

SCHOOLS ORGANISATION, CAPITAL AND ADMISSIONS GROUP

Notes of meeting on 5 June 2018 at Larkbeare House

ISSUES FOR DEF ON 20 JUNE 2018

Item 5. NPS Update

SOCA Recommend that DEF formally ratifies and supports the proposal that the extra charges for schools turning away contractors under the DMP unnecessarily or who requested contractors to work out of normal school hours would in future be picked up by the schools themselves.

		Attendance			
		25/09/18	5/6/18	27/2/18	9/1/18
DCC					
Chris Dyer (Chair)	Head of Built Environments		✓	✓	✓
Andrew Brent	Policy Officer		Apologies	✓	✓
Fran Butler	EY Childcare Sufficiency Lead		✓	✓	✓
Christine McNeil	School Organisation Policy Manager		✓	✓	Apologies
Heidi Watson-Jones	Executive Personal Assistant				
Heather Bingham	Service Support Officer (Education)		✓	✓	✓
DAPH					
Hilary Priest	The Grove Primary		✓	Apologies	-
Caroline Boother	Hatherleigh Primary		Apologies	✓	✓
Alun Dobson	Marwood Primary		✓	✓	✓
Penny Hammett	Payhembury Primary		✓	✓	✓
DASH					
Daryll Chapman	Okehampton College		Apologies	✓	✓
Paul Cornish	Newton Abbot College		No longer DASH rep	Apologies	Apologies
Rob Haring	Ivybridge Community College		✓	Apologies	✓
SENTient Heads					
Karen Rogers	Lampard School				Apologies
Sam Barham	Lampard Community School		✓	✓	-
Sarah Pickering	Mill Water School		-	-	✓
Claire May	Pathfield School		-	-	✓
DAG					
Ian Rogers	DAG		✓	✓	✓
Diocesan Representatives					
Mary Cox	Plymouth CAST			-	-
Christina Mabin	Exeter Anglican Diocese (Admissions)		✓	Apologies	✓
Sarah Owen	Diocesan Education Officer – Compliance, Support and Communications (attending for Christina Mabin)		-	Apologies	✓
Richard Power	Exeter Anglican Diocese (Capital)		Apologies	-	✓
Union Representatives					
John Staddon	TCC		-	✓	Apologies
Steve Ryles	JCC		-	-	-
In Attendance					
Nigel Coleman	NPS		✓	Apologies	✓
Simon Niles	DCC		-	Apologies	✓

Robert Money	DCC		✓		✓
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1. Item/Focus: Minutes and Matters Arising from meeting on 27 February 2018

Discussion:

Key Decision/Issues for DEF:	<ul style="list-style-type: none"> Minutes of previous meeting agreed as an accurate record, with amendment on page 3 which should read: St Johns, Totnes (not Topsham).
Matters arising:	<ul style="list-style-type: none"> FB had fed back but not confident anything will change. CD reported back on rag-rating.

2. Admissions Policy (Robert Money)

Discussion: RM went through Andrew's Reports as follows:

- Summer-born delayed admission (eg 1 April-31 August birthdays)** - parents have the right to request intake in the following year. RM outlined what we do - form completed by parents and sent to schools. Delayed admission cannot be refused on general conditions. There are about 100 requests. Important that these forms do not give a false impression to parents and they need to understand that they have to re-apply the following year. RM confirmed the letter explains this, including advice about applying to their local school as well if they have not done so, and that there is also a 'crib sheet' on the website advising of the consequences of parental decision.
- Consequences down the line were discussed further, eg being 20 (beyond 19 which affects 'A' levels/college courses later).** It was suggested that FAQs (eg to clearly show such consequences) be updated – RM to pass this recommendation to Andrew B, including 6th form consequences. A delayed admission pupil could, in theory, miss SATS (by later going straight from Year 5 to Year 7) and this could become an interesting challenge.
- AD referred to the 'guide' which may also need some amendment.
- FB felt it would be interesting to look at EY entitlement taken up by those who have delayed admission.
- HP said an Easter start makes it difficult for schools. RM confirmed they can defer a place until Easter but not for a whole year, that is delayed admission.
- CM enquired how many applications for delayed admission do get a place and RM said 99% of them.

LA Annual Report (emailed out by HB at the meeting) – **Please note that replies need to go to AB by 22 June** – There is the following link on that report: "The LA report will be published on the LA website at <https://new.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/arrangements-and-policies/annual-report-on-admissions> and distributed via SOCA."

Composite prospectus – Note report and support schools to provide information for the composite prospectus by **8 August** each year.

There is a new Step by Step Guide, in 2 sections (see link below):

<https://new.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place>.

School Information is published at <https://new.devon.gov.uk/schools/school/> for each state-funded school in Devon.

FB raised changes in age ranges – she will speak to AB on his return from leave about this.

Changes throughout the year – Schools need to let AB know so that he can update the School Information page.

Applications received during school holidays – RM talked through the proposed form with 16 August and 23 August dates and advised that AB was not sure a flow chart is necessary. The deadline for the form was discussed and it was AGREED this would be **Friday 13 July** (a week before the end of the summer term) – the form will be sent out to schools electronically. AD – DAPH considered whether there should be 2 people as contacts at the foot of the form – RM will take this back to AB.

Admission arrangements – read out – all policies in Sharepoint folders and on school's own website. RM - Stress importance of Governing Body meetings in September and February; it is a DfE timeline.

**Key Decision/
Issues for DEF:**

Action:

RM to recommend that the FAQs be updated to clearly explain consequences of delayed admission later in education (eg being over 19 for 6th form/college).
RM to suggest TWO contacts at schools at foot of 'applications during holidays' form.

3. Early Years Update (Fran Butler)

Discussion: Fran talked through her Report as follows:

- 30 hours for 3 and 4 year olds and a new card to promote child-minding in Devon – Leaflets passed around - ask FB if more needed.

Openings/Closures for summer 2018

17 schools are extending their age range from September which has generated a lot of work for Christine McNeil's team – Ideally, 4 months' notification is really needed for such changes. RH commented on a general drift from 4-11, to 2-11, and FB added she has been pushing for this to happen; there are more small schools with EY provision and she will bring along any national figures she can find on this.

Spring Closures were reported which included Holly Oak House Nursery in South Molton and Marwood pre-school. All of Claire's nurseries have closed and there has been a lot of interest from other providers.

Take-up of 2/3/4 year old places

More analysis of 2, 3 and 4 year old places needed; will report back in the autumn.

EY pupil premium

There are 966 3 and 4 year olds in receipt. There are new online forms to make claiming this funding easier.

New Provider Agreement has gone out – all forms now compliant with General Data Protection Regulations – privacy notice link has not yet been put on the website but due to be on Tuesday or Wednesday this week.

Staggering entry in September – always an issue – RM agreed – calls from parents and providers – RH asked why some schools offer staggered and others do not? HP confirmed they offer full-time but can stagger if parents prefer that. AD suggested this goes in DAPH newsletter, **namely that if parents want their child to start full-time then they are entitled to.**

Annual Survey of providers

100% return rate. Thank you to everyone for this.

**Key Decision/
Issues for DEF:**

Action:

4. SEN Strategic Review/Development Plan update (Christine McNeil, in Simon Niles' absence)	
Discussion: Report discussed.	
<ul style="list-style-type: none"> • New Future Academy – nothing more; • South Devon UTC – consulting on admitting students into Year 9 from September 2020. • Route 39 Academy – to join the Launceston Multi Academy Trust. • HP raised an age change at Totnes – have they consulted LA? Action: CMcN will look into this. • Schools Company – RSC made a decision yesterday and a provider has been found, but name not yet released. • St John's – ACE confirmed as sponsor. • Strategic Review SEN places – gathering data - £350k to improve provision for schools. • Charlton Lodge – seeking proposers, very tight timescales (provision from September 2019), delay in DfE making a decision. • Okehampton Primary School – going ahead – 14 places allocated. • Sherford – RSC agreed to sign Funding Agreement – 32 pupils – RH advised that more pupils anticipated during the summer due to local house sales; will have a 2-class structure with 33 or 34. Query over road completion to the school in time for September start. • Marland expanding their day provision from 36 to 66 places effective from September. AD confirmed this was very welcome for North Devon. • Culmstock have consulted on increasing capacity. • New school presumption guidance – some differences to finance – Action: CMcN to highlight changes and send out document and new link; the LA should consult on what sort of school before going out so will run a consultation alongside the process. • Wave 13 – how much activity likely in Devon? – CMcN advised there was no indication from the DfE. • Significant drop in funding – basic lead allocation. • Sugar taxing – MATs of a certain size have been given a part of this and will look at putting this into sport facilities. Public Health considering how best to spend this. 	
Key Decision/Issues for DEF:	
Actions:	CMcN to look into Totnes change of age range; CMcN to highlight changes in new school presumption guidance and send out document and new link.
5. NPS Update (Nigel Coleman)	
<p>Nigel talked through the report and explained the colour coding, eg Green – completed; Amber - 14 days to be completed; Red gone over that 14 day period – measuring contractors' perform but allowing for half terms etc. Updates – 7-day turn-around. Some resistance from some schools as to reasonable access during the school day, obviously sensitive areas recognised but why boiler service not being allowed during the day? Contractors are being turned away by some schools. HP queried DBS paperwork and Nigel confirmed all contractors have clearance. It was discussed and AGREED that if a school turned a contractor away when there was reasonable access, then they pay the extra charge. Nigel will, in future, put a brief description of rag rating at foot of tables.</p>	
Key Decision/Issues for DEF:	If a School turns away a contractor without a valid reason, when there is clearly reasonable access and that contractor has his DBS paperwork in place, then the School pays the extra charge incurred.
Action:	NC to add brief description of rag rating at foot of tables in future reports.
6. School Organisation Update (Christine McNeil) – covered above.	
Discussion:	
Key Decision/Issues for DEF:	

Action:	
7. Capital Maintenance Programme - verbal update (Chris Dyer)	
Discussion: DCC agreed to manage and submit the AMAP return to the ESFA on behalf of DCC Maintained schools. There were 51 schools on LA list that were not LA maintained schools, so we could not fulfil the 100% return criteria. All data for all LA schools submitted a week before the deadline. We will await the outcome. CD has taken this up with EBD OG colleagues and the LGA are pressing the Department. CD asked how the Academies network coped with this and RH advised it was taken on centrally and then pulled together, so quite cumbersome, and not easy. The ESFA's Round 5 CDC – surveying companies now contacting schools. RH reported that demands on MATs for estates management – 10 key things to be aware of, level of assurance and professionalism around estates management - was proving to be a good thing.	
Key Decision/ Issues for DEF:	
Action:	
8. Any Other Business	
There being no other business, the meeting closed at 11.00 am.	
NEXT MEETING	
Tuesday 25 September 2018 9.30am at Larkbeare (Exe Room) – Neil Pateman to Chair in Chris Dyer's absence	



2018 06 05 -

Composite Prospect



2018 06 05 - LA

Annual Report 2018

These are the 2 reports omitted from the Agenda – my apologies to you all, and especially Rob for the inconvenience this caused.