

Record of Officer Decision

Decision title:	Key Stage 1, 2 & Phonics Moderation
Date of decision:	12 August 2020
Decision maker:	Director for Children and Families
Authority for delegated decision:	<p>Local authorities (LAs) have a statutory responsibility to monitor the administration of the phonics screening check, and to make arrangements for external moderation of Key Stage 1 and 2 judgements.</p> <p>As stated by the Children and Families Scheme of Delegation (lines 75 and 79), the Director for Children’s Wellbeing; Assistant Director Education Development and Skills; and the Head of Learning and Achievement may carry out this duty.</p> <p>In accordance with the contract procedure rules, Managers who report to heads of service may authorise payments up to £100,000.</p>
Ward:	Countywide
Consultation:	Due to the statutory duties of this service consultation has been undertaken with subject lead (Head of Learning and Achievement) to ensure the service specification is in line with relevant duties. An open procurement exercise was undertaken.
Decision made:	<p>The contract to undertake Key Stage 1 & 2 moderation and Phonics monitoring is awarded to Marlbrook Teaching School. The contract is for a period of 3 years from 1 September 2020 to 31 August 2023 at a cost of £57,000 (£19,000 per annum).</p> <p>Funding for the contract is confirmed from the Education Functions for Maintained Schools fund.</p>
Reasons for decision:	<p>The Education (National Curriculum) (Key Stage 1 Assessment Arrangements) (England) Order 2004 (article 6) (made under section 87 of the Education Act 2002) requires Local authorities to make provision for moderating teacher assessments in respect of the schools which they maintain in relation to at least 25% of all relevant schools.</p> <p>The Education (National Curriculum) (Key Stage 2 Assessment Arrangements) (England) Order 2003 (article 6) (made under section 87 of the Education Act 2002 and article 11 of the Order) states that Local authorities must visit 10% of schools administering National Curriculum Tests (NCTs) for monitoring purposes.</p> <p>The contract will enable the council to meet the above requirements.</p> <p>An Invitation to Quote (ITQ) was issued via the council’s e-tendering portal, Pro-Contract, in line with the Council’s Contract Procedure Rules. Two bids were received and on the basis of the evaluation it is</p>

	recommended that a contract to deliver the service is awarded to Malbrook Teaching School.
Highlight any associated risks/finance/legal/equality considerations:	To minimise the risk of being unable to secure an independent provider for this service, an open tender exercise has been undertaken, in line with the Contract Procedure Rules.
Details of any alternative options considered and rejected:	Due to the nature of the service it is necessary to undertake external moderation. The commissioning of an external provider to co-ordinate this work ensures independence.
Details of any declarations of interest made:	N/A

Signed:

Chris Baird
Director for children and families

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