

**EDUCATION EMPLOYMENT SUB COMMITTEE  
11 OCTOBER 2005**

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**REMODELLING OF SCHOOL WORKFORCE  
(Director of Education Children's Services and Libraries)**

**1 INTRODUCTION**

- 1.1 The purpose of this report is to provide an update on the progress made in Bracknell Forest on School Workforce Remodelling, following the reports given at the meetings of the Sub Committee held on 8 April 2003, 13 January 2004, and 12 October 2004.

**2 RECOMMENDATIONS**

- 2.1 **That the Committee notes the progress made in changing the current working arrangements in schools as required by the National Agreement, as set out below.**

**3 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

Borough Solicitor

- 3.1 There are no specific legal implications arising from this report.

Borough Finance Officer

- 3.2 The financial implications of this report are set out in the supporting information.

Access Implications

- 3.3 There are no specific access implications arising from this report.

**4 SUPPORTING INFORMATION**

School Progress

- 4.1 All Borough schools were engaged in remodelling by December 2004 and completed remodelling training by June 2005. The Remodelling Adviser continues to support schools during the remodelling process. In particular, support is available for schools undergoing major management or organisational changes, brokered through the Remodelling Adviser.
- 4.2 All governing bodies have now received input in the remodelling process, through the attendance of at least one governor at a specific training event for governors, a 'bespoke' school training event or through attending tranche training events on behalf of the school. There were no applications for the governor training courses planned for the Spring and Summer terms 2005, resulting in their cancellation. The Remodelling Adviser has been happy to respond to school Governing Body requests for 'bespoke' training connecting remodelling with other issues, such as effectiveness of the Governing Body or preparation for OFSTED. The Governors' Pack 'School Remodelling: A Guide for Governors IV' has recently been circulated to schools with copies for Chairs of Governors and Heads. We recommend that Governors discuss the information therein and check school compliance with all phases of the National Agreement.

#### 4.3 Stage 3 of the National Agreement

A survey of schools in May / June 2005 indicated that schools had well founded strategies for implementing the guaranteed Planning Preparation and Assessment time for teachers in connection with the third stage of the National Agreement. Training in Autumn 2004 (Primary schools) and January 2005 (Secondary and Special schools) was attended by all Bracknell Forest schools. Support during the Autumn term 2005 will be given to any schools experiencing difficulties in implementing school plans, to ensure compliance. A follow up call to schools as part of a national NRT sample survey has indicated that all Primary and Secondary schools and the Special school have achieved the third stage of the National Agreement.

#### 4.4 Stages 1 and 2 of the National Agreement

Follow up support in the Autumn and Spring 2005 verified compliance with phases 1 and 2 of the National Agreement by all Bracknell Forest schools and that plans were in place for implementation of phase 3. The Borough Council survey of all staff in May 2005 sought views of school staff on remodelling matters and those of teachers on the implementation of the National Agreement. The survey, responded to by 25% of school staff, seems to challenge our views of compliance. Headteachers have been advised to check that compliance is still valid and to remind staff of what is in place to ensure that they do not have to carry out the 24 administrative tasks.

#### 4.5 Support and Training

Support for schools during 2005/06 includes training on the development of support staff, developing sustainable cover strategies, preparing for exam invigilation requirements and achieving better work life balance.

4.6 Plans are in place for the continued programme of support staff training in the new 2005/06 INSET booklet. There are new training opportunities offered to staff beyond the 'introductory' level to meet needs identified, for example in behaviour management. 'Matched' funding of NVQ3, with funding for NVQ2 and 'Basic Skills' in English and Mathematics for school support staff, is available to schools through the LSC. It is unfortunate that the closure of the Learndirect office in Bracknell town centre has removed the possibility of such easy access to Basic Skills at level 2.

4.7 A new Adviser for Workforce Development joined the department in July 2005. Her role will be to work with schools to promote development opportunities for school support staff. She aims to visit all schools in Autumn 2005 and to collect information on the numbers of support staff and their training needs in order to improve the take up of development opportunities.

4.8 There will be further opportunities for Higher Level Teaching Assistant training in 2005/06 and 2006/07 with revised arrangements for funding for places. A meeting was held in the early Summer 2005 for staff interested, which included information from a training provider and the views of staff who have recently attended a three day 'assessment only' programme. Application and information packs were sent to schools. Application is now possible throughout the year and panel meetings will be held at regular intervals to approve applications. Phase 1 of the training scheme ends in December 2005 and details of phase 2 training are awaited from the Training and Development Agency.

#### 4.9 National Support

There are plans in hand for the development of further Bracknell Forest job descriptions for support staff roles.

- 4.10 The Remodelling Adviser has regular meetings with the NRT Regional Co-ordinator to update the NRT of LEA progress in remodelling. Using the NRT 'traffic light' system we continue to be graded as green (minimal concerns, good progress being made, a 'light touch LEA'.)

#### Background Papers

DfES publication Raising Standards and Tackling Workload; a National Agreement

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