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**UPDATE ON UNIVERSAL FREE INFANT MEALS – PROGRAMME OF WORKS**

*Report of the Director of Education and Early Intervention*

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**1. Purpose of the Report**

- 1.1. To update Forum on the capital programme developed to support the implementation of universal free infant meals and on the revenue arrangements for the duty and issues arising.

**2. Recommendations**

- 2.1 Forum is asked to note the report and the actions proposed.

**3. Background**

- 3.1 Following the January 2014 update report to Forum on the implementation of and arrangements for Universal Free Infant Meals, considerable progress has been made in defining a proposed capital programme to support schools in meeting the duty; and in clarifying revenue arrangements with the DfE.
- 3.2 This paper updates Forum on both the capital and revenue arrangements for implementing the duty but has a particular focus on the capital programme given the decision of forum in November 2013 to allocate an additional £2,677,000 of DSG funding to the capital programme.

#### 4. Update Capital Programme and School Surveys

- 4.1 A total capital funding envelope of £5,750,074 has been identified to support schools in meeting the duty. This is broken down as:

Source	Funding
Government Grant Community Schools	£2,474,003
Government Grant VA Schools	£599,071
DSG	£2,677,000
<b>Total</b>	<b>£5,750,074</b>

- 4.2 As detailed in the January forum paper, an initial analysis of school kitchen and dining arrangements undertaken by HCL identified some broad principles against which an initial allocation of funding was made. Principally the major assumption was that the greatest need for capital investment would be in equipment. Whilst it was acknowledged that a number of schools do operate with smaller kitchens and dining spaces than they would like, the size of kitchens and dining rooms was generally not an issue and expansion would not represent not practicable in terms either or cost or of delivery timescales, not least because there is no certainty that the provision of universal will continue after 2016/17.
- 4.3 Following the January paper, a 334 scoping surveys have been completed by HCL to understand the totality of need across the County and enable a draft capital programme to be developed. More detailed surveys are now underway and the results of these will be shared with Heads as detailed below.
- 4.4 133 surveys have been undertaken at schools with a projected increased of 50 or more meals per day, those considered to face the most significant challenge in meeting the duty. The Heads of these schools will be written to in the next fortnight with survey reports and anticipated timescales for works and installations.
- 4.5 The HCL Projects Team is currently carrying out surveys at 81 schools that have a projected increase of between 30 to 50 extra meals from September, a total of 81 schools. The Heads of these schools will receive the survey results and proposed next steps and anticipated timescales as surveys are completed.
- 4.6 In the 120 schools identified during the scoping surveys where current cooking equipment was assessed as sufficient to cover extra meals full survey visits are not planned. A contingency has been built into the equipment budget in order to equip any kitchens in this category that do experience problems.

- 4.7 Letters will give schools an to discuss any resulting concerns with the HCL team prior to the ordering of equipment or commissioning of proposed works.
- 4.8 HCL will be working towards completion of works for as many schools as possible for September - however this timescale may need some flexibility around full completion and will invariably require access to schools over the summer to enable minor works and installations to be completed.
- 4.9 As part of the survey process, all non HCL schools were written to and asked to identify challenges in meeting the duty. To ensure a rigour and parity to the allocation of funding, these needs were verified by HCL. 20 surveys have been undertaken by HCL at non-HCL schools. Where costs have been identified through the survey process they have been included in the capital allocations set out below. The survey results of non-HCL managed schools will be shared in the same way as HCL schools over the coming weeks.
- 4.10 Forum noted in January that dining and kitchen sizes did represent a challenge to managing the provision of school meals in some schools and where necessary, expansion should be considered as part of the UFIM capital programme. A total of twelve schools identified particular dining space or kitchen constraints. An 'expert team' was then commissioned to independently assess whether expansions were necessary or if the duty could be met through a more efficient furniture layout, increased kitchen staffing or reasonable management changes .
- The team included a former primary sector head and a furniture expert and a kitchen expert. In ten of the twelve schools the team concluded that issues identified by the school could be solved through more efficient furniture layouts and additional staffing. In one school the team recommended a dining room extension and in a second a kitchen extension. The costs of the proposed solutions in all twelve of the schools have been factored into the capital programme as individual school projects. These schools are identified in the list of individual school projects in Community Schools at Annex 1.
- 4.11 The individual projects line also allows for modifications in some kitchens to allow for additional serving hatches and more efficient kitchen layouts. Of the 333 schools surveyed, specific projects beyond upgrade and provision of new equipment have been identified at twenty sites varying from provision of a mobile pod where there is no kitchen, to mobile pods to provide additional storage or kitchen space to additional serving hatches at schools that have been expanded from 1fe to 2 or 3fe with no increase to core facilities. These schools are identified in the list of individual school projects in Community Schools at Annex 1. Budgets will be developed as part of the next stage of detailed development and therefore the sums detailed are purely indicative at this early stage.

- 4.12 The independent advice of the expert team particularly that of the former primary sector head has proved extremely valuable in assessing individual proposals set-out by schools. In light of this advice and the HCL kitchen surveys, officers are confident that the needs of all schools that have engaged in the process have been assessed and capital allocated based on greatest need.
- 4.13 Generally the greatest investment is in new equipment and upgrades in schools where over fifty additional meals are being produced but there are some notable exceptions where kitchens are already at capacity and even a small additional increase in meals necessitate new equipment.
- 4.14 A total of thirty schools have been identified in the community sector and thirty five schools in the VA sector where new equipment is required to enable an increase in meal production which triggers the need to replace or upgrade ventilation systems. Wherever possible electric rather than gas equipment is being installed to limit the number of ventilations required.
- 4.15 The proposed capital programme budget is proposed as follows:

	<b>Identified Need</b>	<b>Proposed Funding</b>
Individual School Projects Community Schools- includes 20% contingency to cover projects yet to be scoped	£750,000	£750,000
Individual School Projects VA Schools	£109,163	£41,163
Ventilations Community Schools	£1,320,000	£1,320,000
Ventilations VA Schools	£1,848,000	£1,042,000
Equipment	£2,398,000	£2,398,000
8% Equipment Contingency	£200,000	£200,000
Total	£6,617,590	£5,743,590
Funding Envelope	£5,750,074	£5,750,074
Balance	<b>-£867,516</b>	£0

- 4.16 As evidenced above, the funding envelope is sufficient for the need identified within the community sector, but not for VA schools. Funding is sufficient to meet the needs of Jewish schools but both the C of E and Catholic sectors have a shortfall. The Catholic sector is expected to bridge the gap through a top-up of LCVAP funding and the C of E sector through a top-up of LCVAP funding from both this financial year and future financial years.

- 4.17 The DSG that Forum agreed to include within the financial envelope has been allocated to the VA sector based on the total number of infant pupils in Hertfordshire. The VA sector is therefore receiving a proportionate amount of funding relative to its population of pupils.
- 4.18 Proposals for DSG funding were received from two Academies that each had two AMCF bids in progress and were advised by the DfE that their capital bids for UFIM would not be supported. Both have been included within the Community Schools Projects at a total cost of £20,000.
- 4.19 A single equipment budget is being provided to meet the needs across all schools. This includes an 8% contingency.
- 4.20 The programme reflects that which was estimated in the January forum paper but with considerably higher ventilation works required in VA schools. This reflects the fact that the LA invested considerably in a programme of ventilations adding capacity to kitchens in recent years enabling additional equipment to be installed without the need for further upgrades. VA schools have not undertaken ventilation programmes meaning that replacements and upgrades are needed in a greater number of schools when new equipment is installed.

## **5. Update Revenue Funding**

- 5.1 At the last update on the implementation of Universal Free School Meals in January 2014 the revenue arrangements had not been announced.
- 5.2 Last month the DfE confirmed that revenue funding will be based on a rate of £2.30 for each meal taken by pupils who will become newly eligible for a FSM as a result of the UIFSM policy. Schools will be expected to continue to fund meals for pupils eligible for FSMs under the existing criteria in the same way that they do currently. The DfE will introduce a new indicator on the Schools Census which will enable schools to state how many newly eligible infants (i.e. infants not eligible for free school meals under the existing criteria) are taking a Free School Meal from October 2014.
- 5.3 Schools will be notified of their provisional full year revenue funding allocation for Universal Free Infant Meals for the 2014 to 2015 academic year in June 2014. Local authorities will receive the first 2014 to 2015 payment for maintained schools at the end of June 2014, with academies and free schools shortly after in their next scheduled payment in early July, and newly opening academies and free schools in early September. HCC will biscuit funds to Community Schools in the July or August biscuit run. Payment will provide funding for the first two terms of the academic year (which represents the remainder of the 2014 to 2015 financial year).

- 5.4 This allocation will be based on pupil data from the January 2014 Schools Census as well as planning assumptions that (i) 87% of newly eligible pupils will take meals, and (ii) those pupils will take 190 school meals in the course of a full academic year. This provisional allocation will be revised later in the academic year based on actual take-up data derived from an average of the October 2014 and January 2015 Schools Censuses and the payment for the third term of the 2014 to 2015 academic year will be adjusted accordingly.
- 5.5 Schools with an actual take-up rate above the assumed take-up rate of 87% will have the provisional third term payment, to be made in April 2015, adjusted upwards and those below this rate will have it adjusted downwards. Those schools with low levels of take-up may receive no extra payment in the third term. The DfE expects the number of schools in this position to be very small.
- 5.6 Given that payment will be in advance and payment to caterers is generally made monthly in arrears, it is anticipated that schools will always be in a positive cash flow situation even when funding is for 87% uptake but actual uptake exceeds this figure.

## **6. Impact on Pupil Premium from Universal Free School Meal Entitlement**

- 6.1 The DfE has clarified that there will be no change to the current arrangements for Free School Meals and that Pupil Premium pupils should be identified in the same way. This places a challenge to schools as the incentive for parents to register for a free school meal is removed as the meal is universally provided.
- 6.2 HCC is currently considering how best to support schools in identifying Pupil Premium pupils. Following discussion with the DfE and other Authorities it is proposed that the current online Free School Meal system is modified and that all parents of eligible infants are required to register as is already the case in many London Boroughs. The registration process will require parents to detail any benefits that they receive. Where Pupil Premium pupils are identified, their details will be included in SOLERO in the same way as currently.
- 6.3 It is probable that the introduction of Universal Infant Free Meals will impact negatively on the numbers of pupils identified as being entitled to Free School Meals and therefore on budget shares. A consultation therefore may be necessary over the summer on moving from Free School Meal Entitlement to Ever 6's when calculating budget shares.

## **7. Implementation Update**

- 7.1 Following the January update to forum, all non-HCL schools were written to offering a free HCL survey to assess their needs. All schools have also received a letter about revenue funding.
- 7.2 A page on the Grid has been developed to support schools which includes Frequently Asked Questions  
<http://thegrid.org.uk/info/meals/index.shtml>
- 7.3 An article will also be included in the next Schools Bulletin to advise schools of a series of Roadshows on implementing the duty to be run by the DfE, and to remind schools of the tools available on the Grid.

## **8. Conclusions:**

- 8.1 Forum is asked to note this report and the actions proposed.

## Annex 1- Proposed Capital Works Programme

### Maintained Schools Individual Projects

Note that projects are as identified in surveys and will need to be agreed and further refined with Schools, costings are in most cases are purely indicative as detailed quotes need to be sought for projects.

<b>Community Schools Kitchens and Furniture Projects</b>	<b>Early Estimated Cost</b>	<b>Works Required- note that these sums are provisional and will be agreed once detailed surveys have been undertaken and the work tendered</b>
<b>Wood End</b>	<b>£36,208.00</b>	Additional Serving Hatch
<b>Coatesway</b>	<b>£8,415.00</b>	Additional furniture to enable sufficient seating
<b>Cranborne</b>	<b>£10,115.84</b>	Additional furniture to enable sufficient seating
<b>Wormley</b>	<b>£2,051.97</b>	Additional furniture to enable sufficient seating plus additional storage and hardstanding
<b>Laurence Haines</b>	<b>£14,103.94</b>	Additional furniture to enable sufficient seating. Potential extension to servery.
<b>Abotts Langley</b>	<b>£100,000.00</b>	Infill of courtyard to provide additional dining space
<b>Windhill</b>	<b>£14,000.00</b>	Additional furniture to enable sufficient seating
<b>Prae Wood</b>	<b>£15,000.00</b>	Figure to be confirmed. Provision of additional ovens, refrigeration and equipment.
<b>Woolenwick</b>	<b>£1,532.48</b>	Additional furniture to enable sufficient seating
<b>Spellbrook</b>	<b>£110,000.00</b>	0.5e entry
<b>Roundwood Primary</b>	<b>£80,000.00</b>	Provision of a kitchen pod
<b>Martinswood</b>	<b>£25,000.00</b>	Provision of an additional serving hatch
<b>Swingate</b>	<b>£15,000.00</b>	Remodelling works
<b>South Hill</b>	<b>£66,000.00</b>	Remodelling of kitchen to provide sufficient equipment space to deliver to duty
<b>Hartsfield</b>	<b>£50,000.00</b>	Nominal sum to provide a storage pod for kitchen equipment as kitchen currently not sufficient.
<b>Highwood</b>	<b>£10,259.85</b>	Additional furniture to enable sufficient seating
<b>St Mary's Baldock</b>	<b>£50,000.00</b>	Provision of a kitchen pod to increase capacity in Infant School as kitchen currently shared with Junior School



<b>Projects to be identified but not yet costed</b>	<b>£142,500</b>	Giles Infants
		Morgans
		Brockswood
		Oakwood
		Orchard
		Richard Whittington
		Watton at Stone
<b>SUB-TOTAL</b>	<b>£750,187.08</b>	

### Academy Schools Individual Projects

<b>Academies Kitchens and Furniture Projects</b>	<b>Estimated Cost</b>	<b>Works Required- note that these sums are provisional and will be agreed once detailed surveys have been undertaken and the work tendered</b>
St Mary's Royston	£15000	Additional equipment and electrical upgrades
Fleetville	£5000	Installation of hot cupboards and units

### List of Community School Ventilations

1	Pixmore Junior
2	Northfields Infant and Nursery
3	Grange
4	Featherstone Wood Primary
5	Burleigh Primary
6	Kenilworth Primary
7	Cunningham Hill Infants
8	Codicote Cof E VC Primary
9	Aboyne Lodge
10	Templewood Primary
11	Watford Field Infant and Nursery
12	Strathmore Infant and Nursery
13	Harwood Hill Infant and Nursery
14	Green Lanes
15	Spellbrook
16	Westfield Community Primary
17	Millbrook Primary and Nursery
18	London Colney Primary School
19	Pixies Hill Primary
20	Greenfields Primary
21	The William Ransom
22	The Lea Primary and Nursery
23	Pirton School

24	St Catherines CofE Primary VC Ware
25	Potten End First Lower
26	Bernards Heath infants
27	Morgans Primary
28	Woolenwick Infant and Nursery School
29	Holwell
30	Wilshire Dacre (Agreement prior to academy conversion)

### VA School Individual Projects

VA Schools Kitchens and Furniture Projects	Estimated Cost	Works Required- note that these sums are provisional and will be agreed once detailed surveys have been undertaken and the work tendered
	£50000	Installation of kitchen
	£50000	Installation of kitchen

### VA School Ventilations

Ventilations have been identified as being required in 35 VA Schools