



School Business Manager Forum

21st November 2023

UFSM progress and FSM Registration

Procurement framework for school catering
provision



Universal Free School Meals

- Funding allocated based on 22/23 census data for number of children not registered for FSM. Assumed 90% uptake therefore 90% of average number of children not registered for FSM.
- First installment (50%) was paid to schools in September.
- Second installment (25%) expected to be paid in December / January.
- Third installment (35%) expected in April 2024.
- Evaluation is being initiated shortly by the GLA and their evaluation partners. A condition of funding is to participate. Contact will be made with schools directly (likely via the Headteacher).
- The GLA deliver a webinar series to support schools which includes topics like pupil premium, implementation of UFSM. The previous webinar slides are available on the [GLA website UFSM resources page](#). We publicise dates in the weekly Hackney Education Schools Bulletin.



Universal Free School Meals

Evidencing uptake higher than 90%

- Where a school has over 90% pupil uptake, they are able to claim for the additional funding.
- Schools will need to download data on two dates:
 - 18 January 2024 (Census day)
 - 13 March 2024 (two weeks before Easter break)
- Schools submit form to boroughs before 28 March 2024.
- Boroughs will submit this information on the GLA OPS platform.
- School can use their MIS for this. For schools who do not use MIS data, a template form will be provided for them to input their uptake data on the desired date.
- Guidance is being tested with schools and borough officers and will be available in November.



Free School Meals and Pupil Premium

- Potential impact of the UFSM offer on FSM registration is a concern across all London boroughs
- Communications to residents promoting registration for FSM highlighting crucial funding for schools (PP) and access to additional support such as food vouchers during school holidays
- Current process
 - Once an application has been received, eligibility is re-checked weekly
 - Data highlighting children eligible and accessing FSM, not eligible, or no application made is shared with schools from the Pupil Benefits service to support schools targeted conversations with families to encourage FSM registration
- Scrutiny of data held by the Pupil Benefits service to target support to schools
- Exploring potential access to cross-reference with other Council held data sources. GDPR and usability limitations exist (often this data is owned by another Government agency e.g. DWP)



School Checks

Check Synergy SAM report to identify children who have never applied for fsm to apply online – contact us if you do not have access to your schools shared SAM login

Check Synergy SAM admissions report to ensure the school roll is accurate and follow on roll off roll guidance.

Check the school transfer file (CTF) for joiners from out borough schools and record on the school system for census, you may need to contact the previous school directly. The Council pupil benefits team does not record or have access to this information.

Check no recourse to public fund families (NRPF) documentation following [government advice](#) and record on the school system for census. The Council pupil benefits team does not record or have access to this information.



What else can be done

Publish advice and links to HE website to encourage parents to apply for FSM and school holiday lunch support on the schools website.

If a parent is unable to make an online FSM application due to language, literacy or internet device barrier then schools will shortly be able to complete a google form on the parents behalf.

Schools can inform us by email if a sibling is attending the school and the parent is unwilling to apply for the new child, in these cases we can link the children.

Parents can contact the Pupil Benefits team - Monday - Friday 9-5 telephone/email service for enquiries from parents

0208 820 7000 option 2, Email pupilbenefits@hackney.gov.uk

Pupil Benefits team will continue to access parent information from FSM application, uniform grant application and early years parent data to determine FSM eligibility and will recheck ineligible fsm application data weekly.



School Meals Procurement Framework

We are developing a Catering Framework for Schools to use from September 2024.

Potentially 3 lots

- Lot 1 - Full Inhouse Service - a full catering service with meals made on with site, pre & after school provision if needed
- Lot 2 - Partial Service - meals made off site/ meals assembled on site / bento boxes
- Lot 3 - In House Support - support to transitioning to in house provision, Support to schools around improvising meal provision, training for staff, both teaching and catering staff around healthy meals, making meals more sustainable

Feedback on the key requirements and / or be part of the evaluation panel. Attend Project meetings or feedback via email on the specification





Project Group - Upcoming meeting dates:

- 21st November, 3-4pm
- 6th December , 12 - 1pm
- 19th December, 12 - 1pm



Refreshing the Schools Bulletin

We need your help!

-  The Schools Bulletin content and format are being updated to better serve the family of Hackney Schools!
-  As school leaders, your perspectives are crucial to ensuring the bulletin is informative, engaging and meets the needs of the Hackney schools community.
-  We invite all school leaders and staff to contribute feedback through our simple [google form](#).
-  Your input is greatly appreciated and will directly inform the redesign

If you don't receive the Bulletin and would like to subscribe, please email bulletin@hackney.gov.uk

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Additional information following some questions and discussion at the forum

- food vouchers in school holidays
- grants available for schools to implement Tackling Food Poverty in Education recommendations



HSF funded holiday food vouchers

- **£700k of unused holiday food vouchers for FSM families across Hackney**
- **Spoken to several HTs to understand the barriers**
- **Any other barriers? Any other support?**

Barrier/ challenge	Action
Once a voucher is sent to an email it can't be re-issued.	Regular checks for up to date contacts, make as accessible as possible and use well attended events to gather up to date info. Send details here freeschoolmealsparentscarers@edenred.com
Parent/ carer understanding/ access to technology	Drop ins, workshops, etc. What is the best way for your families to receive the vouchers? Team looking at developing parent/.carer friendly leaflets
If sent in post schools unaware if they've been redeemed	Team exploring ways to communicate this.
Schools/ families need a point of contact for difficulties (often during school holidays)	Team exploring who this would be/ how best this would work.
Short notice given to schools around money coming in.	Team to improve communication and share schedule.
Schools unsure of the process.	Useful weblinks. Briefing at next meeting?



Schedule and Useful Links for More Information

Household Support Fund is granted annually by the Government (DWP). The allocations for this year* are:

- Autumn half term, £20
- Christmas Holidays £35
- Spring half term, £20

** These allocations are higher than usual in order to utilise the unused voucher funds. If the funding is provided by the DWP next financial year, these amounts may change.*

[How to Use EdenRed Vouchers](#)

[FAQs](#)



Tackling Food Poverty in Education: Grants for schools

To support schools in implementing recommendations from the [Tackling Food Poverty in Education report](#), Hackney Council is offering targeted funding. The grant aims to assist schools in progressing these recommendations to tackle food poverty and promote healthy meals.

Grant Details:

Total Funding: £120,000

Grant Size: Six grants available, each £20,000

Submission Deadline: Thursday, 14th December 2023, 12.00 noon

For more information about the grant conditions including how to apply please read the [Request for Proposal Guidance](#). Proposals can be submitted by completing [this form](#).

This opportunity aims to empower schools to tackle food poverty and enhance the quality of meals for children. For any queries or assistance, contact [Silvi Shrestha](#).