

PART 1 - PUBLIC

Decision Maker: **Children and Young People Portfolio Holder**

Date: **For Pre-Decision Scrutiny by the Children and Young People PDS Committee on 20 July 2010**

Decision Type: Non-Urgent Executive Non-Key

TITLE: SCHOOL LUNCH GRANT

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Chief Officer: Gillian Pearson, Director of Children and Young People Services

Ward: Boroughwide

1. Reason for report

- 1.1 This is the third and final year of the availability of the School Lunch Grant which is funded through Standards Fund. The Grant is ring-fenced and requires a focus on increasing and sustaining take up of school lunches and improving viability of lunch provision in all schools. The grant can only be used for the direct costs of a school lunch. Each Local Authority has to determine the mechanism for the use and distribution of the grant to ensure the allocation of the funding is fair.
- 1.2 The proposed distribution and main use of the grant is to focus on Primary school pupils in both reception class and Year 3 and Secondary students in Year 7 by providing all pupils in these year groups with school lunch at no charge for 25 days (Primary) and 20 days (Secondary).
- 1.3 These proposals will continue to provide all schools, working in partnership with their catering providers the opportunity to build on the progress made in improving and sustaining take up of school lunches and the overall viability and security of future provision.

2. **RECOMMENDATION(S)**

2.1 **The Children and Young People PDS Committee is asked to:**

- **note the outcomes of evaluation regarding the use of the school lunch grant from September 2009 to June 2010;**
- **approve the proposals for use of the school lunch grant as detailed in the main body of the report and the distribution as detailed in Appendix 1;**
- **approve the proposal to retain funding from schools until receipt of required response and or recover funding from schools which are non compliant.**

Corporate Policy

1. Policy Status: Existing policy: Children and Young People's Plan 2009-2011
 2. BBB Priority: Children and Young People
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Financial

1. Cost of proposal: Estimated cost £480,784
 2. Ongoing costs: N/A
 3. Budget head/performance centre: Budget Head School Lunch Grant
 4. Total current budget for this head: £480,784
 5. Source of funding: Standards Fund
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Staff

1. Number of staff (current and additional) – N/A
 2. If from existing staff resources, number of staff hours -
-

Legal

1. Legal Requirement: Statutory requirement:
 2. Call in: Call-in is applicable
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected) - All pupils, students in Bromley schools.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? No
2. Summary of Ward Councillors comments:

3. COMMENTARY

- 3.1 During the past two years the distribution of the school lunch grant has focused on increasing take up, sustainability and increased viability of school lunches by targeting specific year groups.
- 3.2 The school lunch grant is ring fenced and must be used to cover one or a mix of ingredient costs, labour costs, small equipment and nutrient based software and support increased take up and sustainability.
- 3.3 In Year 1 (2008-2009), the Children and Young People Portfolio Holder approved the distribution and use of the grant which provided 20 days meals free of charge to all Reception class primary pupils and Year 7 Secondary students. Remaining funding was allocated on the basis of free school meals to be used to purchase additional small equipment to support and enhance the delivery of the school lunch. Evaluation of the success of this initiative, including outcomes of monitoring visits, data and responses from schools and their catering providers and the first year publication of the National Indicator (NI)52 (take up of school lunches in the current financial year) indicated at this early stage that the initiative had been successful in increasing and sustaining take up with positive feedback from the majority of schools.
- 3.4 In Year 2 (2009-2010), the Children and Young People Portfolio Holder approved the distribution and use of the grant providing 25 days meals free of charge to all Reception class and Year 3 Primary pupils and 20 days to all Year 7 Secondary students.
- 3.4.1 All schools were advised of the distribution of the grant and the requirements for compliance. In addition, guidance notes and best practice was shared with schools and their catering providers through advice notes and focus group meetings for catering providers, midday supervisors and school staff.
- 3.4.2 Conditional to the use and distribution of the school lunch grant, schools were required to submit both the NI 52 statutory data (annual take up of school lunches) and the school lunch grant evaluation form in which details of compliance, take up in year groups, feedback and suggestions for future use were included. This information and data assisted in measuring outcomes and informing proposals alongside data collected from focus groups and monitoring visits. Summary of the outcomes of the evaluation is at Appendix 2.
- 3.4.3 The main findings and outcomes of the evaluation of the use and distribution of this grant are that:
- the initiative to provide 25 days lunch free of charge to all Reception pupils has again, in most schools, been successful in increasing and sustaining take up. There are many factors that influence and affect take up of school lunches in this age group but where the initiative has been most successful is in general where the school and the catering providers work in close partnership, the lunch is promoted and advertised as an integral part of the school day, and the standard and quality of provision is good;
 - the initiative to provide 25 days lunch free of charge to all Year 3 pupils has in most junior schools been successful in increasing and sustaining take up, but in Primary schools the outcomes have been more variable. The main factor for the variable outcomes in this age range is that in Primary schools unlike junior schools the pupils are already set in their ways and are not easily persuaded to change;

- the initiative to provide 20 days lunch free of charge to Secondary students in Year 7 has again in most schools been successful in increasing and sustaining take up. There have been no negative responses but suggestions from some but not all schools that would prefer to have use of the grant at the start of term in September to assist in transition;
- responses from all schools have indicated that increased take up in 2008/2009 for pupils moving into Year 1 and Year 8 have in most schools been sustained even with the difficult economic climate and school closures which supports the previous year's success;
- NI52 indicator unpublished data confirms that take up overall in Bromley schools has increased.

4. PROPOSALS

4.1 It is proposed that given the outcomes of the evaluation (as summarised in Appendix 2) funding for the final year of the school lunch grant (£480,784) is as follows:

- To distribute funding on the same basis as Year 2 of the grant equivalent to 25 days lunches at no charge for all pupils new to Reception class in Infant and Primary Schools and Year 3 Juniors plus 20 days lunches in Year 7 Secondary Schools.
- Schools to choose when and how they operate the scheme for all Reception pupils and Year 7 students (who would normally pay for school lunch and are not eligible for Free meals) in conjunction with their catering providers.
- Schools to choose when and how they operate the scheme for Year 3 pupils (who would normally pay for school lunch and are not eligible for free school meals) in Junior Schools in conjunction with their catering providers or in the case of Primary schools to choose in conjunction with their catering providers an alternative age group.
- Funding that is not used in individual schools for the purpose of the free lunch initiative to be identified by individual schools and its use then determined in conjunction with their catering providers within the ring-fenced parameters.
- Following distribution of funding to all schools all remaining funds to be split equally between Primary/Special and Secondary and used as a prize fund for schools to win and spend in accordance with the ring fenced criteria.
- By the end of the three year period of school lunch grant availability, should the proposals be approved, no less than 40,000 pupils/students will have had the opportunity to experience school lunch for four or five weeks for no charge.

5. POLICY IMPLICATIONS

5.1 The Children and Young People's Plan 2009-2011, sets out the Council's priorities for improving the lives of children and young people. Providing access to nutritiously balanced meals in schools continues to support a number of key aims in the plan, including raising the standards of educational attainment, particularly in areas of deprivation, tackling obesity and promoting healthy lifestyles.

6. FINANCIAL IMPLICATIONS

- 6.1 Standards Funds of £480,784 is available for 2009/10 and is a ring-fenced grant that can only be used for the direct cost of school lunches. The attached Appendix provides full information on the proposed distribution to schools.

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|---|---|
| Non-Applicable Sections: | Legal Implications Personnel Implications |
| Background Documents: (Access via Contact Officer) | Children & Young People Portfolio Holder report 11.09.08 Children & Young People Portfolio Holder /Executive decision 19.10.09 Schools Forum 28.04.08 Schools Forum 16.07.09 CYP Circular 068/08 CYP Circular 145/09 |

GRANT 1.2 - SCHOOL LUNCH GRANT

Primary/Special 25 days @ £2
 Secondary 20 days @ £2

| School | 2010/11 Allocations | | |
|----------------------------|---|----------------------------------|-----------------------------|
| | Reception/Year 7/ Year 3 Numbers January 2010 | Allocation for 25/20 Days FSM | Total Allocation 2010/11 |
| | | £ | £ |
| Alexandra Infants | 60 | 3,000 | 3,000 |
| Alexandra Junior | 55 | 2,750 | 2,750 |
| Balgowan Primary | 185 | 9,250 | 9,250 |
| Bickley Primary | 91 | 4,550 | 4,550 |
| Biggin Hill Primary | 119 | 5,950 | 5,950 |
| Blenheim Primary | 50 | 2,500 | 2,500 |
| Bromley Road Infants | 90 | 4,500 | 4,500 |
| Burnt Ash Primary | 118 | 5,900 | 5,900 |
| Castlecombe Primary | 59 | 2,950 | 2,950 |
| Chelsfield Primary | 27 | 1,350 | 1,350 |
| Chislehurst C.E.P | 62 | 3,100 | 3,100 |
| Churchfields Primary | 57 | 2,850 | 2,850 |
| Clare House Primary | 62 | 3,100 | 3,100 |
| Crofton Infants | 178 | 8,900 | 8,900 |
| Crofton Junior | 176 | 8,800 | 8,800 |
| Cudham C.E Primary | 21 | 1,050 | 1,050 |
| Darrick Wood Infants | 95 | 4,750 | 4,750 |
| Darrick Wood Junior | 87 | 4,350 | 4,350 |
| Dorset Road Infants | 25 | 1,250 | 1,250 |
| Downe Primary | 24 | 1,200 | 1,200 |
| Edgebury Primary | 65 | 3,250 | 3,250 |
| Farnborough Primary | 57 | 2,850 | 2,850 |
| Grays Farm Primary | 105 | 5,250 | 5,250 |
| Green St Green Primary | 120 | 6,000 | 6,000 |
| Hawes Down Infants | 60 | 3,000 | 3,000 |
| Hawes Down Junior | 51 | 2,550 | 2,550 |
| Hayes Primary | 172 | 8,600 | 8,600 |
| Highfield Infants | 91 | 4,550 | 4,550 |
| Highfield Junior | 94 | 4,700 | 4,700 |
| Hillside Primary | 111 | 5,550 | 5,550 |
| Holy Innocents R.C Primary | 61 | 3,050 | 3,050 |
| James Dixon Primary | 87 | 4,350 | 4,350 |
| Keston C.E Primary | 63 | 3,150 | 3,150 |
| Leesons Primary | 56 | 2,800 | 2,800 |
| Malcolm Primary | 57 | 2,850 | 2,850 |
| Manor Oak Primary | 52 | 2,600 | 2,600 |
| Marian Vian Primary | 178 | 8,900 | 8,900 |
| Mead Road Infants | 30 | 1,500 | 1,500 |
| Midfield Primary | 60 | 3,000 | 3,000 |
| Mottingham Primary | 70 | 3,500 | 3,500 |
| Oaklands Primary | 113 | 5,650 | 5,650 |
| Oak Lodge Primary | 190 | 9,500 | 9,500 |
| Parish C.E Primary | 123 | 6,150 | 6,150 |
| Perry Hall Primary | 119 | 5,950 | 5,950 |
| Pickhurst Infants | 120 | 6,000 | 6,000 |
| Pickhurst Junior | 122 | 6,100 | 6,100 |

| School | 2010/11 Allocations | | |
|--------------------------------|---|----------------------------------|-----------------------------|
| | Reception/Year 7/ Year 3 Numbers January 2010 | Allocation for 25/20 Days FSM | Total Allocation 2010/11 |
| | | £ | £ |
| Poverest Primary | 49 | 2,450 | 2,450 |
| Pratts Bottom Primary | 21 | 1,050 | 1,050 |
| Princes Plain Primary | 88 | 4,400 | 4,400 |
| Raglan Primary | 116 | 5,800 | 5,800 |
| Red Hill Primary | 176 | 8,800 | 8,800 |
| Royston Primary | 106 | 5,300 | 5,300 |
| St. Anthony's R.C Primary | 52 | 2,600 | 2,600 |
| St. George's C.E Primary | 76 | 3,800 | 3,800 |
| St. James' R.C Primary | 62 | 3,100 | 3,100 |
| St. John's C.E Primary | 84 | 4,200 | 4,200 |
| St. Joseph's R.C Primary | 61 | 3,050 | 3,050 |
| St. Mark's C.E Primary | 122 | 6,100 | 6,100 |
| St. Mary Cray Primary | 28 | 1,400 | 1,400 |
| St. Mary's R.C Primary | 124 | 6,200 | 6,200 |
| St. Paul's Cray C.E Primary | 55 | 2,750 | 2,750 |
| Sts. Peter & Paul R.C Primary | 60 | 3,000 | 3,000 |
| St. Philomena's R.C Primary | 64 | 3,200 | 3,200 |
| St. Vincent's R.C Primary | 64 | 3,200 | 3,200 |
| Scotts Park Primary | 111 | 5,550 | 5,550 |
| Southborough Primary | 113 | 5,650 | 5,650 |
| Stewart Fleming Primary | 89 | 4,450 | 4,450 |
| The Highway Primary | 59 | 2,950 | 2,950 |
| Tubbenden Primary | 155 | 7,750 | 7,750 |
| Unicorn Primary | 63 | 3,150 | 3,150 |
| Valley Primary | 120 | 6,000 | 6,000 |
| Warren Road Primary | 244 | 12,200 | 12,200 |
| Wickham Common Primary | 123 | 6,150 | 6,150 |
| Worsley Bridge Junior | 35 | 1,750 | 1,750 |
| Total Primary Schools | 6,588 | 329,400 | 329,400 |
| Beaverwood School for Girls | 229 | 9,160 | 9,160 |
| Bishops Justus | 179 | 7,160 | 7,160 |
| Bullers Wood School | 220 | 8,800 | 8,800 |
| Cator Park Girls School | 200 | 8,000 | 8,000 |
| Charles Darwin School | 223 | 8,920 | 8,920 |
| Coopers School | 228 | 9,120 | 9,120 |
| Darrick Wood School | 265 | 10,600 | 10,600 |
| Hayes School | 240 | 9,600 | 9,600 |
| Kelsey Park School | 129 | 5,160 | 5,160 |
| Kemnal Technology College | 212 | 8,480 | 8,480 |
| Langley Park School for Boys | 212 | 8,480 | 8,480 |
| Langley Park School for Girls | 240 | 9,600 | 9,600 |
| Newstead Wood School for Girls | 138 | 5,520 | 5,520 |
| Ravens Wood School | 224 | 8,960 | 8,960 |
| St. Olave's School | 121 | 4,840 | 4,840 |
| The Priory School | 210 | 8,400 | 8,400 |
| The Ravensbourne School | 231 | 9,240 | 9,240 |
| Total Secondary Schools | 3,501 | 140,040 | 140,040 |

| School | 2010/11 Allocations | | |
|------------------------------|---|----------------------------------|-----------------------------|
| | Reception/Year 7/ Year 3 Numbers January 2010 | Allocation for 25/20 Days FSM | Total Allocation 2010/11 |
| | | £ | £ |
| Burwood | 3 | 150 | 150 |
| Glebe School | 24 | 1,200 | 1,200 |
| Marjorie McClure | 10 | 500 | 500 |
| Riverside | 38 | 1,900 | 1,900 |
| Total Special Schools | 75 | 3,750 | 3,750 |
| Learning And Achievement | | | 0 |
| Pupil Referral Service | | 1,500 | 1,500 |
| Pupil Support Service | | | 0 |
| Phoenix Pre-School Centre | | | 0 |
| Total Other Provision | | 1,500 | 1,500 |
| Total Distributed | | 474,690 | 474,690 |
| Retained Initially | | | 6,094 |
| Grant Total | | | 480,784 |

SUMMARY OF THE OUTCOMES OF EVALUATION AND SUGGESTIONS FOR THE FUTURE USE OF THE SCHOOL LUNCH GRANT

In addition to monitoring visits, collection and collation of NI 52 data detailing school lunch take up April 2009 to March 2010, focus group meetings with catering providers and the Primary Schools catering consortium.

All schools were asked to complete a response form to include:

- Number of pupils that participated in the scheme.
- Number of pupils retained after scheme finished.
- Confirmation that all funding distributed was used in the provision of school lunches.
- Length of lunch break.
- Whether packed lunch and school lunch pupils sat together.
- Details of sustainability and how this had been achieved in each school.
- Details of working together with the catering provider and how the scheme was promoted.
- Suggestions for future use.

Primary Schools Main Outcomes

To date all but two Primary Schools had submitted returns.

NI 52 information

For Primary Schools the unpublished data shows take up for 2009/10 at 41.36% based on 100% of schools submitting data (one of which is only 1%) compared to 2008/9 when take up was 37% based on 83% of schools submitting.

Paid school meals take up is 36%.

Free school meal take up is 79% (12.5% eligibility).

- Where the whole school approach and best practice model, with all working together including teaching staff, teaching assistants school administration, midday supervision and caterers is in evidence the outcomes are the most positive and both participation and retention in numbers highest.
- Take up of the school lunch initiative is highest where pupils and parents are encouraged not to have packed lunches and to take advantage of the service. Where a choice is given and or school lunch is not promoted parents won't be encouraged to try.
- Schools that actively promote the school lunch in their prospectus also see a positive response.
- The catering service provided needs to be of a good consistent quality and caterers need to play their part in working with schools and vice versa to promote the service in general before during and after the initiative.

- Where there is a teaching staff presence in the dining room take up increases and is retained.
- Kitchen and Dining Facilities can play a major part in the ability to produce, present and deliver a quality service.
- Nutrient and Food Standards can be as restrictive in terms of what can and can't be served as they are helpful.
- All the time there is a choice between having a packed lunch or purchasing a school lunch it is unlikely that a 100% take up will be achieved. Every school has a different ceiling and determining factors the main criteria being affordability.
- Popularity and take up of school lunch is like a jigsaw when complete will realise a 100% but each piece represents a variable, which could be anything from the weather , illness, time of year, standards of service, menus, dining rooms.
- Introduction of pre order systems in some schools has seen the take up of school lunches increased.
- Not mixing packed lunches and school lunches together causes a problem in terms of stigma for pupils entitled to a free meal and or peer pressure with friends.
- Most schools support the retention of the initiative for Primary pupils the take up assists in the viability of the service.
- Innovation is key.
- Most schools with a Year 1 cohort detail a sustained year on year increase.
- Most Primary schools with a Year 3 cohort reported that it was much more difficult to promote and increase take up compared to Reception class and Year 1.
- Most Junior schools with Year 3 reported a good response to the initiative and retention after.
- Suggestion to reduce the price of a school lunch for all.
- Suggestion to allow schools more freedom to choose which year groups should benefit.
- Many suggestions that fell outside the parameters of the ring fenced criteria.
- Schools with higher than normal Free school meals difficult to sustain paid meals.
- Take up in Reception and Year 1 double Year 5 & 6.

Secondary Schools Main Outcomes

All Secondary Schools submitted a response.

NI 52 information

For Secondary Schools (excluding Special) the unpublished data shows 43.19% based on 100% of schools submitting data (one of which is 23%) compared to 2008/9 when take up was 43.4% based on 52% submitting data including specials which show take up of 54% on their own).

Paid school meals take up is 40% in Secondary.

Free school meal take up is 75% (9%eligibility) in Secondary.

- Without exception all schools said the take up of the initiative for Year 7 pupils was near to 100%.
- Most schools operate a cashless system so were able in conjunction with their catering providers to charge all the Year 7 students cards with the equivalent of 20 days Free lunch. Schools cite cashless as being key.
- In terms of sustainability some schools reported a 90 % retention of Year 7 after the 20 day initiative and a high percentage of returns in Year 8.
- Schools that showed a lower than average take up (23 and 25%) don't have a cashless system, have a short lunch break of 40 minutes, higher than average free meals and difficult facilities. Caterers find it difficult to increase take up with the window of opportunity restricted.
- The schools with the highest take up and retention arranged early and or extended lunch breaks to support the initiative, promoted the service through their web sites and supported their catering providers with increased supervision and teaching presence.
- Some schools chose to operate the initiative after Christmas in January when the students know what they can ask for and more confident with the system, retention in these schools has been very high.
- Some schools prefer early notification to enable the Year 7's to start school with the initiative.
- Take up is very healthy in Years 7, 8 and 9 but very difficult to seat all students.
- There is a ceiling maximum of numbers that can be served, seated and supported at lunchtime.