



# Correspondence

## ESFA Update local authorities: 14 October 2020

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## 1. Latest information on coronavirus (COVID-19)

The Department for Education has published [guidance about COVID-19 in educational settings for staff, parents and carers, pupils and students on GOV.UK](#).

Please check [GOV.UK](#) regularly for updates.

## 2. Reminder: local authorities to submit grant return and use of funds statement by 31 October 2020

ESFA require local authorities to upload CFO/Section 151 Officer signed LA grant return and use of funds statement to the ESFA's Document Exchange accessed through [DfE Sign In](#) by 31 October 2020. We have published [guidance on GOV.UK to help you complete your return](#).

Please upload your CFO/Section 151 Officer signed grant return and use of funds statement for 2019 to 2020 using the [guidance on GOV.UK](#). Please note that you would still need to send us a nil return for this collection.

## 3. Information: funding claims 2019 to 2020 - final claim

Your 2019 to 2020 final claim form will be available on [Submit learner data](#) from 9am Monday 26 October and will close at 5pm Tuesday 3 November.

You must sign your claim digitally on [Manage your education and skills funding](#) by 5pm on Wednesday 4 November by your principal or a delegated authority. You will need to submit and sign a claim if you receive funds through:

- grant funded - adult education budget (AEB) (adult skills, 19 to 24 traineeships and Community Learning)
- Learner Support for AEB procured (adult skills and 19 to 24 traineeships) – paid-on-profile
- grant funded - Advanced Learner Loans Bursary (ALLB)
- 16 to 19 education

Once you have submitted your claim on [Submit learner data](#), you will be able to view it and sign it on [Manage your education and skills funding](#) within 15 minutes.

You can find the [funding claims guidance](#) on GOV.UK and there is separate [guidance for 16 to 19 education funding](#).

The [user guide to help you complete the form](#) will be available before claims open.

If you have any queries about this, please contact your Territorial Manager.

## 4. Information: guidance for schools and academy trusts on governance structures and roles

We've published [guidance for maintained schools and academy trusts on governance structures and the roles within them](#).

The guidance explains how governing boards of maintained schools and academy trusts are structured and provides descriptions of the roles and responsibilities within those structures. The guidance can be used as an introduction to the governance system across the education sector and to help with inductions for new volunteers.

The guidance is for:

- governors and academy trustees
- chairs of governing boards or academy trusts
- members of academy trusts
- clerks and governance professionals
- school and academy leaders
- local governing bodies
- local authorities

We would be grateful for any [feedback on the new guidance](#).

## 5. Information: updated good estate management for schools (GEMS) guidance

The [good estate management for schools \(GEMS\) guidance](#) has been refreshed to support schools with their estate management. The guidance contains a range of information that can help organisations to manage their school estate. Alongside this, we have also published updated [asbestos management guidance](#) for schools.

We are supporting schools to build their resilience, capability and flexibility for any future challenges. GEMS is an excellent starting point for schools to do so in providing a safe, functional and comfortable environment for a world-class education.

Following extensive user feedback, we have updated GEMS to make it easier to use and find the information you need. There is a range of new tools and resources, including interactive tools for health and safety compliance, prioritising maintenance and a self-assessment tool to get you started.

Improving your estate management and managing your estate well can help you save money, run safer schools and be more efficient.

## 6. Information: Academic Mentor Programme

Earlier this summer, the Government announced the National Tutoring Programme (NTP) to help support disadvantaged pupils to catch-up on missed learning. The second pillar of NTP is the Academic Mentor Programme.

Academic Mentors will support both one-to-one and small-group, subject-specific tuition, revision lessons, and provide additional support for those shielding or not in school. Academic Mentors will be a part of their school's staff team and will be supported and managed by the school to deliver tutoring that is appropriate, timely, and linked to their curriculum.

Academic Mentors will be placed in a school on a salary of £19,000 per year, pro rata, depending on start date and end date. Mentors should be paid during school holidays and for Bank Holidays.

Schools that have been successful in the first round of Mentor placements have been contacted by our delivery partner, Teach First. If your school has been allocated a Mentor to start in October 2020, the DfE will fund the core salary of the Mentor from the start of their training until 31 July 2021, adjusting for any withdrawals. Schools will be responsible paying for on-costs, e.g. pension contributions, National Insurance.

The payments from DfE to schools, in arrears, will be as follows in 2021:

Period covered	Payment made
October/November/December 2020	January 2021
January/February 2021 and forward payment to end of March – includes adjustments	March 2021
April/May – includes adjustments	June 2021
June and forward payment to end of July	July 2021

## 7. Information: grants to reduce carbon emissions, save energy and reduce bills

### 7.1 Public Sector Decarbonisation Scheme

As part of a wider plan to upgrade the nation's buildings, the Department for Business, Energy and Industrial Strategy (BEIS) last week launched the £1 billion [Public Sector Decarbonisation Scheme \(PSDS\)](#).

The PSDS will help public sector organisations in England, including Institutions of further and higher education, maintained schools, academies and free schools, to install energy efficiency and low carbon heating measures, reducing energy bills and carbon emissions. The deadline for application for the PSDS is 11 January 2021.

### 7.2 Low Carbon Skills Fund

To support this scheme, BEIS also launched the [Low Carbon Skills Fund](#), providing funding for developing bids and delivering projects. The deadline for application is the 4 December 2020.

For details on how to apply and further guidance, visit [Salix Finance](#).

Is this page useful?

### Coronavirus (COVID-19)

[Coronavirus \(COVID-19\): guidance and support](#)

### The UK has left the EU

[Check the new rules for January 2021](#)

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