



Improving Lives Together
Ambition | Compassion | Integrity



Devolved School Management Formula Calculations



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Staffing

Staffing Budgets will be allocated as per the staffing standards outlined in the Perth and Kinross Devolved School Management (DSM) Scheme appendices.

Supply Cover

The Employee Support Team, Strategic Planning, People and is responsible for providing a service to schools by allocating supply teachers and other staff as and when required.

All supply cover is devolved except for any centrally funded Training and Development Events. It is essential that a code is obtained for centrally funded training supply **before** the timesheet is submitted.

Once the supply teacher has completed a visit to the school, they should then complete their timesheet accurately and pass to the Headteacher for authorisation and coding. It is essential that clear details of the reason for the cover, the name of person covered (if applicable) and the correct financial code is entered on the timesheet.

The Financial code breakdown is:

Company	Service	Analysis	Project Code	Subjective	Supply
1	20	School Code	Supply Type	000403	Teacher
1	20	School Code	Supply Type	000200	Single Status

Supply Type	Project Code
General	0000
Training	0001
Sickness	0002
Maternity	0003
Vacancy	0004



Supply Budget

Nursery

Teachers	£320 x 3 days per class committed FTE (full time equivalent)
Single Status	£134 x 5 days x FTE

Primary

Teachers	£320 x 3 days per class committed FTE (full time equivalent) + small school allowance:
Small School Allowance	Schools < 110 pupils receive an additional £250.00 per FTE
Single Status	£99.39 x 5 days x FTE

Secondary and All-Through

Teachers	£320 x 4 days per class committed FTE (full time equivalent)
Single Status	£99.39 x 2 days x FTE

Special

Teachers	£320 x 3 days per FTE (full time equivalent) + small school allowance:
Small School Allowance	Schools < 110 pupils receive an additional £250.00 per FTE
Single Status	PSA £151.63 x 5 days x FTE, Other non-teaching posts £99.39 x 5 days x FTE



Primary Long-Term absences

Primary absences will be classed as long term when the total number of consecutive working days absent is more than 10 days.

At year end, Primary school long term absence cover costs will be assessed and if available budgets allow, adjustments may be made to offset any overspend on total supply budgets caused by long term absence. Priority will be given to schools who have class committed Headteachers. Final decision lies with Education and Learning Senior Management team.

Secondary Maternity costs

At year end, maternity cover costs will be assessed and if available budgets allow, adjustments may be made to offset any overspend on total staff budgets caused by these maternity cover costs. Final decision lies with Education and Learning Senior Management Team.

Staff Training and Review

Schools are allocated a Staff Training and Review Budget within DSM.

The devolved budget covers all costs of training and review for all staff within the school under the responsibility of the Head Teacher.

Code **1 / 20 / school code / 0001 / *******

All travel and subsistence costs relating to Staff Training should be charged to the school's devolved Travel and Subsistence budget.

Basis of calculation:

Allocation based on roll size plus lump sum.

Standalone Nursery

Roll	£
1-114	125
115-149	250
150 +	375
Lump Sum	£300



Nursery and Primary

Roll	£
1-49	38
50-99	63
100-199	175
200-299	300
300-399	375
400-499	450
500 +	550
Lump Sum	£200

Secondary

Roll	£
1-299	375
300-599	875
600-799	1,000
800-999	1,500
1000-1399	1,875
1400 +	2,500
Lump Sum	£1,250

Special

Roll	£
1-24	250
25-49	375
50 +	500
Lump Sum	£500



Supplies and Services

Per Capita

Subjective - various codes

'Per Capita' is the provision to schools for the purchase of books and educational equipment for pupils. Schools have the freedom to identify the resources they require. This allows schools to target support directly at the areas that have been identified as priorities in the school plan.

The budget, allocated in April, is based on the previous September census figures and an allocation is given per pupil. **Please note this will be your full year allocation. No adjustment will be made to the budget during the financial year.**

An additional allowance is given to small schools.

Photocopying costs must be met from the school Per Capita allowance and it is important that adequate monies remain to cover photocopying charges for the year as well as for the cost of purchasing photocopying paper.

Basis of calculation:

Per Capita rate per pupil plus small school allowance.

Per capita rate per pupil:

	£
Nursery school pupils	37.75
Primary school pupils	30.90
Secondary school pupils – S1/2	50.60
Secondary school pupils – S3/6	81.20
Special Nursery school pupils	61.70
Special Primary school pupils	61.70
Special Secondary school pupils	66.90



Small School Allowance:

Nursery / Primary / Special Roll	£
1-19	184.90
20-49	154.10
50-75	123.30
76-100	92.50
101-125	61.70
126-150	30.90
151 +	0

Secondary Roll	£
6 year school < 350	2,248
6 year school 351 – 500 pupils	1,836
6 year school 501 – 600 pupils	1,224
6 year school 601 + pupils	0

Outwith per Capita

Subjective - various codes

Outwith Per Capita (OPC) is issued mainly for the purchase of educational equipment, maintenance of equipment and postage. Where Health and Safety matters apply e.g. PE equipment, the school must undertake safety and maintenance work. In the case of other maintenance, it is advisable for schools to make allowances for the upkeep of equipment.

Basis of calculation:

Outwith Per Capita rate per pupil plus small school allowance.

Outwith Per Capita rate per pupil

	£
Primary/Nursery school pupils	8.40
Secondary school pupils	13.80
Special school pupils	13.90



Other Allowance

£

Nappy Unit - Fairview	830.70
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Small School Allowance

Nursery / Primary / Special Roll

£

1 - 19	29.10
20 - 49	24.30
50 - 75	19.40
76 - 100	14.60
101 - 125	9.70
126 - 150	4.90

Secondary Roll

£

4 year school <350 pupils	309.00
6 year school <350 pupils	412.00
6 year school 351-500 pupils	309.00
6 year school 501-600 pupils	206.00
6 year school 601+	0

Cleaning Materials

Subjective – 230302

This budget is for the provision of supplies that are used by staff undertaking duties in maintaining the schools, for example paper towels.

Schools can therefore prioritise their needs and purchase the necessary supplies.

Basis of calculation:

Nursery	£48.50 per school + £6.30 per pupil
Primary	£48.50 per school + £2.10 per pupil
Secondary	£48.10 per school + £2.10 per pupil

Services with Strong Start Two Provision

Lump sum £400

Please note if a school is based in a Community Campus there will be no allocation for cleaning materials except for the Nursery allocations. Axiom will provide cleaning services under contract.



Recreation Facilities

Recreation Facilities allocations are based on individual setting requirements.

Travel

Travel and Subsistence

These expenses cover travel and subsistence costs for travel to parent contact evenings and any other business requirements.

Basis of calculation:

Teachers	£18.75 + distance allowance per member of Teaching Staff (FTE)
Single Status	£15.00 + distance allowance per member of Single Status staff (No. of staff)

Distance allowance based on the mileage from Pullar House to school:

Miles	£
5 – 14	10.00
15 – 24	30.00
25 – 49	50.00
50 +	100.00

Schools that have a permanent shared headship arrangement are also given an additional allowance based on the distance between the two schools.