

## The Highland Council

### Education, Children and Adult Services Committee – 12 November 2014

Agenda Item	17.
Report No	ECAS 56/14

#### Free School Meals P1-3 Update

#### Report by Director of Care and Learning

##### Summary

This report provides an update on progress with implementation of free school meals for Primary 1 to 3 pupils, effective from January 2015.

#### 1. Background

- 1.1 The Scottish Government policy for free school meals for Primary 1 to 3 pupils is to be implemented from January 2015.
- 1.2 Previous reports to Committee have highlighted that in the vast majority of the Council's schools, the policy can be implemented in a relatively straightforward manner, with additional resources put in place to support - i.e. additional supervision and cleaning arrangements; additional serving points; and additional catering equipment. Based on the latest school rolls and estimated meals uptake, there are 35 schools where the consequences of the policy are more significant, in terms of uptake of meals and capacity within the kitchen and dining space. In these cases, some amendments to arrangements within the school, and in some cases the need for capital investment to support delivering the policy, will be required.
- 1.3 The Council's planning assumptions are based upon 90% of those entitled under the policy, taking free school meals. This high level of uptake takes account of the Council's success in having a high level of school meal uptake at present, and outcomes from trials in other Councils which gave indications of the potential impact across P1-3 pupils. It is estimated that in total, the additional number of meals to be served will represent an average increase of 37% across all Highland schools.
- 1.4 As previously reported to Committee, the Council has been notified of additional revenue funding from Scottish Government to support implementation of £0.793m 2014/15 rising to £2.595m in 2015/16.
- 1.5 In relation to capital, Scottish Government funding is also to be made available, and the Council through CoSLA has submitted its case for capital investment required. It is estimated the Council's costs may be up to £5m. It is expected that final decisions on distribution of funding to Councils may be taken by the end of November.

#### 2. Implementation Progress

- 2.1 Good progress has been made since the report to the August Committee. The site by site options assessment and feasibility has now concluded in all but 17 schools. This is due to time restraints and as consequence of the re-evaluation of additional schools based on updated school roll data. As a result, the implementation arrangements for

the majority have now been agreed at a local level with Head Teachers and Catering Staff, and arrangements are being progressed for January 2015 implementation.

- 2.2 **Appendix 1** provides information on the types of arrangement which will be put in place for January 2015. Only those 35 sites where some change in delivery arrangements is planned are shown - i.e. additional sittings, re-location of packed lunch pupils, extension of the lunch break duration, introduction of secondary service point, re-arrangement of sittings, additional or replacement of cooking equipment, and additional preparation areas. In many sites, there is no significant change in arrangements; hence these are not listed (i.e. the impact is small or incidental and where additional catering staff may be the only change that has had to be put in place).
- 2.3 As highlighted at the previous Committee, the Council has 11 schools with no current school meals provision, due to financial and practical constraints – a list is provided in **Appendix 1**. Historically, the arrangements at these locations for entitled families are that they are paid the economic daily rate for when the pupils are in attendance, in lieu of a meal. It is intended that this existing arrangement will continue at these locations from January 2015. If practical or financially viable alternatives become available in the future, then this arrangement could be reviewed. The number of pupils expected to be covered by this arrangement is expected to increase from 11 under the existing free school meals entitlement, to an estimated 47 from January 2015.
- 2.4 In relation to additional staffing across Highland Schools, it is estimated that an additional staffing resource in excess of 20 FTE will be required. 46 new posts have been advertised, and there will be an extension to the hours of existing staff. Recruitment to the new posts will be taking place over November and December, so that the new arrangements can commence from January.
- 2.5 In relation to additional items of equipment and furniture, orders are being placed at present for delivery in time for January.
- 2.6 A communication strategy is being developed, to ensure that all stakeholders are informed of the new arrangements and entitlements well before January 2015. A consultative group has been set up involving head teachers, cooks, catering officers, children's dietician, members of the management team and representatives from early learning and childcare. This group will be used to inform and discuss progress and actions of the free school meals P1-P3 project. As previously advised to Committee, the existing clothing grant/free school meal entitlement scheme and application process will remain in place, due to the need to still have a process in place for clothing grants applications.
- 2.7 For those sites requiring more significant capital investment, work is ongoing to assess options and solutions, and it has always been the case these arrangements would take longer to implement. Where appropriate, interim arrangements are being put in place until such time as the capital solutions are in place. In progressing capital options, opportunities will be taken to ensure that requirements are considered in a cohesive manner, taking account of any other prioritised needs within the school that could be considered at the same time - i.e. solutions to increase dining and kitchen capacity, may also factor in other demand areas such as nursery, ASN, PE or other requirements. This is of course subject to available Council resources, as capital funding from the Scottish Government is only for the direct impact of free school meals.

### 3. Implications

- 3.1 **Resource implications** – additional revenue funding has been made available from Scottish Government, and at this time it is expected this will be sufficient to meet the revenue costs of implementation. This position will be kept under review as the actual level of uptake, and any knock on effect on older siblings taking meals and pupils as they progress beyond P1-3 will only be known over time. As highlighted within this report, the equivalent of an additional 20+ FTE staffing will be put in place and funded from Scottish Government funds. In relation to capital, no significant commitments relating to building works will be made until capital funding is notified and further discussions and decisions take place. Only essential equipment and furniture orders are being placed at this time.
- 3.2 **Legal/Equalities/Rural implications** – as highlighted at paragraph 2.3, there will remain a small number of schools and pupils (mainly very rural and island schools) where existing arrangements to provide payment to parents in lieu of a meal will continue, where financial and practical constraints limit putting in place provision of meals. Scottish Government officials are aware of this existing arrangement through recent discussions on free school meals P1-3 implementation.
- 3.3 **Climate Change/Carbon Clever implications** – the increased number of meal servings may have a negative impact due to increased cooking, heating and resulting use of energy supplies. However, there is scope for mitigation whereby new cooking equipment, and any capital building/alterations, may provide scope to improve energy efficiency in particular locations.
- 3.4 **Risk implications** – there is a risk that some items of heavy equipment may not be in place by January 15, for example due to practical constraints on when such items can be delivered and installed. In such a scenario work around arrangements will be possible in the short-term but may require interim changes to serving arrangements, sittings, serving times, etc.
- 3.5 **Gaelic implications** – the policy will be implemented across Highland schools, including those that are Gaelic medium.

### 4. Recommendation

- 4.1 Members are asked to note progress in relation to implementation of free school meals for Primary 1 to 3 pupils from January 2015.

Designation: Director of Care and Learning

Date: 31 October 2014

Authors: Brian Porter, Head of Resources  
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Background Papers:

**List of schools with some change to delivery arrangements from January 2015**

<b>School</b>	<b>Proposed Arrangements</b>
Auldearn Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Order fridge</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Option of looking at further sitting to ease pressure at service</li> </ul>
Avoch Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Space very limited- remove fridges/freezers and place in temporary storage unit</li> <li>• Install stainless steel counter</li> <li>• Install Combi oven with condensing hood</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Change seating to mobile folding tables with seats attached</li> <li>• Possibly introduce a 3<sup>rd</sup> sitting</li> </ul>
Balloch Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Space very limited- remove fridges/freezers and place in temporary storage unit</li> <li>• Install stainless steel units for more prep space</li> <li>• Install Combi oven</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Change seating to mobile folding tables with seats attached</li> <li>• Let P1-3 out 5 minutes earlier to ease pressure on service</li> </ul>
Ben Wyvis Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Expected to cope</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Install second service point to ease flow- order hot trolley</li> </ul>
Bridgend Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Install Combi oven</li> <li>• Order extra fridge and freezer (will require power sockets to be put in)</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Change seating to mobile folding tables with seats attached</li> <li>• Install second service point – order hot trolley</li> <li>• Order waste and cutlery trolley</li> </ul>
Caol Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Order Freezer</li> <li>• Remove wooden unit and replace space with stainless steel counter and stand up freezer</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Reorganise sittings to either 2 or 3 (currently only 1 sitting)</li> </ul>
Cauldeen Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Order fridge and freezer</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Order extra tables and benches</li> </ul>
Coulhill Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Install Combi Oven</li> <li>• Order Fridge and Freezer</li> </ul>

Cradlehall Primary School	<u>Kitchen</u> <ul style="list-style-type: none"> <li>• Order extra fridge and freezer</li> <li>• Remove waste disposal unit and relocate milk cradle to make space for fridge/freezer</li> </ul> <u>Dining hall</u> <ul style="list-style-type: none"> <li>• Have p1-3s come out earlier to allow more time to be served</li> </ul>
Craighill Primary School	<u>Kitchen</u> <ul style="list-style-type: none"> <li>• Order extra fridge</li> <li>• Upgrade servery</li> <li>• Install Combi oven</li> </ul> <u>Dining Hall</u> <ul style="list-style-type: none"> <li>• Change lunchtime sitting- allow a 30 minute gap between the p1-3 and p4-7 sitting</li> </ul>
Crown Primary School	<u>Kitchen</u> <ul style="list-style-type: none"> <li>• Install Combi oven</li> <li>• Replace wooden units with stainless steel</li> <li>• Remove shutters in cupboard and extend space</li> <li>• Upgrade service point</li> </ul> <u>Dining Hall</u> <ul style="list-style-type: none"> <li>• Change seating to mobile folding tables with seats attached</li> <li>• Look at major works to extend hall space</li> </ul>
Dalneigh Primary School	<u>Kitchen</u> <ul style="list-style-type: none"> <li>• Order fridge</li> <li>• Remove chill unit to create more space at service point</li> </ul> <u>Dining Hall</u> <ul style="list-style-type: none"> <li>• Change seating to mobile folding tables with seats attached</li> <li>• Order Waste trolley</li> <li>• Look at major works to create working kitchen as currently a dining centre</li> </ul>
Dingwall Primary School	<u>Kitchen</u> <ul style="list-style-type: none"> <li>• Order extra fridge and freezer- take out units to make space for them</li> <li>• Install a bigger Combi oven</li> <li>• Space in kitchen very limited due to sharing with function kitchen- rearrange where possible to create extra space</li> </ul> <u>Dining hall</u> <ul style="list-style-type: none"> <li>• Extra staff member at service point to ease flow of children.</li> <li>• Willing to stagger lunch sittings if the Head teacher deems it necessary in January</li> </ul>
Dornoch Primary School	<u>Kitchen</u> <ul style="list-style-type: none"> <li>• Expected to cope with increase in numbers</li> </ul> <u>Dining Hall</u> <ul style="list-style-type: none"> <li>• Shared with secondary school- some issues have to be discussed with both HTs</li> <li>• Change layout of hall- till to be moved to different position- tables switched round to create more space</li> </ul>
Drakies Primary School	<u>Kitchen</u> <ul style="list-style-type: none"> <li>• Install Combi oven with condensing hood</li> <li>• Take away fryer to create more hot storage space</li> <li>• Order under counter fridge</li> </ul> <u>Dining Hall</u> <ul style="list-style-type: none"> <li>• Change seating to mobile folding tables with seats attached</li> </ul>

Duncan Forbes Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Order extra fridge and freezer</li> <li>• Move desk into staffroom to create space for extra fridge and freezer</li> <li>• Order large stacking trolley</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Use both hatches for service with blue option at one and orange option at the other- trial before January</li> </ul>
Grantown Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Install a Combi oven</li> <li>• Convert storage cupboard into office and remove computer from kitchen</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Change seating to mobile folding tables with seats attached</li> </ul>
Hilton Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Install Combi oven with condensing hood</li> <li>• Upgrade Servery</li> <li>• Change layout of sink- move next to dishwasher</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Order extra tables/chairs</li> <li>• Change dining hall set up- introduce 6 new round tables and move spare tables towards stage area</li> </ul>
Holm Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Install new range cooker</li> <li>• Remove shelves in cupboard and relocate freezers there</li> <li>• Install under counter fridge and stainless steel work top in place of freezers</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Change service set up</li> <li>• Willing to further stagger p1-3 lunch if the Head teacher deems it necessary in January</li> </ul>
Inshes Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Expected to cope with increase of numbers</li> </ul> <p><u>Dining hall</u></p> <ul style="list-style-type: none"> <li>• Introduce 2<sup>nd</sup> service point- fix hot trolley which is in cupboard</li> <li>• Changes to queuing system</li> </ul>
Kirkhill Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Install Combi oven with condensing hood</li> <li>• Order fridge and freezer</li> <li>• Rearrange kitchen units to create extra space</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Order rectangular tables with benches</li> <li>• Have the p4-7s to go outside and play first before they enter hall- give p1-3s more time to be served/eat</li> </ul>
Knockbreck Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Order 10 tier trolley</li> <li>• Order small freezer</li> <li>• Upgrade servery</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Change seating to mobile folding tables with seats attached if</li> </ul>

	<p>possible- option of skates for benches and trolleys for tables if alternative seating not feasible</p> <ul style="list-style-type: none"> <li>• Willing to introduce extra sitting if the Head teacher deems it necessary in January</li> </ul>
Lochardil Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Remove shelves in store and replace with stainless steel surface to increase prep space</li> <li>• Remove freezers from hall to temporary storage unit outside</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Serve children in order of meal choice- all blue meals line up then all orange meals line up to speed up serving</li> <li>• Order extra tables and benches to fit in where freezers taken out</li> <li>• If required packed lunch pupils re-located to gym hall (last option)</li> </ul>
Millbank Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Install Combi oven and take away one of the ranges</li> <li>• Order extra fridge and freezer- space to fit them in the hall</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Install second service point to ease flow- order hot trolley</li> <li>• Order extra waste trolley and cutlery trolley</li> </ul>
Miller Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Upgrade Servery</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Introduce second service point as queue will be too big - order hot trolley</li> <li>• Dining Hall separate to school- to avoid queuing outside the building rearrange where children stand to queue</li> <li>• Consider extending shelter area</li> </ul>
Milton of Leys Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Move office into current dry store</li> <li>• Convert current office into dry store and add in extra fridge/freezer</li> <li>• Increase size of Combi oven</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Introduce hot trolley to act as secondary service point</li> <li>• Change seating to mobile folding tables with seats attached</li> <li>• Let Primary 4-7 into the hall 15 minutes later to allow Primary 1-3 more time to finish</li> </ul>
Mount Pleasant Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Install Combi oven with condensing hood</li> <li>• Rearrange service units</li> </ul>
Muirtown Primary School	<p><u>Kitchen</u></p> <ul style="list-style-type: none"> <li>• Remove drier and install new chest freezer</li> <li>• Replace wooden table with stainless steel unit with space for a small fridge underneath</li> <li>• Order extra 3 tier trolley for storage space</li> </ul> <p><u>Dining Hall</u></p> <ul style="list-style-type: none"> <li>• Re arrange the lunch time order- have the p4-7 in the hall to eat first as they are quicker and let the p1-3 out to play so they have longer in the hall.</li> <li>• Allow a bigger gap between p1-3 and p4-7</li> </ul>
Park Primary School	<p><u>Kitchen</u></p>

	<ul style="list-style-type: none"> <li>• Order fridge and chest freezer</li> <li>• Remove shelving and put in fridge</li> <li>• Take away boiler units and put in chest freezer</li> </ul> <u>Dining Hall</u> <ul style="list-style-type: none"> <li>• Order extra tables and benches</li> </ul>
Pennyland Primary School	<u>Kitchen</u> <ul style="list-style-type: none"> <li>• Install Combi oven with condensing hood</li> <li>• Replace wooden units with stainless steel</li> </ul> <u>Dining Hall</u> <ul style="list-style-type: none"> <li>• Change seating to mobile folding tables with seats attached</li> </ul>
Portree Primary School	<u>Kitchen</u> <ul style="list-style-type: none"> <li>• Install a Combi oven</li> <li>• Order a temporary storage unit to house fridges and freezers</li> </ul> <u>Dining Hall</u> <ul style="list-style-type: none"> <li>• Option of introducing a third sitting to ease pressure at service</li> </ul>
Rosebank Primary School	<u>Kitchen</u> <ul style="list-style-type: none"> <li>• Order extra Fridge and freezer</li> </ul>
Smithton Primary School	<u>Kitchen</u> <ul style="list-style-type: none"> <li>• Install a Combi oven</li> </ul> <u>Dining Hall</u> <ul style="list-style-type: none"> <li>• Mobile seating</li> </ul>
Strathpeffer Primary School	<u>Kitchen</u> <ul style="list-style-type: none"> <li>• Rearrangement of equipment</li> </ul> <u>Dining Hall</u> <ul style="list-style-type: none"> <li>• Trialling 2<sup>nd</sup> service point</li> <li>• Switch chairs with benches, order skates for benches</li> <li>• Mobile folding tables with seats attached could be an option but need to find alternative storage for chairs etc</li> </ul>
Tarradale Primary School	<u>Kitchen</u> <ul style="list-style-type: none"> <li>• Order Fridge</li> <li>• Install stainless steel unit in kitchen and move small freezer underneath- creating space for new fridge</li> </ul> <u>Dining Hall</u> <ul style="list-style-type: none"> <li>• Provide a 15 minute gap between the p1-3 and p4-7 sittings</li> </ul>



## List of the 11 schools with no current meals provision

Where payment in lieu to parent has operated historically and would continue.

School	P1-3 Pupils who will be entitled to FSM	School Roll
Altnaharra Primary School	2	5
Badcaul Primary School	5	16
Canna Primary School	2	4
Eigg Primary School	2	7
Elgol Primary School	7	15
Invergarry Primary School	17	33
Inverie Primary School	1	5
Muck Primary School	4	6
Rosehall Primary School	3	12
Rum Primary School	2	2
Scoraig Primary School	2	2
<b>Total</b>	<b>47</b>	<b>107</b>
Total P4-7 Pupils in these schools who currently are entitled to FSM	4	
Total FSM meals estimated	51	