

BDC Subcontracting Statement

Scope

This policy statement, which is reviewed annually, details how Norton Hill School (MNSP Sixth Form) applies funding to all supply chain activity supported with funds supplied by the Education and Skills Funding Agency (ESFA). Where a partnership or collaboration is formed, these arrangements should not be confused with subcontracting and they do not fall within the scope of the policy.

Context

The policy is a mandatory requirement that must be in place prior to participating in any subcontracting activity. The content of this policy has been developed in line with the ESFA funding rules.

Overarching Principle

The school will use its supply chains to optimise the impact and effectiveness of service delivery to the end user. The school will ensure that the funding that is retained by the school will be related to contract management. This contract management and the levels of funding being retained, will be clearly documented and agreed by all parties. The rates of such retained funding will be commercially viable for both sides and will be negotiated and agreed in a fair and transparent manner. They will be proportionate to the actual contract management being undertaken.

Reason for subcontracting

The aim of the Sixth Form based at Norton Hill School is to provide comprehensive and high quality education for all post-16 learners in the Norton Radstock area. This includes ensuring students are able to access a wide variety of career paths that may be limited by the rural nature of the catchment area.

The school engages with subcontractors to enhance the quality of the learner offer through:

- Providing specialist programmes to complement the Sixth Form's own provision
- Meeting regional community needs and priorities which then college is not able to provide directly. In this case this is to provide specialist performing arts teaching.
- Meeting a geographical need, there is no other such provision in the local rural community
- To enrich learners' programmes

Contribution to improving the quality of teaching and learning for the school and its subcontractors.

The school works in partnership with its subcontractors towards continuous improvement in the quality of teaching and learning. This is achieved through the sharing of effective practice across the supply chain. The school conducts observations and provides constructive feedback to tutors and managers. Progress is reviewed at quality audits and fortnightly review meetings between the school and the contractor.

As part of their contractual requirements, subcontractors participate in the school's annual School Improvement Plan and Self Evaluation Report process to identify areas for further improvement.

The typical percentage of funding retained by the school to manage subcontractors and how this is calculated.

Overall 20% of funding is retained where full time provision is in place for students via subcontractors. This covers both the administrative and academic aspects of support as detailed below.

The support subcontractors receive from the school and requirements

The funding retained for contract management represents the total cost that the Sixth Form incurs in effectively identifying, selecting, managing and monitoring all subcontracted provision. The Sixth Form will identify the support required and associated costs for individual subcontractors based on the table below ensuring, through discussions with the subcontractor, that costs are reasonable and proportionate to the delivery of teaching and learning.

| Support area provided to subcontractor by school | Support provided to ensure high quality learning |
|--|--|
| The school provides Leadership and Management to ensure the provision meets the strategic objectives. | The school provides a Senior Leadership Link to manage the relationship with the subcontractor and provide guidance on strategic direction |
| | Provision of self- assessment process, self- assessment report and school improvement plan for regular progress reviews |
| | Guidance on implementation of policies such as safeguarding and Prevent and staff training opportunities |
| | Planning and monitoring of delivery to ensure it meets agreed contract terms and targets and identify areas for improvement |
| | Negotiation, preparation and checking of contracts |
| The school provides Quality Assurance to ensure that the quality of subcontractor's delivery meets its expectations and to support the continuous improvement of the subcontractor's provision | Quality assure all provision to ensure high standards of teaching & learning are upheld and to identify areas for improvement |
| | Financial and non-financial due diligence to ensure quality selection of subcontractors |
| | Fortnightly quality and contract meetings; monitoring visits; quality audits three times a year to ensure quality standards are met |
| | Regular monitoring of school improvement plans to support the subcontractor to deliver |

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| | Observations of teaching, learning and assessment and sharing of effective practice |
| | Review of initial advice and guidance processes to ensure the learner is on the right course |
| | Review of initial assessment processes to ensure they are robust and fit for purpose |
| | Review of Individual Learning Plans (ILPs) and learner progress |
| | Review of learner feedback on the quality of teaching and learning to support continuous improvement |
| | Monitoring of retention and achievement data and quality improvement initiatives |
| | Dissemination of policy updates and requirements and sharing of best practice |
| The school provides Administration support, MIS and Finance to ensure the timely recording of learner information on the school's census, tracking support to ensure providers meet contract values and are paid on time. | Ensure delivery profiles are met and payments are made in a timely manner |
| | Checking and review of forms and other documents associated with the confirmation and eligibility to study and enrolment of learners |
| | Ensure compliance with funding rules |
| | Checking of registers and attendance |
| | Audit of Census returns to ensure accuracy and answer funding and eligibility queries |
| | Census submission and error tracking and corrections support |
| | Reconciliation with Census, checking of invoices and payment of invoices |
| | Contract administration |
| | Preparation for audit and inspection |
| | Providing regular monitoring reports and data support |

The reason for any retained funding to subcontractors

Further funding may be retained to cover the cost to the school of any additional support that they deem necessary to ensure the quality of teaching and learning and the achievement rates of any subcontracted provision. Additional support will be negotiated with the subcontractor and may include:

- Additional site visits
- Additional lesson observations
- Additional tutor support
- More rigorous verification
- Additional counselling/ mental health support for students
- Child Protection guidance and acting as DSL for students based with the subcontractor.

The school may also retain funding to cover the cost of any funded activity that it might undertake on behalf of the subcontractor such as:

- Awarding Organisation Fees and charges
- Hiring of facilities/ equipment within/ from the Sixth Form
- Internal Verification

Payment terms between the school and its subcontractors: timing of payments in relation to delivering provision and timescale for paying invoices and claims for funding received.

Invoices are calculated based on reconciliation with the Census/ MIS on a termly basis to ensure that it accurately reflects delivery of provision. Payment terms are 30 days from receipt of the subcontractor's invoice for a valid claim

How and when the policy is communicated and discussed with current and potential subcontractors

This policy will be reviewed annually and updated as required. It will be published on the Sixth Form and school websites prior to the start of the academic year in which it will be applied. The policy will be provided and discussed with existing providers during their due diligence annual review in the summer term. This includes the reason for subcontracting, the services that the school will provide and associated specific costs (see table in Section 7) and how each cost is reasonable and proportionate to subcontract delivery of high quality learning.

Where the policy is published

In compliance with Education and Skills Funding Agency Funding Rules that apply, the school will publish its Subcontracting Policy on its website before the start of each academic year and provide actual end-of-year subcontracting funding as required by the ESFA. This will only relate to 'provision subcontracting' i.e. subcontracted delivery of full programmes or frameworks. It will not include the delivery of a service as part of the delivery of a programme.

Contingency plans

In the event that the school needs to withdraw from a subcontract arrangement, a subcontractor withdraws from the arrangement or a subcontractor goes into liquidation or administration, the school will take steps to ensure that provision is made so that the learners involved are able to complete their qualifications. For medium to long courses under classroom-based provision, the school will ensure that it has the ability to deliver the courses in the local area. For short, medium and long courses delivered outside the local area, other arrangements would be made such as transferring to other training organisations through an interim subcontract to enable learners to complete the qualifications.