## NOA F2 Specification Form for a commissioned activity

**3.2.1 Inclusion Champion Governor Training (Norwich Inclusion Charter)**

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| **1. Norwich Opportunity Area Priority** | Norwich Opportunity Area has identified four priorities to improve social mobility. This activity sits within priority 3:  **3: Support children at risk of exclusion from school** |
| **2. Strand** | 3.2: In order to ensure that no child is excluded unnecessarily, we will work with headteachers, alternative provision providers and the local authority to review approaches to behaviour support, managed moves and temporary alternative provision placements for children at risk of exclusion.  3.5: We will target new interventions at those children most at risk of exclusion from school. As well as working with schools and the local authority we will seek to work with partners in the voluntary sector and the health sector. |
| **3. Activity Name** | Inclusion Champion Governor Training (Norwich Inclusion Charter) |
| **4. Background** | **Norwich Opportunity Area**  Young people in Norwich from disadvantaged backgrounds are less likely than their peers elsewhere in England to leave school with a good level of attainment, go on to study for a level 3 qualification (such as A levels), continue with education or employment from age nineteen, or go to university.  Rates of exclusion are high in Norwich, leading to high numbers of pupils either being educated in alternative provision, or not being in school at all. There is limited understanding of precisely why exclusions are so high relative to the rest of England, however we know that most exclusions are for persistent disruptive behaviour.  A “Norwich Inclusion Charter” has been developed in consultation with schools, local partners and the local authority. The Charter represents a shared commitment to collaborate to reduce exclusion in the city and will be supported by a range of interventions funded by the Opportunity Area.  Inclusion Champion Governor Training is one of these interventions, to enable Governors to support their school in strengthening a culture of inclusion. |
| **5. Targeted individuals/schools** | Not used |
| **6. Price cap** | £3,500 |
| **7. Outputs** | * A two-hour training session delivered twice in June 2018 (session 1), once during the day, and repeated in an evening to enable as many governors to attend as possible * A further follow up session, delivered twice as before, in October 2018 (session 2). * Lead “Inclusion Champion” Governor for each school attends both sessions * Additional governor only attends first meeting * Promotion, booking and admin of events. * Printed and electronic resources for delegates   **Course Content**  **Session 1**   * Background to Norwich Inclusion Charter, expectations and offer (Norwich Opportunity Area team will support this) * Legal guidance on exclusions 2017 * Supporting exclusion panels * Creating an inclusive culture in schools * Support for students at risk of exclusion   **Session 2**   * Understanding behaviour policy and behaviour practice * Quality Assuring AP choices * Understanding the needs of vulnerable and disadvantaged children, inc SEND and LAC * Signposting to support in Norwich and Norfolk |
| **8. Short term outcomes** | Governors demonstrate:   * Improved understanding of support available to children at risk of exclusion * Increased confidence to support Headteacher to reduce exclusion * Increased confidence to challenge PEX decisions * Governors use the inclusion helpline |
| **9. Long term outcomes** | Schools demonstrate:   * Reduced numbers of FEX and PEX * A more inclusive culture consistent across Norwich Inclusion Charter schools |
| **10. Evidence base** | Not used |
| **11. Prospective providers should meet the following criteria:** | **Expertise:**   * Education * Inclusion * Understanding of different types of governance * Understanding of different types of behaviour challenges and approaches. * Good understanding of Norwich Opportunity Area * Understanding of different settings   **Experience:**   * Delivering high quality training, * Supporting school governors/leaders |
| **12. Prospective providers are invited to submit:** | 1. Evidence of your expertise and experience as stated above (Weighting 35%) no more than 1 side of A4 2. Your approach to this project. (no more than 2 sides of A4) Including staffing, course content, delivery approach, recruitment of delegates, impact measurement and evaluation, and a description of any potential conflicts of interest and how you will deal with them (Weighting 35%) 3. Details of your time, fees and expenses required to meet the outcomes and price cap (Weighting 30%) |
| **13. Timetable** | Proposals should be submitted by: 25th April 2018  Appointment will be notified by: 2nd May  Project should be completed by: June 2018 (event 1) and October 2018 (event 2) |
| **14. Additional information** | All schools in the Norwich Opportunity Area will be invited to join the Norwich Inclusion Charter:  1 nursery  33 first/infant/primary schools  8 high schools  5 special schools  1 short stay school  **48 schools**  If you would like further information before submitting please contact:  Jacqueline Bircham, Norwich Opportunity Area Programme Director  [Jacqueline.bircham@newanglia.co.uk](mailto:Jacqueline.bircham@newanglia.co.uk)  Information on the Norwich Opportunity Area project can be found [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/650415/Social_Mobility_Delivery_Plan_Norwich.pdf)  Norwich Research School has produced a summary of research and evidence on reducing school exclusion which is available on request.  A useful report on the impact of exclusion can be found [here](http://webarchive.nationalarchives.gov.uk/20130404090819/https:/www.education.gov.uk/publications/eOrderingDownload/RR405.pdf) |

Application from providers on the quality questions (not including price) will be scored using the following descriptors.

| ***Descriptor*** | ***Mark awarded*** |
| --- | --- |
| Applicant fails to provide a response or provides a response of such a poor standard as to provide no confidence that the Applicant could successfully deliver the project.  **If the approach or credentials receive a score of ‘0’, the entire submission will be rejected.** | 0 |
| Applicant provides a response of such a poor standard as to provide little confidence that the Applicant meets the requirements. The response shows **many or all** of the following issues:   * The information requested is only partially provided * The response appears likely to only partially meet the project outcomes * The response does not reflect accepted good practice/ has a weak evidence base * The response is insufficiently specific * The response appears not to deliver expected levels of detail, performance, expertise, outcome, supporting resources or other relevant characteristics * Supporting documents (where requested) are of insufficient quality, depth or relevance. | 1 |
| A response with some **clear strengths** but demonstrating **some** of the issues above | 2 |
| An acceptable response, with **some degree of weakness** but where the weakness does not cause fundamental concerns and is **outweighed by the strengths.** | 3 |
| A good response where the strengths clearly outweigh any minor weakness(es), and the **majority** of aspects below apply:   * All information requested has been provided in full * The response clearly explains how outcomes will be met * The response reflects accepted good practice/has a strong evidence base * The response is well tailored to specific stakeholders and circumstances * The response offers good levels of detail, performance, expertise, outcome, supporting resources or other relevant characteristics * Supporting documents (where requested) are of good quality, relevant and of sufficient depth. | 4 |
| An excellent response with no weaknesses, that provides confidence that the project outcomes would be fully met | 5 |

Selection Process

1. The score for each question will be divided by the maximum possible score of five (5) and then multiplied by the individual weighting for that question to give a weighted score. For example, if a score of 3 out of 5 is given and the question is worth 10% of total marks (3/5\*10), then the weighted score will be 6.
2. The formula to be used to calculate the score for price is as follows:
   * The bid with the lowest total price will be allocated the maximum number of points, with other Bidders being awarded marks in proportion to this price, so that for example a total price that is 30% more expensive will receive 30% fewer marks, one that is 60% more expensive will receive 60% fewer marks etc.
   * A total of 30% of the overall score is allocated to Price.
3. The contract will be awarded to the person who scores the highest when combining the quality and price score.
4. Clarification questions should be sent to Annie Southgate [annie.southgate@norfolk.gov.uk](mailto:annie.southgate@norfolk.gov.uk)
5. Final bids should be submitted to Annie Southgate [annie.southgate@norfolk.gov.uk](mailto:annie.southgate@norfolk.gov.uk)