Welcome to the 6th issue of the Traded Services Newsletter. I hope you enjoyed the summer break and have returned back to school feeling refreshed and ready for the new year.

In this packed issue you will find articles from Adult Education, Cumbria Outdoors, Health and Safety, HR Services and Active Cumbria detailing what they can offer to schools. This issue’s ‘Get to Know’ section features Deborah Hunter, Projects Manager at Cumbria Outdoors.

As always, you will find our regular articles from the Traded Services team, including details of up and coming training courses for school based staff, along with details of recent policy changes and reminders that are relevant to schools. Our cut out and keep section of service contacts can be found at the end of the newsletter.

Fiona Scott: Traded Services Manager

Traded Services offer a programme of Continuing Professional Development for all Schools/Early Years settings and Governors. This programme includes full and half day courses, the Local Learning Network courses (which are mainly twilight sessions) and the Training Programme for School Governors and Clerks (mainly evening sessions).

You will have received these three brochures electronically at the end of last term and we hope they will inspire your staff and Governors to attend one of our courses. We have compiled a shorter brochure detailing all courses running in September and October, and this will be with you electronically during the first week of term.

All three programmes, along with the shorter September and October brochure, can be found on the Schools Portal and from the Cumbria County Council website at http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/lss/tradedservices/

Places for all courses must be booked through our online system SLA–Online https://secure2.sla-online.co.uk/?logo=10. As from September 2013, Traded Services will no longer accept paper booking forms or telephone bookings.

When booking on to a course on the online system there is the option to email course details to the delegate. Please select this option as this acts as confirmation of the course booking. Traded Services will also send out an email reminder a week before courses are due to run. If you have any questions or queries regarding course confirmations please contact the Traded Services Business Support team: email tradedservices@cumbria.gov.uk or telephone: 01228 221311.

The Traded Services team supports the development of services on offer from Cumbria County Council, and helps to achieve a co-ordinated approach to the administration processes involved. We encourage you to get in touch with any feedback, questions, comments or suggestions - please email us at: tradedservices@cumbria.gov.uk

Fiona Scott
Traded Services Manager
01228 221397

Terry Beech
Project Officer
01946 506217

Melanie Housby
Project Officer
01228 226814

Governor Services

Statutory Responsibilities Training Course
Due to changes in legislation, the Governor Support Team have added an additional course to their training programme. Details for this course planned for the Spring Term will be available in the coming weeks.

Serving the people of Cumbria
Cumbria Adult Education
Vocational Qualifications

Cumbria Adult Education is offering:

- Level 3 Diploma for the Children and Young People’s Workforce
- Level 3 Diploma in Supporting Teaching and Learning in School

This opportunity is available to all staff in schools/nurseries who are either paid part or full time and to volunteers helping to support children in a school/nursery setting. There are no formal entry qualifications.

- Free for 19-23 year olds who do not have an existing Level 3 qualification
- To all other candidates under 24yrs the qualifications are co-funded and will cost the school or individual £400
- Candidates over 24yrs will be eligible for a 24+ Learning Loan and the cost will be £1,500

We also offer:

- Vocational qualifications in Business and Administration and Management

For further information or an informal chat please contact Barbara Platt, Direct Delivery Officer, on 07827895804 or email vocational@cumbria.gov.uk

Cumbria Outdoors

Cumbria Outdoors is part of the Children’s Services Directorate of the Council. We have extensive experience of working with groups to deliver residential learning opportunities in the outdoors. We have three residential centres, as well as a campsite in the Northern Lakes District.

We are currently taking bookings for this and subsequent academic year’s, and in particular at this time of year, bookings for our living history residentials. To find out more, please click on the titles below:

- Victorian Christmas Experience.
- World War II.
- Sail on the Titanic.

If you would like to discuss the above ‘time travel’ experiences, make a booking or discuss charges, please contact us. Our team of experienced staff will provide you with the exact information you require.

Tel: 01768 812280
Email: cumbriaoutdoors.enquiries@cumbria.gov.uk
## Upcoming courses

<table>
<thead>
<tr>
<th>Course title</th>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refreshing your Headship - Cumbria Programme for Serving Headteachers</td>
<td>30 September 2013</td>
<td>9.30am-3.30pm</td>
<td>Newton Rigg, Penrith, CA11 0AH</td>
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<tr>
<td>(LIS34)</td>
<td>31 January 2014</td>
<td>9.30am-3.30pm</td>
<td>Netherwood Hotel, Grange-over-Sands, LA11 6ET</td>
</tr>
<tr>
<td>(LIS34)</td>
<td>23 May 2014</td>
<td>9.30am-3.30pm</td>
<td>CREA, Penrith, CA11 8SJ</td>
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<tr>
<td>NQT Induction: Guidance in Good Practice for Headteachers, Induction Tutors and Mentors (LIS30 A-D)</td>
<td>16 September 2013</td>
<td>9.30am-12.30pm</td>
<td>Hundith Hill Hotel, Cockermouth, CA13 9TH</td>
</tr>
<tr>
<td></td>
<td>18 September 2013</td>
<td>9.30am-12.30pm</td>
<td>Netherwood Hotel, Grange-over-Sands, LA11 6ET</td>
</tr>
<tr>
<td></td>
<td>23 September 2013</td>
<td>9.30am-12.30pm</td>
<td>CREA, Penrith, CA11 8SJ</td>
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<tr>
<td></td>
<td>21 January 2014</td>
<td>9.30am-12.30pm</td>
<td>CREA, Penrith, CA11 8SJ</td>
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<td>Using Time to Talk and Talking Boxes with EAL Learners (LLN EL 1A-D)</td>
<td>1 October 2013</td>
<td>4.30pm-5.30pm</td>
<td>Inglewood Infant School, School Road, Harraby, Carlisle, CA1 3LX</td>
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<tr>
<td></td>
<td>8 October 2013</td>
<td>4.30pm-5.30pm</td>
<td>Frizington Community Primary School, Main Street, Frizington, CA26 3PF</td>
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<tr>
<td></td>
<td>15 October 2013</td>
<td>4.30pm-5.30pm</td>
<td>North Lakes School, Huntley Avenue, Penrith, CA11 8NU</td>
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<tr>
<td></td>
<td>22 October 2013</td>
<td>4.30pm-5.30pm</td>
<td>Ulverston CE Infant School, Church Walk, Ulverston, LA12 7EN</td>
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<td>Win–Win Discipline - A Social Psychological Perspective on how to Improve Behaviour and Attainment (LLN CPS 5)</td>
<td>21 October 2013</td>
<td>4.30pm-6.30pm</td>
<td>Maryport CE Junior School, Camp Road, Maryport, CA15 6JN</td>
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<tr>
<td>Post 16 for Governors</td>
<td>10 October 2013</td>
<td>6.00pm-8.00pm</td>
<td>St Michael's Church, Workington, CA14 2EZ</td>
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<tr>
<td></td>
<td>14 October 2013</td>
<td>6.00pm-8.00pm</td>
<td>Westmorland Agricultural Society, Kendal, LA7 7NH</td>
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<tr>
<td></td>
<td>21 October 2013</td>
<td>6.00pm-8.00pm</td>
<td>Morton Community Centre, Carlisle, CA2 6JP</td>
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<tr>
<td>Preparing for Ofsted for Governors</td>
<td>6 November 2013</td>
<td>7.00pm-9.00pm</td>
<td>St Gregory &amp; St Patricks School, Whitehaven, CA28 8AJ</td>
</tr>
<tr>
<td></td>
<td>12 November 2013</td>
<td>6.00pm-8.00pm</td>
<td>Westmorland Agricultural Society, Kendal, LA7 7NH</td>
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<tr>
<td></td>
<td>18 November 2013</td>
<td>6.00pm-8.00pm</td>
<td>Morton Community Centre, Carlisle, CA2 6JP</td>
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Having a positive and well-co-ordinated approach to health and safety will be at the top of most school management team’s agendas.

The Local Authorities Health and Safety Team are here to support and assist you with these aims. Whether you are planning a school trip, considering a building project, reviewing your policies or procedures, or simply wish to have the reassurance of expert advice at the end of a phone, they are here to help you. They also work closely with other LA teams such as, Property Team, Learning and Development, Media and Communications, Legal Services and many more.

Their services are available **free of charge** to all LA Maintained Schools and settings and via a cost effective subscription to all other categories of schools. See SLA Online for more details. For Non-LA maintained schools **prices have been held from 2013-14 for SLA’s commencing from 1st April 2014.** Negotiable rates for school clusters or for longer term support over the usual annual subscription can be arranged on request.

As an addition to the team of Health Safety and Wellbeing Advisors, Construction Design and Management Advisors and the Educational Visits and Outdoor Learning Advisor, the team have recently introduced a new Specialist Fire Safety Advisor role. Ian Skillen is now available to provide help and support to schools wishing to review their fire risk assessments and fire safety management approaches.

The Team can be contacted through their central office number on 01228 221616 or by email healthandsafety@cumbria.gov.uk. Please call us to discuss your needs and requirements.

Sharon McCubbin, Health Safety and Wellbeing Team Manager is the Lead Adviser for delivery of H&S Services to both Schools and Children’s Services and can be contacted by email at sharon.mccubbin@cumbria.gov.uk or by mobile 07825 340570.

Matt Ellis is the Outdoor Learning and Educational Visits Advisor and manages the LA’s popular “EVOLVE” System for the notification and approval of educational visits. You can contact Matt by email matthew.ellis@cumbria.gov.uk or on his mobile 07971 446229.

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### HR Advisory and Payroll Services

#### Primary, Academies, Secondary and Special Schools

**Service Outline**

You might not realise that we offer a wide range of specialist HR advice and payroll services for schools and educational establishments. We understand the specific complexities and challenges that face the educational sector. Our specialist team has a wealth of experience in advising and guiding schools on best practice and managing difficult and challenging employment law scenarios. We offer proactive advice to tackle issues early on and avoiding unnecessary exposure to Employment Tribunal claims.

Our team philosophy is collegiate and we will listen to you and work with you to achieve positive outcomes at all times. The service provision focuses on HR and payroll, as well as more generic policy advice and drafting.

**HR Support and Guidance**

Our team has considerable experience in:

- Advising on complex disciplinary and grievance casework
- TUPE restructures and redundancy
- Compliance with changes to employment law and legislation
- Discrimination and disability under the Disability Discrimination Act 2010
- Performance management and job evaluation
- Sickness absence, maternity and paternity issues

**Payroll Service and Administration**

Our payroll team deal with in excess of 1 million payroll transactions and we can assist with:

- Inputting starters, leavers and dealing with sick and maternity pay issues
- Processing salary runs and deductions
- Liaising with HMRC, PAYE and other external agencies
- Production of P14’s, P60’s and P35’s
- Producing monthly metrics and management reports

For an informal discussion on any of your HR or Payroll needs please contact Gillian Martin on 01228 221 231.
Get to know...

In this new feature you will get to see a snapshot of the County Council employees who work hard to deliver the best possible training courses and services to Cumbrian schools. In this issue we will ‘Get to Know... Deborah Hunter, Projects Manager, Cumbria Outdoors.

What are the main aspects of your role?
As Projects Manager, I am responsible for looking into new areas of development for Cumbria Outdoors, and where appropriate applying for associated funding. Then, as new programmes are developed and delivered, I report on project outcomes & finance to funders, CCC and stakeholders. Other parts of my role within Cumbria Outdoors includes financial monitoring and reporting, as well as managing the business support and housekeeping teams.

What are the best and worst things about your job?
The best thing, is that I enjoy what we do, also my place of work, on the shores of Derwentwater, is high up on the best things list, however, driving here in winter can be one of the worst things. Although I have worked here a long time, my role has changed every 2-3 years as I have progressed by career, and this has kept me interested. Also, being a traded service presents it challenges, but that’s what keeps it interesting.

How long have you worked for Cumbria County Council and what made you choose a career here?
I’ve worked for the CC for 20 years. When I returned to Cumbria in the early 1990’s, I started working for Adult Education, based at Higham Hall (another good office venue). I joined Cumbria Outdoors a couple of years later. I am not sure what attracted me then, possibly a part time role, which was important with having a young family. After joining Cumbria Outdoors, I soon realised why I wanted to continue working for the Local Authority. Basically, I believed in the benefits of the service, the transferrable learning and associated social and personal development opportunities. On a personal level, I only became interested in my own education once I left the classroom, hence having a firm belief in what we do here at Cumbria Outdoors.

What has been a highlight for you within your time working for the county council?
That’s easy – successful funding applications. I remember one of the first ‘big’ successful applications. On the way home I stopped at the fuel station, and the assistant asked if I’d had a good day. I said ‘yes’ as a result of lottery funding and he thought it was a personal win, he thought my numbers had come up! As much as I would like my numbers to come up (if I ever bought a ticket that is) I reckon I was as happy as I would have been if the money had been mine, well almost!

What do you like to do in your spare time?
I love cooking and always receive recipe books for Christmas and Birthdays.

I have 2 poly tunnels and grow as much veg/fruit as I can, well, more than we can eat, and it is good to give away. I enjoy walking, fell walking & coastal walks and I love reading, but that is usually when I am on holiday, and I get totally absorbed. I don’t do Facebook or the like, I spend a good deal of time at a PC during my working day, so don’t consider it relaxation. I enjoy watching cricket, and have recently discovered golf, but only as a spectator. Plus, there are 2 dogs, 3 cats and 2 hens to look after.
Active Cumbria is one of 49 County Sports Partnerships (CSPs) covering the whole of England, which have recently benefited from a National Lottery Sports Award from Sport England. This can provide a range of services to support primary schools and sports governing bodies to make the most of the new Government’s £150m p.a. Primary School Sport Premium.

**Active Cumbria:** The Sport and Physical Activity Partnership is hosted by Cumbria County Council and represents a network of local organisations who work together to get more people involved in doing more sport and physical activity. Active Cumbria is a small team of professional staff supported by a Partnership Steering Group, who provide leadership, support and guidance.

Working with the Youth Sport Trust (YST) and the Association for Physical Education (afPE) a key role of Active Cumbria will be to strengthen links between primary schools and sports. Active Cumbria will create a simple picture at a sub-regional level of how primary schools plan to deploy their share of the premium. This intelligence will enable Active Cumbria to target support and help to those primary schools and sports that want it and need it. Work is already commencing to capture and map this data.

Active Cumbria Senior Managers will be in attendance at the upcoming Cumbria Primary Headteachers’ Conference. Staff will be more than happy to outline further their role and the services available to help ensure that primary schools can make the best use of the Primary School Sport Premium across the county.

For more information please contact Bruce Lawson, Active Cumbria Senior Manager (Development) tel: **01228 221364** or mobile: **07825 103558** email: **bruce.lawson@cumbria.gov.uk**

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**PHA / LA Primary Heads Conference**

“Leadership Matters”
“Strong Leaders, Strong Schools”

This annual conference is to:

- Contribute to the skills and abilities in leadership of Cumbrian Headteachers
- Inspire and motivate Headteachers, enliven their vision and support their well-being

This is the tenth annual ‘Leadership Matters’ conference and builds on the themes of the successful 2012 conference.

Following feedback from Primary Headteachers the 2013 conference is being held at the 4* Low Wood Hotel, Windermere in the heart of the Cumbrian Lake District.

To book your place on the conference please visit SLA-Online - [https://secure2.sla-online.co.uk/?logo=10](https://secure2.sla-online.co.uk/?logo=10)
Policy Change/Reminders

Education reform: a world-class curriculum to drive up standards and fuel aspiration

Michael Gove has announced the final programmes of study for the national curriculum for 5 to 16-year-olds. The new national curriculum embodies high expectations in every subject and will raise standards for all children. It combines the best elements of what is taught in the world’s most successful school systems, including Hong Kong, Massachusetts, Singapore and Finland, with some of the most impressive practice from schools in England. It has been designed to ensure England has the most productive, most creative and best educated young people of any nation. It aims to create a population with the knowledge and skills not just to get a good job and succeed in life, but also to help us compete and win in the global race.

For more information please visit: [gov.uk/government/speeches/education-reform-schools](https://gov.uk/government/speeches/education-reform-schools)