

Universal Infant Free School Meals
Project Principles

This paper proposes how the Universal Infant Free School Meals (UIFSM) project should be run in Oxfordshire County Council (OCC). It also outlines key timelines proposed for the project and the principles that OCC need to agree and communicate out to schools.

Project Principles & Governance

1. Environment and Economy (E&E) to be the accountable executive and will appoint a Project Sponsor/Steering Group Chair and appropriate other E&E representatives as required.
2. Property & Facilities Management and Carillion (Food with Thought (FwT)) will jointly lead the project through Gail Witchell (OCC Facilities Management Technical Officer (Catering)) and Brian Keers (FwT Education Services Manager).
3. Carillion (FwT) has contracted a Project Manager to work with the Carillion (FwT) Education Services Manager.
4. Steering Group meetings will be held fortnightly and delegates should attend or send a deputy with authority to make decisions on their behalf.

The Steering Group will consist of:

E&E Representative (Chair) – Trevor Askew
CEF Representative – John Mitchell / Roy Leach
OCC Property and Facilities PMO Lead – Jennifer Makkreel
Carillion Operations Director – Jon Briggs
Carillion (FwT) Education Services Manager – Brian Keers
Carillion Project Manager – Ming Lei

5. Project Meetings will be held weekly and delegates should attend or send a deputy with authority to make decisions on their behalf.

The Project Team will consist of:

Carillion (FwT) Education Services Manager (Chair) – Brian Keers
Carillion (FwT) Project Manager – Ming Lei
Carillion Design & Construction Representative – TBC
OCC FM Technical Officer – Gail Witchell
OCC PMO Representative – TBC

Principles set by OCC

a) Service Principle

1. The Government has announced that from September 2014, every Key Stage One (Reception, Year 1 and Year 2) child in state-funded schools will be offered a free school lunch. Wherever possible this provision will be based on the choice of dishes currently being offered in Oxfordshire schools and academies but it is recognised that in circumstances where space and facilities are limited, cold dishes only may be offered temporarily with an aspiration to provide hot meals.

b) Investment Principles

1. Funding allocation:
 - i. The OCC Property and Facilities PMO in conjunction with OCC FM Technical Officer will be responsible for allocating funding on behalf of all OCC maintained schools (excluding voluntary-aided).
 - ii. Academies and voluntary-aided schools have specific funding structures for the delivery of UIFSM.
 - iii. Current OCC maintained schools transferring over to academy status during the 2014 summer term or summer holiday period will be treated as maintained schools for the purpose of defining investment requirements, allocation of investment and delivery of UIFSM.
2. Defining investment requirements:
 - i. For FwT schools (including voluntary-aided) and FwT academies, Carillion in conjunction with schools, will be responsible for defining investment requirements to PMO for consideration by **25 April 2014**.
 - ii. For non-FwT schools (including voluntary-aided), the OCC FM Technical Officer in conjunction with schools, will lead the work to define investment requirements to PMO for consideration by **25 April 2014**.
 - iii. Non-FwT academies are responsible for assessing their own investment requirements.
 - iv. Investment requirements will be based on the average figure for increased meal uptake for the Pilot study. This figure is 87%.
3. Communication of investment requirements:
 - i. For all OCC maintained schools (including voluntary-aided), the details of their investment allocation will be communicated to them no later than **9 May 2014**.

4. Delivery of service:

- i. For FwT schools (including voluntary-aided) and FwT academies, Carillion in conjunction with these schools, will manage and deliver the service through the Design and Construction contract agreement.
- ii. Non-FwT schools (including voluntary-aided) and non-FwT academies it is the responsibility of the schools to manage the improvement. However, they can opt to have their investment managed and delivered by Carillion; this work will be chargeable. These schools need to have submitted their request for Carillion to do this work by **16 May 2014**.

5. Capital spend:

- i. There will be no capital spend in enlarging dining halls unless no other alternative solutions can be found.
- ii. Capital spend to enlarge existing kitchens will only be available if no other alternative solutions can be found.

This means that schools may need to rearrange the school day to allow multiple lunch sittings.

6. Investment decisions will be based on best value for money.

7. OCC accepts that capacity limitations mean that it may be necessary to invest in cooking facilities for those schools which currently have their meals prepared at another school and transported in.

8. OCC recognises that the project may need to place holding orders and/or place initial deposits for equipment in advance of final requirements being confirmed so as to guarantee availability and delivery in light of anticipated high levels of demand from local authorities across the country. No deposits will be made without signoff from Steering Group.

c) Principles outlining responsibilities of each School

1. Each OCC maintained school (including voluntary-aided) will designate a UIFSM Lead who will be the point of contact for the school. This information must be emailed to the OCC FM Technical Officer by **4 April 2014**.

Contact details for OCC FM Technical Officer (Gail Witchell): -

gail.witchell@oxfordshire.gov.uk

Tel: 01865 780 332

Mobile: 0792 0084 157

2. There may be a potential need for schools to increase the number of lunch sittings in order to accommodate the increase in numbers; it is the responsibility of each individual school to plan

for the consequent changes to timetables and staffing. This need will be discussed with each school.

3. For FwT schools (including voluntary-aided) and FwT academies, details of any changes to sittings/timings must be communicated to the FwT catering supervisor by **1 June 2014** to allow for staff recruitment/changes to staff rotas.
4. FwT schools (including voluntary-aided) and FwT academies will continue to provide daily meal numbers to the onsite FwT supervisor as per current arrangement.
5. A number of schools are planning to run a trial lunch service by **11 June 2014** to simulate the expected increased demand and OCC recommends this as best practice to schools.
6. All OCC maintained schools (including voluntary-aided) will need to make provisions with OCC FM Technical Lead for keyholder arrangements for access to kitchens and catering facilities during holiday periods.
7. All OCC maintained schools (including voluntary-aided) will need to make arrangements with OCC FM Technical Officer to provide access to their kitchens and catering facilities in the last week of summer holiday period for staff training and induction.

Key Proposed Project Timelines

The table provides a summary of key project timelines. Key dependencies on schools are highlighted below in colour and bold text.

Where information is required from schools, this should be email to the OCC Technical Officer: -

Gail Witchell

gail.witchell@oxfordshire.gov.uk

Tel: 0186 5780 332

Mobile: 0792 0084 157

4 April	All schools to nominate a UIFSM Lead and email contact details to OCC FM Technical Officer
	All schools to provide keyholder information to OCC FM Technical Officer to enable access to school kitchens and catering facilities during Easter holiday period.
25 April	Submission of investment requirements to PMO: - a) Carillion will provide this information for FwT schools b) OCC will provide this information for Non-FwT schools These submissions will be a result of discussions with schools
9 May	Investment will be allocated and communicated to schools by this date
16 May	Last day for non-FwT schools to request Carillion to deliver the project
1 June	FwT schools to have confirmed any proposed changes to lunch service to onsite FwT supervisors
11 June	UIFSM simulated service in schools to have been completed
11 July	Schools to make arrangements with OCC FM Technical Officer to enable access to school kitchens and catering facilities during Summer holidays period
2 Sept	UIFSM Commences