advert went out in January for PVI's and schools to attend a meeting and a briefing session on 1st March and this was well attended. PVI providers submitted data via portal in April. In total 709 applications were received and only 497 children were eligible for the grant. The Early Years team will be visiting settings in the autumn term to provide support with implementation.
- iii. LB said that if an email was sent out to PVI providers, she did not recall receiving an email, but will check. She added that at her setting every child is put through the eligibility



check. CC apologised and acknowledged that there is definitely a delay in processing applications. She said that communication will go out to schools by Friday 26th June on Schools Extranet. She was confident that all schools will be notified before the end of the term.

- iv. MH summarised the process which is that parents complete the DfE model form, the LA carries out the eligibility check as recommended by DWP and payments are made.
- v. NT said that the payments for all PPG are made in arrears, with the main school-aged pupil premium - FSM being paid quarterly in arrears. PR said that a number of their pupils will be leaving at the end for the term. How would they be able to show spend against those children if they have left? Some of the courses that the staff should be attending have taken place already. He added that the low eligibility seemed to indicate that there could be more movement, change of circumstances, changing houses and jobs. The providers have a difficult job in influencing parents to complete the forms especially if they do not know English. NT explained that schools would be required to put measures in place for the eligible pupils from April, regardless of when payments are received.
- vi. GT apologised and expressed her concerns regarding the EYPPG payments not being made and lack of communication between LA and Early Years providers. She said that she would arrange to build questions with answers and circulate to all Forum members. MH concluded this item by thanking LB for raising this issue and said hopefully it will be sorted by September.

3.0 Update on Cost Implications of Sending SEN Pupils Out-Borough

This report was for Information.

- 3.1 CC presented this report. The report concentrated on costs of sending pupils to independent providers. It provides background and details of the expenditure for independent placements. It was reported that the number of SEN pupils are increasing but Brent's current school expansion programme will reduce the number of independent placements over time. Currently the highest cost per placement is £120k and the lowest cost placement is £28k per annum. It was to be noted that residential places are a joint decision between Education and Social Care, and also the number is going down from the previous year. The independent placement costs are significantly higher when compared with the highest band at special schools. Parents have a preference over where they

wish to place their children and often if not placed in their choice they will go to tribunal and may win. There needs to be a focus on reducing tribunals. These increased from 10 in 2014 to 15 in 2015 but have been relatively steady in the last four years.

- 3.2 ARP units could also reduce independent placements but children do drop out of secondary mainstream settings often in year 7 and also in years 8 and 9. Brent Head teachers do their best to accommodate pupils with additional needs but there are more ARP places in primary schools, which mean that pupils who attend an ARP at primary will not necessarily transfer to a secondary ARP in Brent. The highest needs placed in independent special provision is those children with Autism Spectrum Disorder (ASD) and Behavioural, Emotional and Social Difficulties (BESD). The next focus of SEN place planning will be on creating additional ARPs.
- 3.3 Currently £6m is spent on independent placements. All special schools have, or will be, expanded by September 2015 and maintained schools continue to support as they do already. This should over time reduce independent placements.
- 3.4 MH thanked CC for the informative report. HG also thanked CC for the report which was of a high quality and very helpful. She said that clearly the area is challenging and the council needs to work more with the Health Service.
- 3.5 LG said it was a fantastic work and a real testament to CC and her team. LG also thanked special schools for increasing capacity and mainstream schools for accommodating ARP provisions within their schools. She said that if Brent caters for more in-borough provisions, there will be a need to consider extra banding above Band 6. She offered to contribute to support from a Trade Union point of view, if it was required.
- 3.6 It was highlighted that the EHC plan is a challenge to complete. Even the graduate level 6 TAs, SENCOs and Head Teachers struggle to complete the form. CC felt that it wasn't that complicated but said that the Early Years team does provide support with this if it was found to be a challenging process. She agreed that it was a lengthy document but part of it could be completed easily once it becomes familiar. She asked for feedback and comments and agreed to work with EY to amend it to make it easier.
- 3.7 ML said he was in agreement to increase their ARP provision. He asked if some schools are less willing to support tribunals and CC replied no but schools decline pupils when asked to take children if they cannot meet their needs.

4.0 Brent Outreach Autism Services: Increasing Caseload and Future Provision

This report was for Action

4.1 CC Presented this report. The report requests additional funding of £60k for the increase in demand of the service and for the developments of the service. The funding has been at the same level for the past six years. The number of referrals has increased from 228 to 398 in the past five years. The service is well regarded by schools and parents and with the increase in demand they are struggling to provide the service at the same level. The additional resource will allow the service to increase specialist time for Occupational Therapist and a Clinical Psychologist. It was confirmed that Health Service does provide some support but the diagnosis is provided by the service.

4.2 TM said this increase is small. Brent Outreach Autism Team provides a good intervention with staff and a teaching assistant per child. He felt that £60k was a reasonable request. KC agreed with TM but highlighted that, in her view, the Health Service is not engaging. MH asked members to provide their decisions to this item. All agreed to fund the additional £60k. There were no objections.

5.0 Further Update on the New Inclusion and Alternative Education Service (IAES)

This report was for Consultation, Information and Action

5.1 JL presented this report. She said that even though the report is titled for consultation and Information, it does request additional funding of £250k. She paid tribute to schools for being inclusive and keeping children in schools and asked the head teachers to thank their staff for the tremendous work they are doing. Since the restructure of the IAES in March 2013, the rate of permanent exclusions has continued at a high rate. Children are more challenging and even children in nursery are being excluded. In the 7 days running up to the Forum meeting 12 permanent exclusions took place These children cannot be accommodated at Brent River College (BRC) and will be placed in provisions out-borough. At the same time there has been limited re-integration of pupils back to mainstream schools.

5.2 The LA has a statutory duty to provide education to all pupils not in mainstream schools. As mentioned already under Item 4 above, schools are facing challenges from the health service. There is rapid increase in population. She wished she didn't have to ask for additional £250k but this is required to support the continued needs. When a child is excluded, the cost to educate them triples in comparison with the child being taught in a mainstream school. There is no primary PRU provision in the



borough and primary-aged pupils who are excluded have to be educated in Islington which makes it harder for them to re-integrate in the borough.

- 5.3 ML supports the request and added that the units are closing but exclusions are increasing. They have to permanently exclude pupils in Years 7, 8 and 9 as they have no resources to deal with them in the mainstream setting. TH said the current BRC budget is tight without any reserves. The staff have just about sufficient funds to cover the running cost. It doesn't allow for any extended provision for those at risk of permanent exclusion. VD said there is not a sufficient number of staff to cover the current pupil needs. Since her arrival in Spring 2014 over 70 pupils have passed through BRC.
- 5.4 RA said that her school was one of the schools invited to participate in the primary-aged intervention programme. The concern was with regards to the proposed funding to do enable this as it would not be sufficient, especially given the school would need a dedicated member of staff.
- 5.5 SN asked if the child is excluded from a school, does the LA take funding from the school that is excluding the child. RJ said they have started doing this from this year.
- 5.6 LB said there is a recent increase in exclusion. She attended a BSP conference where they recognise that they are all our children but we seem to be cash-strapped as well as capacity-stretched.
- 5.7 JL said that both pre and post exclusions support provided to schools by the Inclusion Support Team are working well. However there are issues in KS1 and 2. As highlighted in Item 4 above, there is an increase in children presenting with ASD. The revised SEN Strategy will hope to address provision to prevent some primary exclusions.
- 5.8 LG asked if exclusions are analysed for ethnicity and poverty. JL said that certain groups are disproportionately represented and these are black African and African Caribbean boys. Sadly this reflects the picture in London and Nationally. Black boys are 3 times more likely to be excluded from school than other ethnicities. These pupils are also over-represented in terms of PPG and the majority of pupils who are excluded are boys. National data indicates that approximately 80% of men in prison were excluded from schools.
- 5.9 HG said there were corporate priorities related to the reduction of exclusions. She said perhaps RM and GT could take this forward. A detailed report could be brought to Schools Forum.

ML said this isn't appropriate for the Schools Forum. GT endorsed this and said only financial matters are for Schools Forum.

5.10 The Schools Forum was asked to make decisions on the following recommendations and to vote on the decisions:

a. the increases to the budgets of Brent River College and Ashley College following the end of their first financial year.
All Schools Members were eligible to vote on this item.
All agreed. There were no objections and abstains.

b. the funding of appropriate long term education for permanently excluded pupils who are not, following intervention and assessment, deemed suitable to return to mainstream school.
All Schools Members were eligible to vote on this item.
All agreed. There were no objections and abstains.

c. the introduction of a discrete Day 6 provision for permanently excluded KS3 and KS4 pupils to enable the LA to meet its statutory duty.
All Schools Members were eligible to vote on this item.
All agreed. There were no objections and abstains.

d. A further recommendation was requested verbally as part of this item but is in conjunction with Item 6 of this Forum. This was a request for £250,000 DSG allocation to Inclusion and Alternative Education from 2015-16.
All Schools Members were eligible to vote on this item.
All agreed. There were no objections and abstains.

6.0 Dedicated Schools Grant – Outturn 2014-15 and Budget 2015-16

This report was for information and decision

6.1 RJ presented this report. The report provides details on 2014-15 outturn, latest provisional DSG settlement for 2015-16, update on new commitments for 2015-16 and new request for DSG contribution to some of the central services. Section 3 of the report detailed Individual Schools Budget (ISB) 2014-15 outturn. There is a small increase in the overall borough's schools surplus with a reduction of schools in deficit from six schools to three.

6.2 Section 4 of the report highlights central expenditure. The DSG deficit has been repaid in line with the deficit recovery plan. It was proposed that a small contingency was held for future years to avoid DSG running into deficit again.



6.3 Section 5 of the report showed already approved additional items funded from DSG, including a further three items requested at this forum to be funded:

- a. Brent Outreach Autism Team requesting £60k. This was approved in Item 4 of this Forum.
- b. Inclusion & Alternative Education of £250k. This was approved in Item 5 of this Forum.
- c. Contribution to the Schools Finance Team – This was not approved but further information was requested at the next Forum.

6.4 RJ explained that £285k was requested to partly fund the Schools Finance Team and the Education Finance Team supporting the DSG. The team has previously been funded from General Fund to support the DSG whilst it has been in deficit. Now that the deficit is repaid, the Schools Forum is asked to fund the team's services from the DSG. This request is in line with the common arrangement of a number of other Local Authorities. This would fund the team for the statutory functions in addition to serving of the Schools Forum.

6.5 SN asked what would happen if this funding is not approved. What impact it would have to schools? GT replied that the Finance Department is to be reduced by 40%. A restructure is imminent and will be out for consultation in July. This funding would help to fund the core services. The Schools Forum did not feel that there was sufficient information to approve to fund the Schools Finance Team.

6.6 MH concluded by stating that the Schools Forum was unconvinced from the information presented and invited the LA to bring further information back including benchmarking on how the schools would be impacted if this funding was not approved. For all other items the report was noted and approved.

7.0 Schools Forum Revised Terms of Reference & Constitution *This report was for consultation*

7.1 NT presented this report and went through the documents relating to this item and made reference to constitution which was compiled from the latest DfE guidance. She highlighted that most of the guidance are currently in practice but all needed to be written down so that it is clear going forward.

7.2 NT added that there were a number of members whose term of membership have come to an end, and there will therefore need to be an election between this Forum and the next. All members are eligible for re-election and will therefore be included in the

election, unless asked not to. SN stated that as she was leaving her post in the borough, she did not wish to be included within the next election.

7.3 LG referred to Page 5 where it indicates that the Trade Union Representative nominations will be sought from the Teachers' Panel. This should say that nominations and elections will be undertaken by the Teachers' Panel.

7.4 LB asked about paragraph 2.1.8 from Terms of Reference & Constitution where it indicates 'No Schools Forum member can represent more than one sector at the same time.' She wanted to know if this was from DfE or LA's advice. NT said it a number of LAs include this and it was felt that it would be good practice to ensure a wider representation of Brent schools. Members felt that it would not always be easy to comply with, especially when it is difficult to fill some vacancies. After some discussion it was decided that paragraph 2.1.8 should be removed from the revised constitution.

7.5 Paragraph 2.2.4 stated that where a vacancy has not been filled within three months, London Borough of Brent shall appoint a member. NT said this was from the DfE guidance. Schools Forum felt that this should be done with their approval. This was therefore amended to say that the member will be appointed in consultation with the Schools Forum.

8.0 AOB

8.1 ML wanted to discuss the rate per pupil when schools take on additional pupils under the school expansion programme. He felt that his school had been underfunded since they started taking on primary pupils. They have been funded £3,300 instead of the rate that they receive under General Annual Grant (GAG). In some cases they have been funded under Rising Rolls which would have been a lower rate than £3,300. He asked that if the schools are to expand, they should be funded at an equal rate as other pupils. GB agreed as her school is permanently expanding from September 2015. NT explained that for 2015-16 onwards, permanent expansions were being funded through the funding formula and this will not be an issue going forward for those schools. However for bulge classes and schools that are temporarily expanding, they will continue to be funded as before. ML asked that the Schools Forum made a decision that all pupils would be funded equally. If this was not agreed, it would send the wrong message to schools thinking about expansion. GT said that if the permanent expansion funding was an issue, it has not been escalated to her and agreed to take it away for further investigation and resolution.

GT



- 8.2 It was ML and SN's last Forum as they are leaving their current posts within Brent. MH thanked both for their contribution to Schools Forum and wished them all the best for the future.
- 8.3 MH congratulated LJ for being appointed as a Mayor of Brent as well as receiving an OBE.
- 8.4 The Forum ended at 8.25pm.

ACTION LOG

Item No.	Action	Complete by	Owner
1	Update on VAT – why the VA schools are not exempted from paying VAT on the governors’ liability of capital funding and Academies are exempted. A letter has been written to DfE but no response has been received. It was requested that this was followed up.	Sept 15	Cate Duffy /MP
2	Update on additional School Meals funding for pureed and kosher meals No reply has been received from DfE on this and it was required that this was followed up.	Sept 15	Cate Duffy /MP
3	Benchmarking of End to End process and cost per pupil in processing admissions application. This will be brought to September Forum.	Sept 15	CC
4	Review of impact of funding a full-time post to manage Early Years Pupil Premium Grant. Update on EY PPG payments.	Sept 15	SG/GT
5	Review of the hourly rate for schools taking on pupils under the expansion programme	Sept 15	GT/MP



SCHOOLS FORUM

16th September 2015

Report from the Strategic Director of Children
and Young People

For Decision

De-delegation – Free School Meals Eligibility 2016/17

1.0 SUMMARY/INTRODUCTION

- 1.1 This report deals with the process for assessing eligibility for free school meals and the pupil premium for children attending Brent schools.
- 1.2 The budget for assessing eligibility for Free School Meals (FSM) is currently managed centrally and under the National Funding Formula is required to be delegated to schools.

2.0 RECOMMENDATIONS

- 2.1 The Schools Forum is being formally consulted on the following:

The de delegation of £27,750 to allow eligibility for FSM and the Pupil Premium to be carried out centrally.

- 2.2 The Schools Forum is requested to:

Agree to de-delegate the FSM Eligibility budget of £27,750 for 2016/17.

Voting is open to Primary and Secondary Maintained School representatives separately.

3.0 BACKGROUND

- 3.1 The funding is used for the administration of determining eligibility for FSM centrally rather than schools doing the checks themselves. This covers staffing costs, application forms, web pages, on line applications, liaising with DFE and DWP, updating information, advising schools of eligible pupils/families. Determining FSM eligibility is based on those attending school in Brent – not borough of residence.

4.0 DETAIL

- 4.1 To be eligible for FSM parents must be in receipt of certain benefits which are;
- Income Support (IS) or Income Based Job Seekers Allowance (IBJSA)
 - An income-related employment and support allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit, (provided you are not entitled to Working Tax Credit) and have an annual income that does not exceed £16,190.00 (as assessed by Her Majesty's Revenue and Customs) (TC 602 Final Award Notice –for the previous financial year)
 - For those who receive Working Tax Credit (other than a four week run on period) their child is not eligible for a free school meal.
 - Guarantee element of State Pension Credit Children who receive IS or IBJSA in their own right.
- 4.2 Parents are not asked to reapply every year, but we do carry out at least annual checks on continued eligibility. In some cases the DWP portal may indicate that a parent is not entitled to free school meals but they are in receipt of a qualifying benefit. In those cases we will require the parent to provide us with proof of the benefit they are receiving which can then be used to establish entitlement.
- 4.3 Eligibility checks are made through the Department for Work and Pensions portal and are done singly or in batches by the Admissions Team in Pupil and Parent Services. The update of system parameters such as the income figure that impacts on eligibility criteria are managed by Pupil and Parent Services.
- 4.4 Eligibility for Free School Meals through the receipt of benefits set out in 4.1 determines entitlement for the pupil premium.
- 4.5 The introduction of universal free meals for KS1 pupils from September 2014 raised concerns that parents who would be eligible for pupil premium, which is identified through eligibility for free school meals, may not make an application for a free meal. This would mean that schools would not receive the pupil premium that children were entitled to.
- 4.6 Since Summer 2014 and repeated this summer, targeted publicity with redesigned application forms and posters produced to encourage parents of KS1 pupils in particular, and other parents whose children may be eligible for a meal but who do not apply, to apply for free meals, to ensure the maximum pupil premium is available for schools.
- 4.7 At the time of the May 2015 census the total number of children attending Brent schools in receipt of Free School Meals was 7,603 of a total school cohort of 47,762 or 16 per cent. For the same period in 2014, the total number of children eligible for FSM was 8,890 or 19 per cent of the total school cohort of 46,628.

4.8 The budget is £27,750, which if de-delegated based on 2015 eligible pupil numbers would equate to approximately £3.64 per eligible pupil. However, Section 251, local authority national benchmarking datasets for 2013 and 2014 (figures for 2015 are not yet available) indicate a cost of processing eligibility for free school meals in Brent as £1.00 per application if based on the number of pupils in Brent schools. £1.00 is the average cost to assess eligibility for free school meals in England for both years.

5.0 FINANCIAL IMPLICATIONS

5.1 The proposals in this report have no financial implications. The funding requested to be delegated remains as last year.

6.0 STAFFING IMPLICATIONS

6.1 The proposals in this report have no staffing implications.

7.0 DIVERSITY IMPLICATIONS

7.1 The proposals in this report have no diversity implications.

8.0 LEGAL IMPLICATIONS

8.1 The proposals in this report have no legal implications.

CONTACT OFFICERS

Carmen Coffey Head of Pupil and Parent Services	0208 937 3033
Cate Duffy Operational Director, EHE	0208 937 3510



SCHOOLS FORUM
16 September 2015

Report from the Strategic Director of Children and Young People

For Decision

4: The Gordon Brown Outdoor Education Centre
Request for Dedicated Schools Grant funding in 2016-17

1.0 SUMMARY/INTRODUCTION

- 1.1 This report sets out the background to current delivery of services at the Gordon Brown Centre and provides an update in respect of the work of the Centre, including progress on the replacement of the Shrubbery Building and new developments at the Centre this year.
- 1.2 This report is presented to the Schools Forum to allow the group to consider and decide on the continuation of spending on services as a subsidy from the DSG in 2016-17 towards the running costs of the Gordon Brown Outdoor Education Centre, which is managed by the Council.

2.0 RECOMMENDATIONS

- 2.1 The Schools Forum is requested to:

Formally agree to continue to support the current funding of £60,000 to provide a subsidy towards the running costs of the Gordon Brown Centre in 2016/17.

Voting is open to all Schools Forum members.

3.0 BACKGROUND

- 3.1 The Gordon Brown Outdoor Education Centre (GBOEC) provides outdoor activities and learning through residential and day visits, contributing to children's learning about environmental issues and the outdoors. The Centre is owned by the London Borough of Brent and is set in twenty-five acres of rural countryside in Rotherwick, near Hook in Hampshire. The Centre is situated in the Rotherwick Village Conservation Area and is located next to the Grade II listed Tylney Hall.
- 3.2 The GBOEC supports the delivery of the Brent Corporate Plan Priority 'Better Lives': 'Making sure that our children and young people have access to the best education and training, achieve to their potential and have the best start in life'.
- 3.3 The Centre offers outdoor education visits, either residential or day, which provide an invaluable opportunity to enrich young peoples' learning, increasing their motivation and desire to learn. All the children visiting the GBOEC have an opportunity to experience learning linked to the curriculum as well as experiencing learning in

an outdoor environment which includes raising their awareness of environmental sustainability issues and the contribution they can make.

- 3.4 The GBOEC provides opportunities for children to develop their self-esteem and emotional wellbeing and form and maintain worthwhile relationships. For children visiting the GBOEC, benefits include the opportunity to develop resilience and improve physical health, psychological and social wellbeing. A stay at the GBOEC also supports children to develop skills to manage risk and their own safety and encourages them to welcome challenge. The GBOEC provides a safe environment for children to be away from home, often for the first time, offering children life changing experiences that they value and remember into adulthood.
- 3.5 A visit to the Centre provides a unique experience for children of all ages, but especially for those who may not otherwise be able to access and experience the natural environment in a safe and secure countryside setting.
- 3.6 Schools have the option to tailor the programme at the Centre to their needs, whether that is for sessions linked to the curriculum, team building or, for example, end of term reward sessions for pupils.

4.0 DETAIL

- 4.1 In 2014/15 1,705 children stayed at the GBOEC as part of the residential programme and a further 2,969 children took part in Activity days and other non residential activities (Appendix B).
- 4.2 Activity days and other non residential activities continued to grow with a 23% increase in the revenue generated in 2014/15. Activity days are important in generating income for the Centre. This revenue supports the sustainability of the GBOEC as a residential centre for the children of Brent.
- 4.3 Visiting schools continue to appreciate improvements to the Centre's grounds and facilities every year. Staff continue to drive on-going improvements and developments at the Centre this year include:
 - A high ropes course - all Centre staff will undertake training in September.
 - A new "fox-proof" area is almost complete and ready for occupation by the chickens. Animals are a key differentiator from other residential centres and are an important resource to be loved, enjoyed and interacted with by visiting Brent children.
 - A new climbing wall
 - Five new baby goats.
 - A major contribution from a corporate volunteer day where the Centre secured 10 volunteers for one day and over £900 to help with improvements to the facilities at the Centre. A similar corporate volunteer day is in planning for October and they will also make a financial contribution to the Centre.

4.4 Update on the Shrubbery Building

Since the last report to the Schools Forum in 2014, following an options appraisal on 29 June 2015 the Council's Cabinet has approved an invest to save proposal to replace the poor condition Shrubbery dormitory with a new £500,000 facility that will provide modern living quarters for pupils and teachers with increased capacity from 26 to 40 children housed.

4.5 The new Shrubbery building will benefit the Centre, Schools and visiting children in many ways:

- a. The increased classroom resource as part of the new Shrubbery will assist the Centre in developing provision and maintaining the sustainability of the Centre.
- b. The lack of flexibility in the existing building's room design has led to under occupation owing to the need to accommodate groups with varying male female ratios, which for example, can be 12:20 male to female. The proposed new building will allow the GBOEC to use more flexible arrangements for the location of beds, meaning that there will be increased capacity.
- c. There will be better access for children with disabilities, enabling the GBOEC to improve accessibility and inclusion as well as accessing additional customer groups, potentially with funding support to offset costs.
- d. Better insulation will provide the potential for lower electricity costs.
- e. Better access to toilet facilities and better showering facilities close to the GBOEC's Tipi site will enable an increase in Tipi bookings.
- f. Importantly, the new accommodation will provide an opportunity for Brent schools that have been unable to visit the Centre owing to the increased size of their year groups will be able to make use of the enhanced accommodation.

4.6 The subsidy currently provided by the Schools Forum allows the Centre to provide places to Brent Schools at a reduced cost as below:

Main Building Based on occupancy of 32		Shrubbery Building Based on occupancy of 26		Tents/Tipis Based on occupancy of 24	
Average weekly cost Brent schools	Average weekly cost Non Brent schools	Average weekly cost Brent schools	Average weekly cost Non Brent schools	Average weekly cost Brent schools	Average weekly hire cost Non Brent schools
£4,428	£5,091	£3,598	£4,131	£3,467	£4,044

4.7 The average subsidy offered to Brent schools on the hire charge rate per week is therefore £663 for the Main Building, £533 for the Shrubbery and £577 for the tents/tipis. Feedback from schools indicates that ever increasing transportation costs mean that schools are looking to the Centre to hold prices in order to maintain affordability of both residential and day visits.

4.8 Brent schools also receive priority over non-Brent schools on residential bookings.

4.9 The Centre staff continue to work with schools to ensure that the Centre is well-used, with the Main Building and the Shrubbery running at 93.6% and 94.1% occupancy respectively (Appendix B).

5.0 FINANCIAL IMPLICATIONS

5.1 The proposal is to continue funding to the Gordon Brown Outdoor Education Centre at the same rate (£60,000) as in 2015/16.

5.2 This funding is contained and affordable within the Council's proposed DSG deployment for 2016/17.

6.0 STAFFING IMPLICATIONS

6.1 The proposals in this report have no staffing implications.

7.0 DIVERSITY IMPLICATIONS

7.1 The proposals in this report have no diversity implications.

8.0 LEGAL IMPLICATIONS

8.1 The proposals in this report have no legal implications.

9.0 BACKGROUND PAPERS

None

APPENDICES

- A. Feedback from visiting Schools in the 2014/15 academic year
- B. Occupancy rates and Activities in the 2014/15 academic year

CONTACT OFFICERS

Cate Duffy
Interim Operational Director Early Help and Education
0208 937 3510

Angela Chiswell
Head of Youth Support Services
0208 937 3667

Tess Malcolm
Head of Centre
01256 762824

Gordon Brown Outdoor Education Centre
Ridge Lane, Rotherwick
Hampshire
RG27 9AT

Appendix A

Comments from Visiting Schools in the 2014/15 Academic Year

including Princess Frederica C of E Primary School, St Mary's Catholic Primary School, St Joseph's Catholic Junior School and others...

- Thank you for making Gordon Brown an awesome place to be. I'm so sad we had to leave.
- Thank everyone for making Gordon Brown the best trip I've ever had.
- I would 100% come again.
- The food was delicious my favourite was either the BBQ chicken or the burgers.
- The Gordon Brown Centre gave me a great chance to take some great photos that I could share with my family and the animals well they were just adorable also very well brought up. I wish I didn't have to leave.
- The goats were fun to feed because they tickled your hand a lot the bunnies were really cute especially Chilli.
- It is my favourite residential trip.
- It was so fun if I could do it all over again I would!
- Please come to our school as I miss you.
- The night walk was amazing and we got to see deer and the World War I bomb shelter which was amazing and it went pitch black.
- I can't stop talking about the superb time I had and I think my sister is now dying to join you in two more years.
- I loved it - it was epic.
- On Thursday night I had the best time in my life.
- I will NEVER forget you!
- Every boy and girl that comes to the centre must realise how lucky they are to be staying there.
- I am 100% coming back soon maybe 1-5 years.
- I loved it and was very sad to leave.
- My favourite activity was the pond dipping because I had never seen a newt before.
- Thank you for the magnificent trip, I had such a phenomenal time.
- Everyone loved the trip from the start to the end and you made us happy to be away from home for the first time.
- Best three days of my life!!!

Appendix B

Occupancy rates and Activities in the 2014/15 Academic Year

Week beginning	Main Building - sleeps 32				Shrubbery - sleeps 26				Activities	
	no. of Brent schools	no. of non-Brent schools	no. of residing children	% take-up	no. of Brent schools	no. of non-Brent schools	no. of residing children	% take-up	camping children	holiday activity children
08 Sep 14		1	32	100%		1	26	100%		
15 Sep 14	1		19	59%	1		26	100%		
22 Sep 14		1	20	63%		1	18	69%		
29 Sep 14	1		20	63%	1		26	100%		
06 Oct 14		1	32	100%		1	26	100%		
13 Oct 14	1		33	103%	1		26	100%		
20 Oct 14	1		29	91%						
27 Oct 14	SCHOOL HOLIDAYS									271
03 Nov 14		1	32	100%		1	26	100%		
10 Nov 14	1		32	100%				0%		
17 Nov 14	1		32	100%	1		26	100%		
24 Nov 14										
01 Dec 14	BUILDING WORKS									
08 Dec 14	1		32							
16 Dec 14	ARCHERY TRAINING									
22 Dec 14										155
29 Dec 14	SCHOOL HOLIDAYS									
05 Jan 15	BUILDING WORKS									
12 Jan 15	BUILDING WORKS									
19 Jan 15	1		32	100%						
26 Jan 15	1		32	100%	1		26	100%		
02 Feb 15	1		32	100%	1		26	100%		
09 Feb 15	1		32	100%	1		26	100%		
16 Feb 15	SCHOOL HOLIDAYS									272
23 Feb 15		1	32	100%		1	26	100%		
02 Mar 15	1		32	100%			0			
09 Mar 15	1		32	100%	1		26	100%		
16 Mar 15	1		32	100%	1		26	100%		
23 Mar 15		1	32	100%		1	26	100%		

Week beginning	Main Building - sleeps 32				Shrubbery - sleeps 26				Activities	
	no. of Brent schools	no. of non-Brent schools	no. of residing children	% take-up	no. of Brent schools	no. of non-Brent schools	no. of residing children	% take-up	camping children	holiday activity children
30 Mar 15	SCHOOL HOLIDAYS									457
06 Apr 15										
13 Apr 15	1		32	100%	1		11	42%		
20 Apr 15	1		32	100%	1		26	100%		
27 Apr 15	1		32	100%		1	26	100%	9	
04 May 15		1	32	100%		1	26	100%		
11 May 15	1		32	100%	1		26	100%	18	
18 May 15	1		32	100%	1		26	100%		
25 May 15	SCHOOL HOLIDAYS									247
01 Jun 15		1	32	100%		1	26	100%		
08 Jun 15	1		32	100%	1		26	100%		
15 Jun 15	1		32	100%	1		26	100%		
22 Jun 15		1	32	100%		1	26	100%	26	
29 Jun 15	1		32	100%	1		32	123%	29	
06 Jul 15	1		35	109%						
13 Jul 15	1		32	100%		1	26	100%	16	
20 Jul 15	SCHOOL HOLIDAYS									272
27 Jul 15										
03 Aug 15										
10 Aug 15										
17 Aug 15										
28 Aug 15										
31 Aug 15										
Totals	24	9	1,020	93.6%	16	11	685	94.1%	98	2,969



SCHOOLS FORUM
Wednesday 16 September 2015

**Report from the Strategic Director of
Children and Young People**

For Decision

**5: Proposal for the future delivery of the Duke of
Edinburgh's Award programme in Brent Schools**

1.0 SUMMARY/INTRODUCTION

1.1 This report sets out the background and context in relation to the current delivery of the Duke of Edinburgh's Award programme in Brent, and puts forward a proposal for the future delivery of the Award programme in schools from 1 April 2016 for consideration and agreement.

2.0 RECOMMENDATIONS

2.1 The Schools Forum is asked to note changes to the Council's investment in the DofE award programme, including the proposal to close the Brent DofE Open Award Centre and to cease involvement in the direct running of the DofE programme from 1 April 2016.

2.2 The Schools Forum is asked to decide whether to support schools operating the DofE Award under their own licences by commissioning transition support from DofE London in 2015/2016 and whether to also support schools by funding the cost of the Operating Licence for schools in 2016/17 only.

2.3 The Schools Forum is requested to:

- a) Consider whether they would wish to fund collectively from the DSG the individual 2016/17 DofE Operating Licence costs for the seven Secondary Schools who currently run the Award programme.
- b) Additionally, whether Schools Forum would wish to extend the support at a) to the one Secondary School whose pupils predominantly access the Brent Open Award Centre currently.

In both a) and b) each School would then be responsible directly for the annual licence fee in subsequent years.

- c) Consider whether in addition to a) above to they would wish to fund collectively from the DSG transition support from the DofE London in partnership with Brent Council for the period January to March 2016 only, for the seven Secondary Schools who currently run the Award programme.
- d) Additionally, whether Schools Forum would wish to extend the funding support at c) above to the one Secondary School whose pupils predominantly access the Brent Open Award Centre, but who currently do not have their own programme.

The purpose would be to provide enhanced levels of support for staff and young people, establishing the foundations to develop a broad ranging school based DofE offer to students in readiness for the new licences coming into effect in April 2016.

- e) Consider whether to support an expanded offer to provide all fifteen Brent Secondary schools listed at Appendix 2 with the option to be included in offer a) and c) as above.

The funding requirement for each of the options as above is outlined at paragraph 5.1.

Voting is open to all Schools Forum members.

3.0 BACKGROUND

- 3.1 The Duke of Edinburgh's Award provides a programme of activities for young people aged 14 to 24 and aims to develop the whole person in an environment based on social interaction and team working. The DofE programme has three levels at Bronze, Silver or Gold standard. The Bronze and Silver Awards have four sections; Volunteering, Physical, Skills and an Expedition. The Gold Award also has a Residential section.
- 3.2 Taking part in the DofE Award programme builds confidence and develops young people's self-esteem. The programme requires persistence and commitment and has a lasting impact on the attitudes and outlook of young people who take part. Awards are highly valued by employers, colleges and universities and the skills development is recognised by young people themselves, as evidenced in the report 'Under Pressure: A report on employability and The Duke of Edinburgh's Award August 2014'. The report evidenced that 83% of DofE participants surveyed, who were expecting their exam results in August 2014, believed that completing their Duke of Edinburgh's Award would help them to demonstrate work-ready skills and make it easier for them to get a job. 93% of those surveyed reported feeling under pressure to demonstrate not just their academic achievements to potential employers, but also that they will be an 'all-rounder' in the workplace. Young people also reported that completing the Award enabled them to demonstrate skills in self-management, problem solving, team working and communication, as well as having developed a positive approach to work.

4.0 DETAIL

4.1 The Current Delivery Model

- 4.1.1 The Duke of Edinburgh's Award nationally is delivered under licence by over 400 Licenced Organisations. In Brent, schools currently operate their DofE Award programmes under the Duke of Edinburgh's Award Licence held by the Council, with the Council being the Operating Authority for the Award. Therefore, currently each participating school benefits by paying a fee of £500 as a share of costs, including the Brent Operating Licence cost of £2,960, plus a DofE charge per participant of £17 for Bronze, £17 for Silver and £24 for Gold. In addition, schools pay the Brent Programme £10 per place for Bronze, £15 for Silver and £29 for Gold, as a contribution towards the costs of staffing to support young people with their programme, including school based delivery and termly visits to participating schools, as outlined at 4.2.1 and 4.2.2 below.
- 4.1.2 In the current operating model the Council employs 10 staff (2.09 FTE) comprising a Co-ordinator and Qualified and Unqualified Instructors. The total current net operating cost of the Council's DofE team in 2014/15, after receipt of income from schools and participants and including the cost of delivery of the Open Award Centre, was £63,493.
- 4.1.3 A total of 550 young people in Brent began participation on the DofE Award programme in Brent in 2014/15 with an average of 800 young people working towards an award at any one time. In 2014/15 young people completing the Volunteer section of their DofE programme contributed 6,328 volunteering hours to the community, adding social value to the local economy, charities and community groups.

4.2 Schools-based Delivery

- 4.2.1 Under the Council's Licence, schools receive the following support from the Brent Council DofE team:
- a) Quality assurance, advice and guidance.
 - b) Additional advice and support for schools new to the programme or where there is a change of school DofE Unit Leader.
 - c) Termly programme review meetings with each school.
 - d) Set up of Award Participants on eDofE, an interactive online system that helps young people manage their DofE programme and enables Leaders to monitor their progress. Young people cannot gain access to eDofE without the involvement of a DofE Leader.
 - e) Organisation, event management and hosting of three award presentation evenings for participants per year. It is the responsibility of the Licence holder to deliver the presentation evenings.
 - f) Quality Assurance via a sample verification of assessor reports on eDofE.
 - g) 100% verification of assessor reports for new schools/new schools based DofE leaders.

- h) Discussion with the school based DofE Unit Leader where any issues arise from verification.
- 4.2.2 Where schools wish to engage the Brent DofE team to deliver further services these are currently offered to schools at an additional cost. These services include:
- a) Running expedition training.
 - b) Assessing the performance of participants on expeditions.
 - c) Monitoring the progress of participants via the eDofE system on a fortnightly basis.
- 4.2.2 The current participation by schools in the DofE programme is as follows:
- a) Of the fifteen secondary and special schools in Brent, seven schools operate DofE Awards programmes under the Brent Operating Licence.
 - Alperton
 - Ark Academy
 - Capital City Academy
 - Kingsbury High School
 - Queens Park Community School
 - St Gregory's Science College
 - Woodfield Secondary School
 - b) In addition, the Swaminarayan School operates under the Brent DofE licence, but as an Independent school would be outside the scope of these proposals.
- 4.2.4 Some of the schools listed at 4.2.3(a) above also currently use the Open Award Centre where the school's own provision is fully subscribed (overspill), or where pupils wish to access Silver or Gold provision from a school where only the Bronze Award is provided.

4.3 The Brent Open Award Centre

- 4.3.1 Brent Youth Support Services currently deliver up to 180 places each year through the Open Award Centre based in Roundwood and Poplar Grove Youth Centres, making places available to young people who may not otherwise be able to access a programme. Use of the Open Award Centre is typically for one of the following reasons:
- a) Overspill access where the school's own provision is fully subscribed, as above.
 - b) Participation at Bronze Award level where the school does not currently participate in the DofE Award programme.
 - c) Participation at Silver or Gold Award levels where the school does not currently provide this.
 - d) Young people living in Brent who are not attending a Brent school.
- 4.3.2 In 2014/15, 131 young people participated through the Open Award Centre, with 71 at Bronze, 49 at Silver and 12 at Gold levels.

- 4.3.3 Eight Brent schools have a total of 100 pupils accessing the Open Award Centre, with the highest number (65) being from Claremont High School Academy. In addition are small numbers from the College of North West London (1) and two Independent Schools (4).
- 4.3.4 Twenty young people were attending schools in nine other LA areas.
- 4.3.5 Although numbers are small, the Open Award Centre may also provide a route to participation for young people in employment or training or those for whom a more targeted approach is appropriate eg LAC young people or those not in education, training or employment.
- 4.3.6 Ninety seven of the young people lived in Brent and 34 lived in either Ealing (3), Harrow (29), Barnet (1) or Hertfordshire (1).
- 4.3.7 Overall, the overwhelming majority of young people participating in the Open Award Centre provision were in education.

4.4 Proposals for the Future delivery of the schools DofE Award Programme in Brent

- 4.4.1 Subject to the outcome of consultation on the Council's Youth Service and a decision on a future model to be taken by the Council's Cabinet on 19 October 2015, the Council will be unable to fund future investment in DofE delivery and support for schools within the budget for youth services. School and local authority licensing arrangements will therefore need to separate from April 2016. In this context, there are a number of potential options for the future delivery of the DofE Award from 1 April 2016. A range of delivery models have developed across London.
- 4.4.2 The future operation of the Open Award Centre is currently under consideration as part of the Local Authority's review of Youth Services and is likely to be subject to closure. This is in the context of significant reductions in the Council's budget, and the consequent need to meet planned reductions in youth service expenditure, with a budget reduction of over 70% from £1.4m in 2014/15 to £400,000 in 2016/17. A decision on the future delivery model for Youth Services in Brent, including the future of the Open Award Centre, will be taken by the Council's Cabinet at the meeting of Cabinet on 19 October 2015.

4.5 Proposed Model for schools based delivery from 1 April 2016

- 4.5.1 The current Operating Licence for Brent will continue until 31 March 2016. Under this proposal, from 1 April 2016 schools would hold individual licences with the DofE Charity at a cost of £1,270 per school, plus the DofE charge per participant of £17 for Bronze, £17 for Silver and £24 for Gold. There would be no Brent charge added to this cost. DofE London Region would provide direct support to teaching staff, leaders and volunteers in schools to develop the programme going forward. DofE staff from London Region would work directly with schools bringing each to a standard that enables

the broadest possible outcomes in terms of learning, innovation and accreditation, under a model that can be developed across different age groups and at all levels of DofE from Bronze through to Gold. Each school would need to identify its own DofE Manager¹ and ensure its own compliance with the terms of the Licence.

- 4.5.2 It is proposed that to support the move to the new Operating Licence arrangements from 1st April 2016, the cost of the individual schools licencing is supported from the DSG in the first year i.e. for 2016/17 only. This would be at a cost of £1,270 per participating school. The total cost would be £8,890 for the 7 participating schools listed at 4.2.3(a) and £10,160 if the offer were to be extended to the one Brent school, Claremont High School Academy, that currently makes significant use the Brent Open Award programme (option at 2.3, a) and b) of this report). Should the offer be extended to all Brent schools, the maximum cost would be £19,050.
- 4.5.3 Under these direct licencing arrangements the DofE London Region would provide the following services as part of the licence and participant fees:
- a) An initial meeting with all Unit Leaders to identify support needs and provide eDofE Training, normally a full Day.
 - b) Appropriate and dedicated time of one of its Operations Officers to support schools to include termly quality review meetings.
 - c) A training and information session to “up-skill” teachers and Unit Leaders in respect of their new Directly Licensed Centre (DLC) responsibility, normally a Twilight Meeting.
 - d) Access to the Regional Training Portfolio at a minimum cost to individual staff (Teachers, Leaders, Volunteers) as required.
 - e) Help and advice for the Expedition Section as required by individual Schools.
 - f) 9 to 5 office support via e-mail and telephone for all Schools based DofE Leaders.
 - g) An Operations Officer to assist with one Brent-wide Annual DofE Presentation Event.
 - h) Brent-wide statistics under one report to monitor progress in light of DofE’s intervention, celebrate success and contrast/compare data with similar London Local Authority areas.
- 4.5.4 Information about the benefits of becoming a DofE Licence holder is attached at Appendix 1.
- 4.5.5 Schools staff could choose either to run their own expedition activities or alternatively approach approved expedition providers to access practical expedition support. This would incur additional charges for participants and/or schools as appropriate and as agreed with the expedition provider.

¹ Once the School becomes the Licence Holder, the Unit Leader becomes known as the ‘DofE Manager’

- 4.5.6 There is evidence from 14 Local Authority areas in London where this model is in place to suggest that the number of participants under an individual schools led model will increase over time.
- 4.5.7 The advantages of developing a schools-based model now would be:
- a) To enable schools to secure from DofE London Region appropriate levels of support for delivery of the DofE programme from 2016/17 onwards.
 - b) To manage the transition to independent delivery arrangements within the current financial year.
 - c) To promote growth in participation in the future.
 - d) To access support for schools not currently participating from a dedicated DofE Operations Officer to establish a DofE offer for their students.
- 4.5.8 Potentially, additional support to prepare for the transition could be provided by DofE London region to individual schools at a cost £330 per participating school between 1 January 2016 to 31 March 2016, with individual school licences then taking effect from 1st April 2016, (option at 2.3, c) and d) of this report). The total cost of this transitional support would be £2,310 for the 7 participating schools listed at 4.2.3(a) and £2,640 if the offer were to be extended to the one Brent school, Claremont High School Academy that currently makes significant use the Brent Open Award programme. Should the offer be extended to all schools, the maximum cost would be £4,950. Transitional support would include a dedicated Operations Officer to work along school staff to develop roles, responsibilities and infrastructure within each Centre to achieve the best outcomes for students.
- 4.5.9 If the proposal at 4.5.8 is agreed, Brent Youth Service staff would continue to support schools with current delivery until March 2016 with the additional transition support from DofE London taking effect on 1 January 2016.

4.6 Potential impacts of the closure of the Open Award Centre from 1 April 2015

- 4.6.1 Unless another provider were to step in and establish an Open Award Centre, the closure of the current Open Award Centre could potentially lead to:
- a) Reduced access to the programme for older young people, young people who are not in education, young people attending schools outside Brent or attending Alternative Education settings.
 - b) Reduced overspill access for young people whose own school based provision is over-subscribed.
 - c) At least in the short term, the need to signpost elsewhere young people whose schools do not currently provide Silver or Gold Award programmes.
 - d) The need for schools to register their own participants on the eDofE system and identify a DofE Unit Leader and an Internal Verifier for their assessments.

5. FINANCIAL IMPLICATIONS

5.1 The table below sets out the cost of each option:

Option at 2.3		Cost ex VAT
a)	DofE Operating Licence for one year only from 1 April 2016 to 31 March 2017 to support the move to schools holding their own licences - £1,270 for each of 7 participating schools.	£8,890
b)	Extend the support at b) to the Secondary School whose pupils predominantly access the Brent Open Award Centre currently - £1,270.	£10,160
c)	In addition to b) above - enhanced transition support from the DofE London in partnership with Brent Council for the period January to March 2016 only, for the 7 Secondary Schools who currently run the Award programme - £330 for each of 7 participating schools.	£2,310
d)	Extend the support at d) to the Secondary School whose pupils predominantly access the Brent Open Award Centre currently - £330.	£2,640
e)	Supporting from the DSG an expanded offer, for 2016/17 only, to include all 15 Brent Secondary schools in the offer at b) and d) above. Maximum costs: £19,050 for 2016/17 licences £4,950 for transition support £24,000 maximum total should all schools take up the offer	Maximum Total cost £19,050 for licences, £4,950 for transition support. Maximum total £24,000

5.2 It is proposed that the cost of the preferred option would be funded from the Brent retained DSG in 2016/17 and thereafter from those participating schools within their delegated budgets. As at September 2015, the one off cost from the Brent retained DSG in 2016/17 is deemed affordable based on current known commitments.

6.0 STAFFING IMPLICATIONS

6.1 There are no staffing implications relating to Council employed staff arising directly from these proposals. Any impacts arising from the Cabinet decision on the future delivery of youth services from 1 April 2016 will be subject to the Council's Managing Change Policy.

6.2 However, where schools take on individual responsibility for the DofE programme each Licence holder would need to have in place identified staff with associated roles and responsibilities. The 'DofE Manager' of each licence (the teacher with day to day responsibility) would need sufficient time to undertake their duties. Each school

would need to identify an internal verifier by the end of year 1 of the licence.

7.0 DIVERSITY IMPLICATIONS

7.1 There are no diversity implications arising directly from these proposals and there is evidence from DofE London Region to suggest that a schools based delivery model could result in higher levels of participation. Diversity implications in relation to the Council's Open Award Centre will be addressed in the Council's report 'Youth Services in Brent –A New Delivery Model' to be presented to Cabinet on 19 October 2015.

8.0 LEGAL IMPLICATIONS

8.1 The proposals in this report have no legal implications.

9. BACKGROUND PAPERS

9.1 Underpressure: A report on employability and The Duke of Edinburgh's Award August 2014 <http://www.dofe.org/go/employability/>

9.2 Appendix 1 - The Benefits of a DofE licence
Appendix 2 – List of Brent Secondary Schools

CONTACT OFFICERS

Angela Chiswell
Head of Youth Support Services 0208 937 3667

Ravinder Jassar
Senior Finance Analyst 0208 937 1487

Cate Duffy
Interim Operational Director Early Help and Education 0208 937 3510



The Benefits of a DofE Licence

As part of the Licence agreement, the DofE aims to provide:

- A statement of the Charity's vision, mission and guiding principles
- An effective programme of personal development for all young people
- A programme that attracts volunteers, is easy to understand and straightforward to run
- A programme that is held in high regard within education, by employers, parents and wider communities
- A Licence with periodic review
- A quality review system monitored by the DofE
- Information, advice, assistance and regular personal contact with the Charity's staff to address concerns, give access to networks of the Charity's partners and sharing good practice
- Assistance with systems to support the gathering of Management Information such as eDofE
- Advice and assistance for promoting and working with eDofE through a range of resources and staff support
- A wide range of resources to support delivering DofE programmes such as Programme Planners, Session Planners, a Leaders Programme Checklist, and templates as well as resources available on the online shop (The Handbook for DofE Leaders, Programmes Pack, promotional literature)
- A wide range of training resources to support delivering DofE programmes using a comprehensive Modular Training Framework, such as The Introduction to DofE course, e-induction and the Expedition Supervisor Training Course.
- Access to:
 - National events for senior management (recent examples include the Royal Charter event, Celebrating Partnerships)
 - A modular training framework with high quality guidance for every DofE delivery role
 - A logo and brand with high levels of recognition which provides confidence to parents and guardians
 - 8 Gold Award Presentations a year in London
 - 3 magazines a year
 - National website with links to Licensed Organisations
 - Expedition Guide
 - DofE Handbook for Leaders
 - Section leaflets
 - Programmes Packs
 - Promotional leaflets

- Promotional posters
- Achievement Pack samples
- The DofE promotional movie collection
- Promotional merchandise (supporter's pins, pens, mousemats, mugs, bags for life, DofE charms, window stickers)
- Exclusive access to:
 - Sectional certificates
 - Level certificates
 - Level badges and pouches
 - DofE cloth level badges
- A commitment to inclusive and equal opportunities throughout the DofE
- Information and support for working with Approved Activity Providers (AAPs)
- Opportunities for Licensed Organisations and Participants to influence the DofE's development through the Review Process
- The means for young people in the DofE to comment on their experience and influence the services they receive.

In support of the above the DofE will seek to work in close partnership with Licensed Organisations to attract and support sufficient participants, volunteers and partners to deliver the DofE Mission.

A DofE Licence with the London Regional Office specifically provides:

Administrative Support

- 9am to 5pm Monday to Friday excluding Bank Holidays - Telephone and email access to Regional Office for on-going support
- Website / Brokering contacts & Networks
- Dealing with queries from parents, teachers, young people etc.
- Access to Regional Licensed Organisations Meetings
- eDofE Phone Support
- Gold Award Administration
- Quality Checks & Collection and analysis of Annual Statistics
- Recognition of leaders and volunteers through WITH THANKS and LONG SERVICE certificates and other acknowledgements
- Administration of Expeditions Overseas Forms
- Administration of expedition variation applications
- Advice on the use of the DofE logo
- A monthly Regional Newsletter & Updates

Operational Support

- Scheduled quality review visits by Regional Operations Officer(s)
- Gold Expedition Notification Support and Assistance
- Advice and Guidance on facilitating each section of DofE programmes
- Networking within The DofE and other organisations
- Presence at Presentation and Prize Giving Events
- Facilitating communication between participants / Leaders and Head Office staff
- Quality Assurance - Help and advice as a result of Expedition and Admin Audits
- Advice and Guidance on International Ventures / Residentials
- Aligning DofE to Youth Service curriculum & other accreditation
- Aligning DofE to National Curriculum, Enrichment Activity and other accreditation
- Support with School's Charity Status (Where Charity Status is in place)
- Membership of Regional Independent Schools' Consortia (Independent Schools Only)

- Membership of Regional Secondary Schools' Consortia (State Schools and Academies only)
- Membership of Schools "on-line" network
- VIP Presence at Gold Award Presentations in St. James' Palace
- Reporting and Dissemination of Annual Statistics
- Expedition & Assessment support from Expedition Assessor Networks and Coordinators

Regional Office Support with Training

- eDofE support (inc. eDofE Training for DofE Managers)
- Access to "in-House" bespoke eDofE Training – Small additional charge
- Subsidised training (Modular Training Framework)
- Subsidised training (QCF – Basic Expedition Leader Level 3)
- Subsidised training (QCF - Youth Work Levels 2 & 3)
- Subsidised Annual Conference Fee

Funding

- Assistance with Fundraising bids
- Access to Regional bursaries

Access to Regional Opportunities for Young people

- A place on the Regional Gold Award Forum (Young Ambassadors)
- Open Expeditions
- Access to Open Expeditions through the London Region Office
- International Residential Opportunities
- London's New Leader Programme
- Regional representation at events
- Sectional Opportunities

Further Benefits

- Framed Licensed Organisation Certificate
- Certificate Presentation – at either a Gold Award Presentation or a Local Event

DCSF CODE	Type of School	Name of School
3045405	Academy	Alperton Community School
3046906	Academy	Ark Academy
3044001	Academy	ARK Elvin Academy
3046905	Academy	Capital City Academy
3045400	Academy	Claremont High School Academy
3045404	Academy	Convent of Jesus and Mary Language College
3044033	Voluntary Aided	JFS
3045402	Academy	Kingsbury High School
3045407	Voluntary Aided	Newman Catholic College
3045410	Academy	Preston Manor School
3045403	Academy	Queens Park Community School
3045406	Voluntary Aided	St Gregory's Catholic Science College
3046907	Academy	The Crest Academies
3044006	Academy	Wembley High Technology College
3047000	Academy	Woodfield Secondary School