

**SCHOOL ORGANISATION, CAPITAL & ADMISSIONS GROUP
NOTES OF MEETING
7 June 2016**

ISSUES FOR DEF TO NOTE ON 22 JUNE 2016

Item 6	<p>School Organisation – Academy Conversions SOCA noted that within the School Organisation report, the LA intends to request a contribution of up to £8000 from all schools converting to academy status. This is to support LA costs, from funds released to their academy conversion.</p> <p><i>Refer also to DEF minute of 25th June 2014 ref. 697.</i></p>
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NOTES OF MEETING
7 June 2016 at Larkbeare**

		07/06/2016
Chris Dyer (Chair)	DCC - Head of Built Environments	✓
Christine McNeil	DCC - School Organisation Policy Manager	✓
Fran Butler	DCC – Early Years Childcare Sufficiency Lead	✓
Andrew Brent	DCC – Policy Officer	✓
Heidi Watson-Jones	DCC - Service Support Officer (E&L)	✓
Alun Dobson	DAPH – Marwood Primary	Apologies
Jan Reid	DAPH – Yeo Valley Primary	✓
Caroline Boothe	DAPH – Hatherleigh Community Primary	Apologies
Jonathan Bishop	DAPH – Broadclyst Primary	Apologies
Rob Haring	DASH – Ivybridge CC	✓
Darryl Chapman	DASH – Okehampton CC	
Bronwen Caschere	SHAD - Southbrook	Apologies
David Treharne	DAG – Primary	✓
Ian Rogers	DAG – Secondary	✓
Tricia Blyth	Plymouth RC Diocese	Apologies
Christina Mabin (part 1)	Exeter Anglican Diocese (Admissions)	✓
Richard Power (part 2)	Exeter Anglican Diocese (Capital)	Apologies
John Staddon	TCC	✓
Steve Ryles	JCC	
In attendance:		
Nigel Coleman	NPS	✓

PART ONE – ADMISSIONS

1. Item/Focus: Minutes of meeting held on 23 February 2016

Discussion:

- CD awaiting information on Yeo Valley's placement on Capital Programme.

**Key Decision/
Issues for DEF:**

- Minutes agreed as an accurate record

Action

- **Marie Stone** to provide clarification on how primary schools identify EY FSM funding income into their school budgets.

2. Item/Focus: Early Years & Childcare Update (Fran Butler)

Discussion:

- **Deferred Entry** – FB clarified that EY Entitlement funding continues until the child reaches statutory school age. Requested breakdown of deferred entry by school name. Noted 66 cases last academic year, and 32 this year.
- **Take up for 2, 3 & 4 year olds** - pleased that take up is now up to 82% following Golden Ticket campaign. Golden Ticket is now available in Polish, and if any other translations are required for any EY documents, please contact Fran Butler.
- **Age Range extension** – noted schools which have consulted with DCC to extend age range from September 2016 and new governor-run pre-schools opening, increasing early years provision.
- **EY Capital** – DCC has submitted an expression of interest to DfE and will be eligible to apply for funding at the end of the year. Information gathering underway to inform submission which will aim to address geographical gaps in provision.
- **Consultations** – 30 hours provision Delivery Model, Cutting Red Tape,
- **Right to Request** – noted that if schools receive requests from parents for childcare, a form should be submitted to DCC to enable a strategic approach to local provision patterns. The form can be found online at: <https://new.devon.gov.uk/educationandfamilies/early-years-and-childcare/childcare/childcare-brokerage/unable-to-find-suitable-childcare>
- **Childcare Act 2016** – information has been sent to schools explaining childcare costs for children with SEND.
- **DEF Representation** – Wilson Forster will be the new substitute Governor EY rep.

Key Decision/ Issues for EF:	Report noted
Action	<ul style="list-style-type: none"> • FB to provide information, by school, on instances of deferred entry. • DT to provide Fran with contact details for document translations to foreign languages. • DAPH to remind schools to inform DCC Early Years if they are approached by parents requesting additional childcare provision using the online form.

3. Item/Focus: Admissions (Andrew Brent)

Discussion:

- 2016 Admissions Round**
AB to circulate data on 2016 admissions round when available.
- LA Annual Report 2016**
Phase Associations to inform Andrew Brent of any issues or comments for inclusion in the Annual Report. Ongoing cooperation with schools around the county is welcomed.
- Consultation for 2018/19**
LA proposed that the annual consultation will take place from 1st November to end of the Autumn term, earlier than normal, to ensure that there is time to draft the report, share and consult with own admission authority schools and go through DCC processes. C Mabin reiterated that all C of E schools *must* consult with the Diocese *prior* to this (i.e. from September). SOCA recognised the tight deadlines; AB to prepare model policy documentation during the summer ready to issue to schools on 1 September. AB and CM to meet to agree the templates.
- Composite Prospectus**
LA will require schools to update contact details, PAN and admission criteria information for the Admissions Directory which, as last year, will be published online only. All schools are required to check that their entry is accurate and provide updates to AB. Admissions Directory can be found online at:
https://drive.google.com/folderview?id=0B8PUvHPQlbgifksyZGdnc1BKTUxxWHJyZVIDT19HXzJadkJVTXV3OUV5SVp2OGFXy00SE0&usp=drive_web
- Admission Arrangements 2017/18**
 - SOCA noted that Admission arrangements 2017/18 have now been determined.
 - In response to LA decision not to accept applications for overseas children not in EEA, it has been agreed that should the child have a valid visa allowing entry to the UK then applications can be accepted from abroad. Guidance documents to be issued to all own-admissions authority schools. It is hoped that this will promote

	<p>equality and allow schools as much time as possible to prepare for the admission of a child whose first language may not be English.</p> <ul style="list-style-type: none"> • In the absence of confirmation from the School's Minister, SOCA noted LA position to recommend that schools agree requests for delayed admission. Position for schools regarding assessment data, where a year group includes out-of-year children, to be clarified (AB). • Priority admission for children of school staff - following challenge from a parent, the policy wording has been amended and circulated to all own-admission authority schools. Priority is not lawful for a member of staff who works at another school within a Federation or MAT. • Noted that percentage of children in Devon being admitted to preferred schools remains very high.
Action	<ul style="list-style-type: none"> • AB to circulate data on 2016 admissions round when available • Phase Associations to inform AB of any inclusions required in the Annual Report by 15 June 2016. • Phase Associations to remind all schools of requirement to check and update entry in the online Admissions Directory via AB. • AB to clarify position for schools regarding potential disadvantage relating to delayed entry.
Key Decision/ Issues for DEF:	Reports noted
PART TWO – CAPITAL & SCHOOL ORGANISATION	
4. Item/Focus: NPS Update (Nigel Coleman)	
Discussion:	<ul style="list-style-type: none"> • Devon Maintenance Partnership 2015 onwards - service contracting has now ceased for schools no longer in the scheme, but they will still have access to C2 database. • Noted updated list of Service Term Contract providers, and NPS link officers, which has been circulated to schools. • Rob Gilbert remains main point of contact for schools with installations which are not being serviced. Phase Associations to remind schools to contact NPS regarding any new installations which will require servicing.
Key Decision/ Issues for DEF:	Report noted
Action	Phase Associations to remind schools to inform NPS (Rob Gilbert rob.gilbert@nps.co.uk) if any installations have been added to their premises and not yet serviced which will need to be added to the contract.
5. Item/Focus: Capital Programme Update (Chris Dyer)	
Discussion:	<ul style="list-style-type: none"> • SOCA had previously requested updates on Trust School transfers; currently 63 transfers to go through the process, with 10 having recently been completed. Noted that some schools' solicitors are not responding promptly to DCC legal team requests, which is causing delays. Noted that some very old trust transfer requests may not have been picked up through the new system; all schools with issues regarding Trust transfers to contact Jackie Taylor in Built Environments. • EFA Asbestos Surveys for maintained schools – LA had been asked to follow up with schools that had not responded directly to EFA. 130 maintained schools failed to respond in this round, and phase associations were asked to prompt schools to ensure a return is made to the next EFA asbestos survey when issued. • Capital Programme – working towards Summer holiday programme. CD to respond directly to Yeo Valley regarding roof works. • Noted National Audit Office survey during June to look at how schools capital funding is deployed. Chris Dyer and Simon Niles to be involved.

Action	<p>Phase Associations to request that all schools with any issues regarding Trust transfer should make contact with Jackie Taylor in Built Environments team (Jackie.taylor@devon.gov.uk)</p> <p>Phase Associations to request that all schools provide a return to the EFA Asbestos Survey when requested.</p> <p>CD to respond directly to Yeo Valley regarding capital programme works.</p>
Key Decision/ Issues for DEF:	Update noted
6. Item/Focus: School Organisation Update (Christine McNeil)	
<p>Discussion:</p> <ul style="list-style-type: none"> • JS raised issue re. Whipton Barton schools operating under Ted Wragg Trust which are not part of the Academy; noted that they are being advised by the Trust but it was confirmed they are not academy schools. • DASH welcomed appointment of Rebecca Clark as Regional Schools Commissioner, who has close links with education and schools in Devon, and a commitment to small rural primary schools. • White Paper New Guidance on School Organisation procedures has been issued including statutory consultation for change of age ranges for one year or more for community schools. • Academy Conversions – SOCA noted that DCC will now request up to £8,000 from all schools converting to academy status. • Closures – Rural Schools Task Group has now met. Sutcombe Primary to close on 31.8.16. • Noted details of the School Organisation Cross Border Liaison Group whose discussions have included consultation on term dates. Torbay has already implemented a 2-week October break, and noted potential issues, including childcare provision, where neighbouring school terms do not align. DASH welcomed the cross border discussions, and was clear that proposals should be focused on children's learning patterns. SOCA considered issues around mental wellbeing for vulnerable children, and difficulties for individuals, particularly very young children who find it difficult to return to learning routines after a long summer break. • DAPH raised potential issues around next academic year's early end to Autumn Term and early January return. • CM currently working on Education Investment Plan and a draft will be circulated soon. • Noted Simon Niles has met with DASH to discuss school place planning issues in secondary sector. Data to be circulated to the group. SN to hold discussions with schools to consider plans to meet future demographic and housing growth. • The group discussed staffing recruitment issues across all Phases, including difficulties in recruiting to Early Years courses at FE. SOCA discussed implications of achieving expected floor targets in Primary sector, including addressing parental expectations for readiness for secondary school. • Noted position in the capital programme for Basic Need. 	
Key Decision/ Issues for DEF:	Report noted
Action:	School Planning data to be circulated to SOCA. CMcN

Next Meeting: 9.30am on 27 September 2016 at Larkbeare.