

PERTH AND KINROSS COUNCIL

Lifelong Learning Committee
26 August 2015Update Report on the Extension to the entitlement of Free School Meals for
Primary 1 to Primary 3

Report by Executive Director (Education and Children's Services)

PURPOSE OF REPORT

On 7 January 2014, the Scottish Government announced all P1 – P3 pupils will be eligible to receive Free School Meals (FSM) from January 2015. This is one of the new provisions introduced by The Children and Young People (Scotland) Act 2014. This report outlines the support put in place to meet our statutory requirements across Perth & Kinross schools in relation to this part of the Act. Information is also provided about the uptake of this entitlement.

1. BACKGROUND/MAIN ISSUES

- 1.1 A report to update on progress with the implementation of the extension to FSM was approved at Lifelong Learning Committee (LLC) ([Report 14/462](#) refers) on 29 October 2014. The Executive Director (Education and Children's Services) was instructed to provide a further update in six months time, including details of the uptake of free school meals on a school by school basis.
- 1.2 The Scottish Government, in their calculations, assumed that the rate of take-up of FSM would be 75% of eligible pupils. This assumption is based on the results of a pilot undertaken in 2007/08. Education and Children's Services (ECS), in partnership with Tayside Contracts, projected an 83% uptake was a more likely outcome in Perth and Kinross.

2. PROGRESS TO DATE

- 2.1 Capital investment was required to enable school kitchens to increase production capacity to meet the anticipated new demand. £250,000 allocated through the Scottish Government was spent at key sites accordingly following a review of the school estate kitchen facilities.
- 2.2 The extended FSM entitlement required increased staffing provision to deliver increased meal provision and maintain a positive dining experience. A model for distribution of hours for both schools and Tayside Contracts was agreed and implemented.
- 2.3 An update to the existing reporting mechanism for the collection of FSM data was put in place. This includes a split of P1 – P3 and P4 – P7 pupil meals on the schools weekly meals return, and associated statistical reporting through Tayside Contracts management information system.

- 2.4 Procedures and communications were updated to advise Headteachers and parents on when/when not to apply for free school meals. Free school meal application forms are available through the Perth and Kinross Council website www.pkc.gov.uk or alternatively by asking for an application form at schools or via e-mail at ecsschools@pkc.gov.uk .
- 2.5 Communications to parents regarding the extension to FSM were undertaken in a variety of ways:
- Parent flyer produced and distributed early December 2014;
 - Subsequent flyer promoting the value and positive experiences associated with the service was distributed in May 2015;
 - Newspaper articles, in-house magazine and web sites have all featured; and
 - Schools communicated through Parent Councils and school newsletters.
- 2.6 Schools have adopted creative approaches to ensure the meal service continues to be provided within current lunch breaks by:
- increased sittings with separate queues
 - improved seating arrangements
 - increased waste stations to assist flow of pupils
 - extension to classroom electronic pre-order systems
 - almost all schools operate a system of trays and colourful crockery (replacing the previous *flight tray* service) to support presentation of the meal – this allows for a two course lunch to be served at the same time removing the need to revisit the servery
- 2.7 Following the implementation, meal uptake has increased on a gradual basis. When measured against average attendance, it has risen by more than 50% compared to pre-extension numbers – in summary this is:

	P1-P3 % Uptake	P1-P3 daily Meal no.'s	Increase in Meal no.'s	% increase
Pre-extension 2014	51	2199	-	-
Jan-Mar 2015	76	3287	1088	49
Apr-Jun 2015	77	3362	1163	53

This summary is reflected in more detail in Appendix 1.

- 2.8 Each February, the Scottish Government undertakes the Healthy Living Survey which includes school meals uptake. It should be noted that the returns for this survey are only a snapshot in time and are intended to reflect a typical day. This year's typical day was Wednesday 25 February 2015.

Authority	P1-P3 Meals uptake %
Perth & Kinross	74.7
Comparator Authorities	
Aberdeenshire	82.5
Argyll & Bute	85.0
Highland	74.7
Scottish Borders	86.5
Stirling	74.6
Tayside	
Angus	77.9
Dundee City	69.5
Scotland	79.3

Some caution should be applied when interpreting these figures with respect to average uptake and interpretation of a typical day.

3. NEXT STEPS

- 3.1 There are families who continue to provide children with a packed lunch and accordingly do not take advantage of the free meal opportunity. We have promoted a hot meal service to all P1-P3 pupils since the initiative was launched. Following consultation with schools and in partnership with Tayside Contracts, the meal choice has been extended to all schools and year groups to include a plated packed lunch – effective from 18 August. Tayside Contracts Food & Nutrition Co-ordinator has run a nutritional analysis to reflect this extension, and confirms the 4-choice menu will still meet the nutritional guidelines as identified within the Nutritional Requirements for Food & Drink in Schools (Scotland) Regulations 2008.
- 3.2 Schools encourage new P1 pupils and their parents to stay for a lunch prior to starting full time at school. This year schools will also offer new P1 pupils the opportunity to stay for lunch with effect from Monday 24 August 2015 prior to them attending for a full day (which starts with effect from Monday 31 August 2015). A further communication in the form of a *welcome pack* from Tayside Contracts will promote the benefits of the school meal service to families including the P1-P3 free meal opportunity. This will be distributed from 18 August 2015 onwards.
- 3.3 We will continue to support schools to help ensure all families are aware of the free meal arrangements within their schools, the associated health benefits and quality of the lunch.

- 3.4 Our priority will be to continue promotion of the free entitlement in schools in catchment areas identified with the highest deprivation levels in the Council area based on the Scottish Index of Multiple Deprivation (SIMD). Schools in the most deprived 20% of the SIMD are also highlighted within Appendix 1.

4. CONCLUSION AND RECOMMENDATIONS

It is recommended that the Committee:-

- (i) Notes the content of this report.
- (ii) Instructs the Executive Director (Education and Children's Services) to monitor and develop as appropriate the ongoing delivery of the extension to free school meals.

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Approved

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	Yes
Workforce	Yes
Asset Management (land, property, IST)	No
Assessments	
Equality Impact Assessment	No
Strategic Environmental Assessment	No
Sustainability (community, economic, environmental)	No
Legal and Governance	Yes
Risk	No
Consultation	
Internal	Yes
External	Yes
Communication	
Communications Plan	Yes

1. Strategic Implications

Community Plan / Single Outcome Agreement

1.1 This section should set out how the proposals relate to the delivery of the Perth and Kinross Community Plan / Single Outcome Agreement in terms of the following priorities:

- (i) Giving every child the best start in life
- (ii) Developing educated, responsible and informed citizens
- (iii) Promoting a prosperous, inclusive and sustainable economy
- (iv) Supporting people to lead independent, healthy and active lives
- (v) Creating a safe and sustainable place for future generations

This report relates to Objectives No (i) and (iv).

Corporate Plan

1.2 This section should set out how the proposals relate to the achievement of the Council's Corporate Plan Objectives.

The Perth and Kinross Community Plan 2013-2023 and Perth and Kinross Council Corporate Plan 2013/2018 set out five strategic objectives:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;

- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

This report relates to Objectives No (i) and (iv).

1.3 The report also links to the Education & Children's Services Policy Framework in respect of the following key policy area:

- Inclusion and Equality

2. Resource Implications

Financial

2.1.1 This initiative will cost the Council £1,491,000 in 2015-2016 which will be met by additional funding made available by the Scottish Government.

2.1.2 £250,000 has been spent on upgrading equipment and dining rooms.

Workforce

2.2 The Corporate Human Resources Manager has been consulted in the preparation of this report.

Asset Management (land, property, IT)

2.3 N/A

3. Assessments

Equality Impact Assessment

3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

- (i) Assessed as **not relevant** for the purposes of EqIA

All work within this area seeks to address inequalities both in terms of provision of resources and impact on outcomes for children and their families. There are no negative impacts arising from this work.

Strategic Environmental Assessment

- 3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

No further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

Sustainability

- 3.3 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.

These matters would be considered as part of the planning, design development and implementation of any future individual project involved in the development of the school estate.

Legal and Governance

- 3.4 In 2008, the Scottish Government passed enabling legislation to allow local authorities to provide free school meals to all pupils in P1 – P3. There is provision within the The Children and Young People (Scotland) Act 2014 for every P1 – P3 child to have the option of a free school lunch from January 2015.

Risk

- 3.5 Not applicable.

4. Consultation

Internal

- 4.1 Education and Children's Services Senior Management Team, Business and Resource Services Management Team, Head of Democratic Services, Head of Legal Services, Head of Finance.

External

- 4.2 Tayside Contracts.

5. Communication

- 5.1 The communications plan was completed, however, there will be ongoing monitoring of the initiative and associated communications as appropriate.

2. BACKGROUND PAPERS

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

3. APPENDICES

Appendix 1: Free school meals P1-P3 comparison table

Notes to Appendix 1:

Please note that calculations including the variable number of days, movement across pupil population and attendance figures within cycles can result in minor anomalies when reading the average % summary figures presented, particularly for small schools.

SIMD (Scottish Index of Multiple Deprivation) - This is the proportion of the school roll resident in the 20% most deprived datazones (defined nationally), from the 2014 pupil census, and gives a view of relative deprivation across the schools.

Free meals P1-P3 comparison table (see paragraph 3)

Appendix 1

Primary School	Meal no.'s October 2014 (daily)	% uptake	Meal no.'s Jan-Mar 2015 (daily)	% uptake	Meal no.'s Apr-Jun 2015 (daily)	% uptake	SIMD % #
Abernethy	33	59	42	75	40	73	-
Abernyte	5	100	5	100	5	100	-
Aberuthven	12	73	15	91	16	98	-
Alyth	37	48	53	67	56	71	-
Arngask	19	63	26	84	24	82	-
Auchterarder	57	51	109	77	108	76	0-10
Auchtergaven	19	44	30	71	28	69	-
Balbeggie	15	65	17	78	15	70	-
Balhousie	23	42	48	91	43	83	30-40
Blackford	19	83	21	92	21	91	-
Blair Atholl	5	48	9	77	9	75	-
Blairingone	*	*	*	*	*	*	-
Braco	8	44	14	79	15	82	-
Breadalbane	34	42	60	75	61	78	-
Burrelton	12	35	28	76	32	90	0-10
Cleish	18	81	19	87	20	92	0-10
Collace	6	79	7	96	7	97	-
Comrie	29	40	49	87	54	95	-
Coupar Angus	40	50	64	82	67	87	-
Craigie	35	55	53	79	57	86	0-10
Crieff	62	39	105	66	106	67	0-10
Dunbarney	54	60	67	74	64	71	-
Dunning	27	59	36	78	36	79	-
Errol	41	43	72	74	68	72	-
Forgandenny	21	79	24	88	22	85	-
Forteviot	8	99	8	93	8	87	-
Fossway	21	55	28	73	30	77	-
Glendelvine	6	54	12	95	11	81	-
Glenlyon	*	*	*	*	*	*	-
Goodlyburn	53	53	68	69	68	70	30-40
Grandtully	*	*	*	*	*	*	-
Greenloaning	6	75	7	89	8	100	-
Guildtown	8	78	7	85	5	59	-
Inchtute	27	35	59	76	61	79	-
Inchview	91	61	114	79	109	78	10-20
Invergowrie	44	49	67	76	66	77	0-10
Kenmore	5	32	14	87	14	83	-
Kettins	5	70	7	78	7	81	-

School	Meal no.'s October 2014 (daily)	% uptake	Meal no.'s Jan-Mar 2015 (daily)	% uptake	Meal no.'s Apr-Jun 2015 (daily)	% uptake	SIMD %#
Kinloch Rannoch	11	84	11	87	11	88	-
Kinnoull	46	64	58	79	55	76	0-10
Kinross	86	49	142	77	145	79	0-10
Kirkmichael	13	58	20	88	19	86	-
Letham	65	61	80	77	81	78	40-50
Logiealmond	*	*	*	*	*	*	-
Logierait	*	*	*	*	*	*	-
Longforgan	21	41	35	70	33	66	0-10
Luncarty	35	56	53	82	53	85	0-10
Madderty	19	63	25	82	26	85	-
Meigle	14	69	17	82	16	80	-
Methven	27	49	42	79	38	74	-
Milnathort	50	55	69	75	66	73	-
Moncreiffe	38	62	57	89	53	86	-
Murthly	16	51	27	90	28	93	-
Muthill	13	47	21	79	26	98	-
Newhill	76	52	106	71	99	68	0-10
North Muirton	56	60	71	77	69	76	0-10
Oakbank	76	52	112	75	112	75	0-10
Our Lady's	41	42	65	69	71	75	30-40
Pitcairn	15	44	24	65	24	66	-
Pitlochry	44	56	59	75	61	79	-
Portmoak	32	66	40	81	39	80	0-10
RDM	83	45	134	73	141	78	0-10
Ratray	53	51	79	75	77	74	30-40
Royal Dunkeld	42	62	56	79	54	78	0-10
Ruthvenfield	12	50	16	66	17	71	0-10
Stanley	18	53	26	82	26	82	-
St Dominic's	43	70	55	90	54	91	-
St John's	64	43	126	83	129	86	20-30
St Madoes	28	44	50	78	52	83	-
St Ninian's	11	54	22	87	22	90	20-30
St Stephen's	21	56	23	61	26	70	-
Tulloch	62	43	99	70	102	74	20-30
Viewlands	47	33	91	63	95	67	0-10
Totals:	2199	51	3287	76	3362	77	0-10

SIMD (Scottish Index of Multiple Deprivation) - This is the proportion of the school roll resident in the 20% most deprived datazones (defined nationally), from the 2014 pupil census, and gives a view of relative deprivation across the schools.

* Number suppressed due to low figures