

audit 2001/2002

Local Education Authority  
Progress Review  
Salford City Council

ACTION PLAN



**DISTRICT AUDIT**

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<b>Reference:</b>	SA002-08-2002 AP
<b>Date:</b>	December 2002

Page	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date
<b>LEA Progress Review</b>						
<b>Strategic planning and the LEA environment</b>						
8	R1 Develop the communication systems with schools regarding the Council's plans for broadband implementation.	2	Director of Corporate Services		Senior Officers from across the Council are now working together to resolve the communication and implementation difficulties and have issued up-date information to schools. All schools have now been advised of the dates/phases they are in for broadband roll-out and the costs likely to be incurred.	Ongoing
9	R2 Establish corporate working strategies within the Education Directorate, and with other Directorates.	3	All Senior Management Team			January 2003
10	R3 Establish a comprehensive mechanism for allocating and monitoring resources (including staff time) across the Education Directorate. Communicate time allocations for activities to staff.	3	All Senior Management Team			July 2003
10	R4 Continue to develop an environment of mutual trust and partnership with schools.	3	Director of Education and Leisure		The newly appointed Director is continuing the regular meeting/consultation schedule with Headteachers and governors, and visits to schools in order to develop successful working relationships.	Ongoing
10	R5 Monitor the standards of service delivery to schools to ensure that schools are receiving the services they require.	2	Chief Executive All Directors			December 2002

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10	R6 Enable schools to become informed purchasers of services.	1	Assistant Director (Resources)			September 2003
<b>School improvement – raising attainment</b>						
12	R7 Initiate strategies which will raise achievement in pupils' performance across all key stages.	3	All Senior Management Team			Ongoing
13	R8 Review the various pilot initiatives at KS3 (Literacy and numeracy; Science; Teaching and learning in foundation subjects; Modern foreign languages; ICT) and consider ways of rationalising implementation in schools to develop greater synergy.	3	Assistant Director (School Improvement and Standards)		This issue is currently being considered as part of the Best Value review which is due to report in January 2003.	July 2003
13	R9 Clarify the respective roles and responsibilities of all partners in school improvement, the appropriate strategies for each to deliver, and communicate these to schools and parents.	2	Assistant Director (School Improvement and Standards)		Work began in November 2002. The BVR of the Inspection/Advisory Service will report in January 2003. The Director will include roles and responsibilities in her meeting with Headteachers also in January 2003. Plans are being made to invite an external speaker to attend the Heads' conference in the Spring term.	July 2003
<b>ICT development</b>						
15	R10 Continue to develop mechanisms for schools to evaluate the effectiveness of the NGfL strategy in raising attainment.	2	Assistant Director (School Improvement and Standards)			July 2003

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<b>ICT development</b>						
16	R11 Prepare and publish a separate and distinct strategy for ICT in education including: <ul style="list-style-type: none"> <li>• using ICT to raise attainment</li> <li>• managing information</li> <li>• school improvement.</li> </ul>	3	Assistant Director (Resources)			April 2003
16	R12 Revise the strategies for advising schools on ICT procurement and standards.	2	Director of Corporate Services			April 2003
16-17	R13 Ensure that there is integration between services providing support to schools for ICT administration and ICT curriculum systems.	2	Director of Corporate Services Assistant Director (Resources)		The Council intends to provide a single network and single support team in order to achieve an integrated service.	April 2003
17	R14 Establish electronic mechanisms for delegating and monitoring the allocation of staff, time and funding resources across the Directorate	2	Assistant Director (Resources)			September 2003
17	R15 Address the difficulties encountered through poor ICT infrastructure in the LEA eg ensuring that the Education and Leisure Directorate is able to communicate electronically with all schools.	3	Director of Corporate Services			January 2003

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17	R16 Establish a service agreement between the Education and Leisure Directorate and Corporate ICT.	2	Director of Corporate Services Director of Education and Leisure		Senior Officers of the Council have recognised the problems and have planned a way forward which includes: <ul style="list-style-type: none"> <li>recognising ICT as acting as the educational 'client'</li> <li>consideration of 'out-posting' staff who support education to the Education Directorate</li> <li>establishing working groups with adequate headteacher representation.</li> </ul>	March 2003
<b>School management and governance</b>						
18	R17 Develop the skills and knowledge of governors to enable them to undertake the range of responsibilities as defined in the Code of Practice.	2	All Senior Management Team			September 2003

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<b>SEN strategy and support</b>						
19	<p>R18 Make urgent progress in SEN/inclusion. In particular,</p> <ul style="list-style-type: none"> <li>• agree the vision for SEN in Salford</li> <li>• revise and re-issue the 'SEN Strategy and Policy Document and Inclusion Statement' in line with statutory requirements.</li> <li>• agree and implement a formula for delegating SEN funding</li> <li>• establish appropriate communication and consultation strategies with schools and other stakeholders</li> <li>• establish an appropriate training programme to support the strategy and developments.</li> </ul>	3	<p>Director of Education and Leisure (through the external consultant)</p> <p>Assistant Director (SEN/Inclusion)</p>		<p>The LEA has recognised that there has been little progress in SEN/inclusion since the time of the last inspection. An external consultant was engaged to undertake a review and begin implementation of some of the recommendations arising from her report.</p> <p>A new appointment has been made to the post of Assistant Director SEN/Inclusion [beginning mid-October 2002].</p>	April 2003
20	<p>R19 Establish criteria for delegating resources to SEN which are clear, equitable and transparent – and communicated openly to all stakeholders.</p>	3	<p>Assistant Director (SEN/Inclusion)</p>			April 2003

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20	R20 Develop strategies for monitoring and evaluating the impact of resources targeted at the School Action Plus stage.	2	Assistant Director (SEN and Inclusion)			July 2003
20	R21 Review the work of : <ul style="list-style-type: none"> <li>• Learning Support Service</li> <li>• Behaviour Support Service</li> <li>• Ethnic Minority and Travellers Achievement Service.</li> </ul>	2	Assistant Director (SEN/Inclusion) Assistant Director (School Improvement and Standards)			July 2003
21	R22 Re-focus the work of the I/A for SEN/Inclusion on the wider local and national agendas.	3	Assistant Director (School Improvement and Standards) Assistant Director (SEN and Inclusion)			March 2003
22	R23 Seek ways of increasing EP capacity to overcome the LEA's substantial lack of capacity in this area.	2	Assistant Director (SEN/Inclusion)			July 2003

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22	R24 Improve the statutory assessment process: <ul style="list-style-type: none"> <li>agree and implement criteria for statutory assessment</li> <li>ensure that school referrals are dealt with promptly</li> <li>Provide sufficient detail, specificity and quantification in final statements.</li> </ul>	3	Assistant Director (SEN/Inclusion)			January 2003
23	R27 Further develop performance monitoring, evaluation and sharing good practice with regard to attendance and exclusions.	1	Assistant Director (SEN/Inclusion)			September 2003
23	R28 Inform Headteachers of the outcome of the EWS review and consider whether the changes address schools' needs.	1	Assistant Director (SEN/Inclusion)		The EWS was reviewed as part of the EDP priorities – with a target date of Autumn 2001 for completion.	January 2003
23	R29 Improve joint working with health services.	1	Assistant Director (SEN/Inclusion)			September 2003
<b>Resources and services to schools</b>						
24	R30 Implement the system of regular financial reconciliations.	2	Assistant Director (Resources)			April 2003



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25	R31 Clarify the function and purpose of service level agreements and service plans, and revise the latter as appropriate to ensure that services are supporting the strategy and vision of the LEA.	2	All Senior Management Team			April 2003
25	R32 Disseminate to schools the information arising from the condition survey.	1	Assistant Director (Access and Development)			December 2002
26	R33 Further improve pupil forecasting mechanisms to achieve greater accuracy.	2	Assistant Director (Access and Development)		The LEA is currently reviewing its mechanisms.	March 2003