


SCHOOLS ORGANISATION, CAPITAL AND ADMISSIONS GROUP

Notes of meeting on 26 February 2019 at Larkbeare

Items for DEF on 20 March 2019

Item 8	Primary Surplus Capacity SOCA endorsed Devon's position that any school offering a published admission number over and above the capacity of the school, does so on the basis that they are able to sustain these numbers and future PANs without the need for capital investment to expand the school. Capital investment in expanding schools will only be agreed where there is a basic need to meet in-area demand and will be agreed in advance with schools.			
		Attendance		
		26/2/19	8/1/19	25/9/18
DCC				
Neil Pateman (Chair)	Built Environments Capital Programme Manager	✓	✓	✓
Andrew Brent	Policy Officer	✓	✓	✓
Fran Butler	EY Childcare Sufficiency Lead	✓	✓	✓
Christine McNeil	School Organisation Policy Manager	Apologies	✓	Apologies
Heidi Watson-Jones	Service Support Officer (Education)	✓	✓	
DAPH				
Hilary Priest	The Grove Primary	✓	Apologies	✓
Colin Butler	Otter Valley Federation	✓	✓	✓
Penny Hammett	Payhembury Primary	✓	✓	✓
Mel Smallwood	Bishops Tawton Primary	✓	✓	✓
DASH				
Daryll Chapman	Dartmoor MAT	Apologies	✓	✓
Rob Haring	Ivybridge Community College	Apologies	✓	Apologies
SENTient Heads				
Sam Barham	Lampard Community School	✓	Apologies	✓
DAG				
Ian Rogers	DAG	Apologies	✓	✓
Diocesan Representatives				
tbc	Plymouth CAST	-	-	-
Christina Mabin	Exeter Anglican Diocese (Admissions)	✓	✓	✓
Richard Power	Exeter Anglican Diocese (Capital)	-	✓	✓
Union Representatives				
Nigel Williams	Corporate Forum (Education) NASUWT	✓	✓	-
In Attendance				
Nigel Coleman	NPS	✓	✓	✓
Simon Niles	DCC	✓		

1. Item/Focus: Minutes and Matters Arising from meeting on 8 January 2019	
Discussion: <ul style="list-style-type: none"> Noted that Church of England Schools are not classed as 'faith' schools. AB has sent email to all own admission schools which included details around 6th form protocols Further arrangements are being considered to address issues around re-integration, children in care and how these link to Fair Access Protocol. Draft guidelines to be shared with Phase Associations when available. NP to respond directly to Ian Rogers regarding enquiry about Green Energy Pilot Understand no buildings in the Devon estate suffering from building material failure as discussed at last meeting. Noted that AB and CM have met with non-compliant MAT re. making changes to admissions arrangements. 	
Key Decision/Issues for DEF:	<ul style="list-style-type: none"> Minutes of previous meeting agreed as an accurate record.
Action:	<ul style="list-style-type: none"> NP to provide response to Ian Rogers re. outcome of Schools involvement in Green Energy Project
2. Item/Focus: Admissions – Determination of Admission Arrangements 2020-21	
Discussion: <ul style="list-style-type: none"> Cabinet on 15 Feb approved proposed admission arrangements. There was recognition of the complex admissions landscape in Devon with increasing numbers of own-admissions authority schools. Admissions team continues to be committed to working with all admissions authorities to maximise parental preference within compliance of the Admissions Code. Some academy trusts have determined arrangements independently of the LA. Discussed issues arising where VC schools enter cooperative trusts and subsequently become an own-admissions authority, sometimes without full understanding the obligations. Considered producing an admissions fact sheet outlining expectations of the LA on admissions processes, and action which can be taken by the Local Authority where there is non-compliance. 	
Key Decision/Issues for DEF:	
Action:  Admission timescales 2021-22.c	AB to draft admissions fact sheet to clearly outline the admissions procedures and responsibilities for Heads and Governors. (Completed – see attached)
3. Item/Focus: LA Annual Admissions Report 2019	
Discussion: <ul style="list-style-type: none"> Draft annual report had been circulated. Any comments to be included in the annual admissions report should be forwarded to Andrew Brent. Discussed difficulties of a child moving into Devon with an incomplete EHCP. 	
Key Decision/Issues for DEF:	Report noted
Action:	ALL to submit any comments to AB
4. Item/Focus: Early Years Update	
Discussion: <ul style="list-style-type: none"> Noted update on opening and closures of Early Years settings. Noted Tresillian Nursery, last remaining LA run nursery, is now being run by a private provider. Considered Free School Meals for Nursery children – feel that many parents are unaware that 	

<p>they might be eligible for a FSM, and that schools with nurseries (not Governor-run) may not be aware that they are obliged to offer FSM to eligible children (attending am and pm sessions, whether free or paid for, and meeting FSM eligibility criteria). Early Years now planning to raise awareness of this for parents and primary schools.</p> <ul style="list-style-type: none"> • Noted there have been some schools (age range 3-11 or 3-8) incorrectly claiming 2-year old funding for some 3 year old pupils. These schools may need to consider extending age range to 2-11 or 2-8 if appropriate. • Noted that schools need to update 'Get information on Schools' database when an age-range is amended. Understand there are technical issues currently with the system. • Considered Early Years take-up. Need to encourage more families to take up the maximum number of hours they are entitled to. Noted Ofsted will now begin to ask settings how they are encouraging parents to take up their full entitlement. • Early Years Pupil Premium – providers are being encouraged to ask eligible parents to claim. Suggested that primary school websites could include a link to the Early Years website. FB to look at drafting a factsheet that schools could print out and discuss with / give to parents. • Noticeable reduction in delayed entry to school in the last academic year. Noted reasons for a Head to refuse delayed entry must be child-specific which can be difficult when a child enters reception and background history is unknown. • New DEF and SFG representative for Early Years: Lydia Wright will be replacing Sandra Barnett. • Early Years Capital bid – notification expected by end of March. 	
Key Decision/ Issues for DEF:	Report noted
Action:	FB to draft leaflets to help encourage eligible parents to claim for Early Years Pupil Premium and free school meals in school nursery classes and circulate to DAPH for distribution.
5. Item/Focus: NPS Update Report	
<p>Discussion:</p> <ul style="list-style-type: none"> • Noted that DMP and VA Schools data has now been separated. Some differences between compliance level for the 2 different schemes is thought to be due to time lag in maintenance work in DMP schools (who are responsible for their own budget) compared to VA Promise Schools (which have first £2,500 of maintenance work delegated to NPS to manage). • Discussed some concerns regarding discrepancies in accuracy of service term contract provider reports. Any concerns by Heads on the quality of the service should be taken up directly with NPS through nigel.coleman@nps.co.uk • Discussed data on varied compliance with scheduled inspection dates. This can be due to schools delaying significant contracted work until school holidays. • Capital team looking at specific issues with particular contracts. • Discussed service items which are not covered on the VA scheme which are the responsibility of the individual school's leadership team to ensure compliance. 	
Key Decision/ Issues for DEF:	Update noted
Action:	Phase Associations to remind Heads to report concerns around the quality of service contract provider reports to Nigel Coleman at NPS to enable concerns to be followed up.
6. Item/Focus: Capital Programme Update	
<p>Discussion:</p> <ul style="list-style-type: none"> • Capital Programme approved by Cabinet on 15 Feb, and available to view on DCC website. • Some projects from previous year due to take place at Easter or September 2019 due to lack of tenders. • Capital funding announcement from DfE still awaited. DCC has been prudent in setting the 2019/20 programme. Any allocation of additional resources above expected figures will result in further schemes being considered. 	
Key Decision/ Issues for DEF:	<ul style="list-style-type: none"> • Update noted

Action:	
7. Item/Focus: School Organisation Update	
Discussion: <ul style="list-style-type: none"> • FOI enquiry received re. sixth forms. Noted there is a number of own admission authorities no longer offering 6th form provision as outlined in their funding agreement – Regional School Commissioner looking into this. Meeting convened before Easter break for schools to discuss issues and complexities of post-16. • Noted SEN consultations re. changes to Resource bases. • Additional places being sought from Ellen Tinkham School for September 2019. Orchard Manor development plan complete but costs exceed SEN Strategic Fund. Legal agreement secured for Glendinning Special School, providing 120 special places in Newton Abbot; DfE has started enabling works, planning to be submitted. • DCC considering admissions concerns at Roundswell Community Primary Academy which is not coordinating admissions arrangements with the LA. This is potentially impacting on local families applying for oversubscribed places in North Devon, as separate applications currently need to be made to the LA and to Roundswell School. Representation from DCC Admissions team to DfE on this issue. • Charlton Lodge special school development in Tiverton going ahead for September 2019 opening. • Unable to pursue HIF funding awarded to NDDC for a new school linked to Ilfracombe housing developments due to risk of losing funding for marginal viability housing site. • Schools were reminded of issues to consider when looking to lower age range. • Greater Exeter Strategic Plan consultation expected to be published in June, allocating housing across Exeter, Teignbridge, Mid and East Devon up to 2040. • SEN Strategic Fund – to provide additional Special School places. Significant additional investment from Devon in excess of the government funding has been allocated from basic need funding but this is not sustainable. • Deep-Dive being conducted into Independent Special School placements. • Draft term dates circulated for 2020/21 and 2021/22 academic year. SOCA felt they were appropriate. 	
Key Decision/Issues for DEF:	Report noted
Action:	
8. Item/Focus: Primary Surplus Capacity	
Discussion: <ul style="list-style-type: none"> • Primary numbers are reducing. • Analysis of capacity in each of Devon's schools is being undertaken, looking at rural and urban schools. Overall numbers on Roll / Net Capacity is currently 91% • Some concerns around ongoing sustainability of rural schools under 50. • Deep dive into numbers and risk of high cohorts transitioning to secondary and impact of low numbers coming in. Will be liaising with schools and MATs to look at future sustainability. • Noted there is a range of processes involved for consultation and decision making when considering the future of a school dependent on the type of school it is. • Considered impact of wrap-around and early years provision on parental preference for primary schools. • Noted that DCC is unable to invest capital funding into schools with low pupil numbers from within catchment but that is full due to number of children from outside of catchment. Criteria are clearly set out within Education Infrastructure Plan. • Discussed frustrations around ensuring sufficiency and quality of accommodation in schools, and options available including consideration of a reducing PAN if the buildings are unable to accommodate children at PAN. 	
Key Decision/Issues for DEF:	SOCA noted the content of the report and endorsed the LA approach that any school offering a published admission number over and above the capacity of the school, does so on the basis that they are able to sustain these numbers and future

	PANs without the need for capital investment to expand the school. Capital investment in expanding schools will only be agreed where there is a basic need to meet in-area demand and will be agreed in advance with schools.
Action:	
NEXT MEETINGS	
<p>Agreed: electronic circulation after Easter of information regarding SEN Capital Funding and strategic review.</p> <p>Additional meeting to be reinstated for end May / beginning June.</p> <p>Confirmed: <u>next meeting 9.30am on Tuesday 11 June 2019 at Larkbeare Exe Room</u></p> <p>Tuesday 24 September 2019 9.30am – Larkbeare (Knightshayes Room)</p> <p>Tuesday 7 January 2020 9.30am at Larkbeare (Exe Room)</p> <p>Tuesday 3 March 2020 9.30am at Larkbeare (Exe Room)</p>	