

# REPORT TO SCHOOLS FORUM BY JANINE WHITE SCHOOLS PROCUREMENT OFFICER

This report contains a summary of the work undertaken over the past 12 months.

## COLLABORATIVE PROCUREMENT

The following collaborative procurement exercises have been undertaken to bring savings to all Schools utilising the agreements. All Schools were consulted on all areas prior to tendering.

### Defibrillators

Sourced for 46 Schools at heavily discounted costs and partially funded through a charity, North East Hearts With Goals. Collaborative fundraising day organised for all Schools and publicity sought. Suppliers contacted for contributions as well. Training sourced free of charge through the North East Ambulance Service.

The package procured for Schools offers a 10 year life span minimum and has saved each School approx. £500 in costs for the kit and training (Total of £23,000). By fundraising we have also minimised the impact on a school budget.

These have all now been delivered to the Schools and refresher training is being discussed with the Lifeguards who are able to provide this service

### Drains, Gulleys & Gutters

Agreeing a maintenance contract with a supplier for providing this service to North Tyneside Schools at discounted rates in conjunction with the Local Authority, particularly around Zurich's findings following "Thunder Thursday".

## OTHER PROCUREMENT

### Catering Services

Have helped Schools to understand some of the costs included in the catering SLA around adult meals which has allowed them to challenge this and reduce their SLA costs substantially – around **£5,000 per Primary School**. Schools have also been asked to consider a

	longer term contract as there is sometimes a further saving available.
Woodlawn	Continued support to Woodlawn School through the appointment of a Business Manager and streamlining systems.
Longbenton	Support provided in the absence of a School Business Manager in identifying the contracts in places and requesting copies of contracts from suppliers to build up the information ready for the appointment of the new business manager.
Norham	Providing Business Manager support to Norham High School in the absence of someone in this role.
Asset Management	Investigating suppliers of software capable of managing assets and arranging demonstrations for Schools to come along to and see the system.
Evac-chairs	Sourcing suppliers and chairs suitable for use in Schools on behalf of a couple of Schools for joint procurement.
Supply Insurance	Supporting Schools with quotations on staff absence insurance and understanding the different policy offerings and underwriters.
Lighting	Supporting a school on tendering for car park lighting installation and refurbishment which was extremely successful and cost effective over other quotes received.
Cleaning	Two cleaning tenders progressed and completed. One cleaning tender in progress.
iPad Parental Schemes	Continued assistance to Schools with introducing iPad parental contribution schemes – an alternative method to improve technology in Schools but the parent pay for the equipment.
Energy Management	Supporting schools looking to bring BEMS in house which could result in savings if managed correctly. Predominantly more suited to High Schools or large Primary Schools.
ICT Equipment	Supporting Schools with the purchase of interactive touchscreens instead of whiteboards and projectors through demonstrations and information dissemination.

Contractors	Identifying new contractors for undertaking works in Schools for example plumbers for reactive maintenance requirements in Schools as larger, well-known companies too slow to react for small quick repairs.
Furniture	Identifying and recommending companies for various furniture requirements including curtains and blinds.
Licences	Keeping up to date on the purchasing of licences for Schools and updating changes e.g. bulk purchases via the DfE.
Minibuses	Supporting Schools in the procurement of minibuses either through direct purchase or leasing schemes and understanding Section 19 permits.
Photocopiers	Supported a number of Schools in procuring a new photocopier by analysing current practice and seeking quotations for future requirements. Further support offered in supplier meetings where staff felt they were baffled by technology and contract terms. My presence allowed for questioning of information to understand offerings clearer.
Intruder Alarms	Supporting Schools to source providers of intruder alarms and arranging site visits and quotations. Evaluation of quotes.
Uniforms	Identifying and meeting with potential new suppliers and putting arrangements in place for both cash and online ordering arrangements.
Lettings	Investigating lettings software to support schools in marketing their school to attract greater income from facilities and allowing for on-line payments
Newcastle United Foundation	Understanding using PE grants compliantly and the support the foundation can offer schools around fundraising events and PE staff support.

## **FUTURE PROCUREMENT**

Contractor Compliance	Continuous updating of the compliant contractor register on behalf of all Schools. All information is kept centrally and disseminated to Schools as required / requested.
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Schools are encouraged to only seek quotations from compliant contractors.

This exercise is intended to reduce any risk to a School but also to assist a contractor in that they will not need to complete for each School prior to undertaking any work.

Gas Inspections

Looking into collaborative procurement to undertake gas inspection testing in science laboratories in Schools as currently does not appear to be undertaken on a regular basis – liaising with the Local Authority on this area and awaiting updates.

Post 16 Transport

The tender is being drawn up for Post 16 transport across three High Schools which will go to tender in 2016 for a start date in September 2016.

Asset Management

Potential procurement based on collaboration of Schools looking to invest in this area.

**TASKS UNDERTAKEN**

Collaboration Groups

Collaboration Groups are now underway in North Shields, Whitley Bay, Wallsend and Killingworth as well as the Roman Catholic Schools collaborative. The idea is to remain as an informal group, but to share good practice, arrange joint procurements, undertake joint training and generally get to know each other to share common problems and seek common solutions.

Contract Registers

Schools are being encouraged to utilise a Contract Register template created which will allow for all contracts to be logged and reviewed in a timely manner to ensure notice dates are not missed for contract renewals. I offer to start completing this for Schools and have undertaken a few this year.

Maintenance Schedule

A timeline of all statutory and best practice maintenance programmes has been created for use by schools to simplify what needs doing, when and by whom which can be shared between the Business Manager and Site Manager.

Supplier Reviews

Working with suppliers to resolve issues and to try to manage contracts effectively.

Conference	<p>The 4th School Business Manager Conference in North Tyneside was held last month as was a great success. The event is growing attracts Schools from across North Tyneside, Northumberland, Newcastle and Gateshead. The work involved for this event includes arranging suppliers, workshops, venue, catering, marketing, goody bags etc. It is hoped to hold a 5<sup>th</sup> Conference.</p>
Securing our Future	<p>The working group continue to meet on a half termly basis and all new documentation is produced and then verified by the member Schools to ensure it meets the needs of all Schools before being distributed.</p> <p>Investigating an on-line portal for ordering stationery and other products at agreed discounted rates for Schools. Trials to get underway shortly before rolling out to all Schools interested.</p>
Audit	<p>Liaising with the Audit Team at the Council on various elements around public sector procurement and working together to agree strategies for Schools.</p>
CSBM	<p>I have also decided to undertake the CSBM course to further my knowledge of the Business Manager role enabling more professional advice to Schools around other areas and not just procurement.</p>
Procurement	<p>Meeting with the Local Authority Procurement team to identify ways in which they can support myself and in turn the Schools. Consideration being given to a Schools Procurement option on the LA intranet to display templates and catalogues available for schools to use. Further information around translation services and washroom services will be sent around all Schools.</p>
Energy	<p>Working with Procurement to issue Schools with a guide to asking the right questions should they be considering moving away from the NEPO contract which will allow for a more accurate comparison against what another provider is offering. Schools, however, are not encouraged to move away from the NEPO arrangement as it is believed this offers best value.</p>

**REASONS TO CONTINUE THE FUNDING OF THE ROLE**

- More than half (55 per cent) of school leaders are looking to reduce costs over the coming year, with the government's funding policy and recent changes to special educational needs (SEN) provision cited for the growing pressure on school budgets by senior school staff. This role will help to support these cuts.
- Procurement for Schools previously undertaken by the Council is not always an available option and a lot of the work is now automatically directed to myself. Should the position come to an end, consideration needs to be given as to who will resume this work to ensure continuity of supply and will there now be cost implications which will need to be funded from somewhere? This will be the same for the compliant contractor database held and how will this be managed going forward?
- Contracts instigated for Schools originally will be coming up for review / renewal next year (3 year cycle)
- The role forms a link between the Schools, the Council and their partner companies, and a link to the Consortia and Department for Education, disseminating information as required. This is becoming stronger all the time with queries coming to me from Audit and Finance.
- There are significant time savings for all Schools in one person undertaking research or work on their behalf which is unquantifiable in terms of cashable savings. Most issues are duplicated in Schools and one person resolving rather than multiple trying to resolve is often easier and quicker.
- The role is valued by the Schools as can be seen from just some of the feedback detailed below.

## **COMMENTS FROM SOME SCHOOLS ON THE SERVICE**

Collaborative meetings very worthwhile. Sharing experiences or ideas invaluable, gaining an insight into how other schools work is very beneficial to me as a SBM.

School Business Manager

**Cullercoats Primary School**

I would like to support the continuation of the great work you do which can be quite diverse at times supporting all schools. Many schools need your support and value having an experienced person outside of school to contact & be share able to share knowledge with everyone.

School Business Manager

**Beacon Hill School and Specialist College**

I find the work that Janine carries out on our behalf, e.g. arranging demonstrations and being a point of contact for advice on procurement issues, saves me time and more importantly, saves the school money.

Office Manager

**Backworth Park Primary School**

Many thanks Janine and thank you once again for such an excellent day at the Conference. Enjoyed this last one more than ever - long may they continue!

School Business Manager

**Kells Lane Primary School**

I just wanted to thank you very much for the conference yesterday, it was excellent. I attended the workshops on team talk (very good); Resilience (Superb!!) & Business Continuity (very good). I found the networking opportunities excellent & I managed to visit all of the supplier stands. Many thanks again for all your hard work.

School Business Manager

**Wallsend St Peter's CE Primary School**