

SCHOOL ORGANISATION FORUM
NOTES OF MEETING
8 September 2010

KEY INFORMATION ISSUES FOR DEF ON 29 September 2010

For Information

B4. Verbal Update (page 11)

Capital Programme

Update DEF on the brand new pre school and children's centres.

SOF requested a list of statutory duties the LA must provide to help schools plan.

**SCHOOL ORGANISATION FORUM
ATTENDANCE**

Members	Representing	24/2/10	21/4/10	8/9/10
DASH Reps (3 areas)				
Kevin Bawn	Central	✓	✓	apologies
Di Nicholson (stepped down)	North	✓	apologies	-
Darryl Chapman	South	-	✓	apologies
DAPH Reps (3 areas)				
Susan Brewer (stepped down)		✓	-	-
Linda Wells		✓	✓	✓
Hilary Priest (stepped down)		apologies	apologies	-
Gary Chown		-	-	apologies
SHAD Reps (1)				
Jacqui Warne	Special Schools	✓	✓	✓
Cherie White (reserve)	Special Schools	-		-
DAG Reps (4 early, primary, secondary and special)				
David Gravell		✓	-	-
Faith Butler		apologies	-	Apologies
Don Paterson		apologies	apologies	-
Kelvin Lacy		✓	-	-
David Tall - reserve				✓
TCC (1)				
John Staddon		✓	✓	-
JCC (1)				
Shirley Ludley		-	apologies	-
Parent/Carer Reps (2)				
Jeanette Kemlo		-	-	-
Diocesan Authorities (2)				
Alyson Sheldrake	Anglican	apologies	apologies	apologies
Richard Power		-	✓	-
County Councillors (2)				
Councillor Vanessa Newcombe	Overview and Scrutiny	apologies	✓	apologies
Councillor Christine Channon	CYPS Portfolio Holder	apologies	-	apologies
DCC Officers				
Vic Ebdon	Building Schools for the Future Programme Director	apologies	apologies	✓ (chair)
John Barnard (Chair)	Head of Resource Strategies	✓	✓	apologies
Fran Butler	Early years	apologies	apologies	✓
Chris Dyer	Strategic	✓	✓	✓

	Commissioner Capital Programme			
Christine McNeil	School Organisation Policy Manager	✓	✓	✓
Debbie Clapshaw	Manager - Governor Support/Change	✓	✓	✓
John Peart	Head 14 Learning & Skills Strategic Team	Apologies	-	✓
Julia Foster	Assistant Head 14 Learning and Skills Strategic Team	✓	-	-
Julie Lammin (Clerk)	Schools Forum Support Officer	✓	✓	✓
Speakers/guests	Representing	24/2/10	21/4/10	8/9/10
Chris Jay (part meeting)	NPS	✓		apologies
Margaret Bullock	DCC	-	✓	-
Jon Williams	DCC	-	✓	-
Sarah Davidson	DCC			✓ part
Karen Howes	DCC			✓ part
Andrew Brent	DCC			✓ part

FUTURE DATES
Please notes dates in your diary

Wednesday 8 September 2010	09:30 – 1:00	M9 Great Moor House Exeter
Wednesday 10 November 2010	09:30 – 1:00	Larkbeare House Exeter
Wednesday 5 January 2011	09:30 – 1:00	M9 Great Moor House Exeter
Wednesday 2 March 2011	09:30 – 1:00	Larkbeare House Exeter

**SCHOOL ORGANISATION FORUM (SOF)
NOTES OF MEETING
8 September 2010**

A. STANDING AGENDA ITEMS

1. Minutes, matters arising and current issues – Vic Ebdon

VE welcomed new members and announced apologies. The very low delegate attendance was noted. A replacement member for Di Nicholson will be requested from DASH. It was agreed the minutes dated 21/4/10 were a true record of the meeting. Members were asked to note future SOF meeting dates – some of these may clash with Cabinet meeting and may be subject to change.

Matters arising and current issues.

The safety glazing update is included in the NPS report.

Asset Management Plan six monthly report will be presented at the November SOF meeting.

2. Update on Devon Maintenance Partnership NPS, MUMIS and Update on Safety Glazing in Schools - Chris Dyer

CD presented this item in Chris Jay's absence. NPS's report was circulated prior to the meeting. The report provided a number of updates which CD summarised:

Update Devon Maintenance Partnership 2008/09 – 2009/10

The DMP 2008/09- 2009/10 came to a close on 31st March 2010. NPS are currently collating the final costs of the scheme before agreeing any rebates. The closing down of the accounts is work in progress and is determined by the length of time it takes to receive the final contractors' invoices. The final figures will be advised to SOF and any rebates paid back to schools by DCC.

Devon Maintenance Partnership 2010 – 2015 Agreement - Financial Position

The new DMP scheme commenced on 1st April 2010. At Month 5 the financial position is satisfactory with commitment at 85% against the budget and expenditure at 14% of the budget. The commitment figure is high as it reflects that generally the servicing works orders are raised for all subscribing schools at the start of each financial year. There are no issues with the scheme.

Service Term Contracts

A summary of the current issues regarding Service Term Contracts are;

- Accord Lifts wish to terminate their contract for financial reasons but have agreed to continue to provide support for all properties until a new contract can be let. The contract has been re-tendered and is currently being evaluated. It is anticipated that the new contract will commence in October 2010.
- The kitchen fans and canopies contract will be re-tendered with a planned commencement date of November 2010.
- DCC had agreed to extend the 6 and 12 monthly legionella checks contract by a further 6 months until a new contract can be put in place. The contract has been re-tendered and is currently being evaluated. It is anticipated that the new contract will commence in October 2010.
- The boiler servicing contract held by Beale and Cole has been successfully novated to Integral as Beale and Cole ceased trading. Integral are listed on the PCD and have taken on the offices and staff from the previous incumbents. Servicing continues to be undertaken.
- Redpath Buchanan has undertaken Lightning Protection Risk Assessments at approximately 40 school sites to date. Currently, the remainder of DCC's non schools estate have been surveyed in accordance with the British Standard and DCC have developed a matrix of risk weighting to determine where systems should ideally be installed. Using these criteria a workshop has been arranged to evaluate the benefit of using the same approach across the

schools estate. The possible outcome is that a significant proportion of schools will not require Lightning Protection Systems to be fitted should the criteria be adopted. Following this workshop a further report will be provided to SOF.

It was noted that some larger companies may be struggling in the current financial climate. CD was not aware of any contracts with Connaught who has recently gone into liquidation, although it is possible some schools may have private arrangements.

MUMIS

There are no new MUMIS claims since the last SOF meeting. The list of agreed MUMIS claims for 2010/11 are Sutcombe Primary School – Drainage works - £40,000, Parracombe Cof E Primary – Dry Rot - £4,500, Holbeton Primary School – Dry Rot - £20,000, North Molton Primary School – Boilers - £18,000, The Grove Primary School – Heaters - £16,000 and Bearnas Primary School – Heaters - £5,000, all previously reported to SOF. CD reported a potential new claim. While a school playground was recently being resurfaced with tarmac, contractors ran over a well causing significant damage.. SOF members requested to know which school this related to. CD action.

VA Promise 4 Scheme

The VAS 4 Promise scheme 2009 to 2012 is in place for Voluntary Aided Schools and 100% of the schools are members. The scheme is charged at £18.00 per pupil per annum and provides income of around £120,000 per annum. The annual charge is uplifted by 4% per annum.

At Month 5 the financial position is satisfactory with commitment at 59% against the budget and expenditure at 28 % of the budget. The commitment figure is high as it reflects that generally the servicing works orders are raised for all subscribing schools at the start of each financial year.

There are no issues with the scheme.

Property Contracting Database (PCD)

DCC and NPS have jointly developed a document which gives guidance on when checks are likely to be needed in respect of contractors working at regulated premises. The PCD has also been updated to indicate whether CRB cleared operatives are available. There are revised Health and Safety CDM forms on the PCD for both notifiable and non-notifiable projects. NPS are considering a revision to the Maintenance Panel Agreement Job Sheet, which is used to record information on visiting contractors, following feedback from the recent DAPH conference. NPS will report back to the next SOF meeting. A reminder should be provided to schools that the PCD does not cover all trades used in construction and therefore any other contractors or trades that schools intend to use should be validated for health and safety, insurance (public and employers liability) and Trade Body membership. A series of specifications have been added to the PCD to enable schools to seek quotations for routine maintenance and servicing of sprinkler systems, automatic doors and air conditioning systems. The maintenance of such equipment is not covered by the Devon Maintenance Partnership but should ensure that a consistent standard of service can be provided. The specifications can be used by all schools, with or without the assistance of NPS.

Safety Glazing

Following the commissioning of a survey and report on the likely extent and costs of remedial Safety Glazing with DCC a report has been produced which identifies the potential cost for both surveying and glazing remediation based upon a collective and collaborative approach. The report is expected to be reviewed during September following which a recommendation to all DCC schools will be available. (Details will be provided for the next SOF).

Liquefied Petroleum Gas (LPG)

Following a nationwide action by the Health and Safety Executive in conjunction with LPG suppliers, a Devon Primary School was visited by the HSE and found to have issues with its bulk storage facility which resulted in formal action on DCC. In response DCC has identified 29 schools (and 2 corporate) buildings which have LPG bulk storage facilities and have carried out an extensive inspection regime to identify Supplier, Installation and Premises issues requiring action and remediation. The issues predominantly surround the replacement of underground metallic pipe work and the correct positioning of storage tanks. A tender for these works has been produced and liaison with schools requiring works will commence at the start of term to agree extent and costing prior to an anticipated completion of all works by December 2010. It will be necessary that schools will have to finance these works through their devolved funding. CD confirmed the schools concerned have been informed. CD pointed out that if more than 5 notices are served against the authority with a 12 month period this will result in the insurance policy premium doubling. VE

requested members convey the importance of this issue to their associations and networks.

Actions:	CD to inform SOF which school has the possible MUMIS claim playground damage. CJ to provide Safety Glazing details for the next SOF.
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3. School Organisation Update – Christine McNeil

CM's report was circulated with the agenda. CM also provided the group verbal updates on the current positions:

Academy Status – Dartmouth - The Minister of State for Schools has approved that the new Academy's age range will be 3-18 with effect from September 2010 in partnership with South Devon College. E-ACT (Sponsor) will continue to work closely with DCC. The Governing Body has been established and interviews for the Headteacher are taking place this month.

Academies – Devon -The Academies Bill received Royal Assent on 27 July 2010. The following Schools will be converting to Academy status and the Secretary of State is in discussion with the Schools' Academy Trusts in agreeing the Funding Agreements and Articles of Association. The likely conversion dates are Dartmouth All-Through (as above), Ivybridge Community College (1.10.10), Uffculme School (1.9.10) and Broadclyst Primary School (1.9.10). Expressions of interest have been received from three secondary schools. DC reported that she has not received enquiries from Governors requesting advice but private companies are providing schools with information on the process. David Tall (DAG) has not received any feedback or questions from the information they have sent out on the process. DAG is expecting academies to be a topic at their four area meetings. The National Governors Association have been very pro-active on this issue providing information on the long term consequences. The regulations suggest that if one school in a federation meets the criteria to convert this in turn qualifies all the schools in the federation to qualify.

Pressure of Places:

Exeter – DCC have been meeting with Exeter County Councillors since April 2010 concerning the need for additional pupil places in certain areas of the City where there is pressure on existing schools, an 17% increase from 2005 to 2009. All reception places to the west of the Exe for 2010/11 have been allocated. Forecast figures to 2013 show an increasing demand for places. If the current birth rate continues an additional 60 places a year from 2012 will be needed, equivalent to a 420 place primary school. Also, 500 homes are planned in the Alphington area and Teignbridge District Council are planning a further 2000 homes, which will require specific CYPS provision. DCC is working closely with Exeter City Council and are responding to the needs of their Core Strategy within their Local Development Framework to secure Section 106 infrastructure funding. There are a number of planned developments which will also have to be considered in conjunction with the additional homes being planned. CYPS officers are undertaking an Options Appraisal which will be subject to further consultation. Consultations are underway for increasing capacity at Countess Wear and Clyst Heath primary schools. One member suggested looking at the feeder to secondary situation considering the increase in primary school numbers over the next few years. CD reported that DCC are undertaking a piece of strategic work on the impact of housing and future school requirements. Simon Niles will be taking this work forward; he is currently working with West Exe local community and then the other two areas of Exeter. Fran Butler requested early years are involved with this work.

Free schools – there have been no official enquiries.

Exmouth - In 2011/12 admissions will be very tight. Meetings have taken place with the LLC. The Area Review will be held in March 2011 when the long term strategic requirements for Exmouth will be fully discussed. As an interim measure it is proposed to increase capacity at Withycombe Raleigh CofE Primary School, which has existing temporary accommodation which could be brought back into use as classrooms.

Competition Process

Primary School, Okehampton - A follow up meeting has been held with COPSE and members of Okehampton Town Council. The new primary school is continuing to be reviewed and monitored against the housing development. Persimmon has made a start on their site but the rate of house building is unknown at present.

New Communities, Sherford and Cranbrook

Negotiations continue on finalising the Section 106 agreements. Developers for both the New

Communities anticipate completing the S106 agreements by the end of this year with a start on site early 2011. The implementation date for the move of Clyst Honiton to Cranbrook has been changed to September 2013, subject to planning consent.

SOF Terms of Reference, 8.5

Statutory consultations and proposals in respect of changes to local organisation of schools

Proposed Closure of Broadwoodwiger Primary School - Consultation has commenced this month on the proposal to close Broadwoodwiger Primary School, due to falling role (at the summer term 2010 16 pupils on roll). A public consultation event will take place on 28 September 2010 and the consultation period will end on the 12 October 2010. Currently there are 11 children on role. A parent governor has expressed some interest in setting up a free school and is meeting with Councillor Christine Channon to discuss the possibility. They have a good working partnership with St Giles although Ashwater is the closest.

All-through School, Sherford - Discussions continue with Plymouth City Council and a further meeting between officers is arranged for 6 October 2010.

Clearwater House, Bideford - There has been some slippage in obtaining planning permission for the minor building works and it has therefore been necessary to modify the implementation date for the 8 BESD day places for boys and girls aged 10-16 from 1 September to 2 November 2010.

Marland Special School, Torrington - Cabinet approval has been given to consult on establishing a 25 day place BESD off site centre at Roundswell, Barnstaple for boys and girls aged 10-16 to be managed by Marland School. To change the age range from 11-16 to 10-16 at the main school site at Peters Marland, Torrington and increase the number of places from 40 to 50. Proposed implementation date is September 2011. At the present time there are insufficient BESD places available in North Devon and changing the age range at the main school will enable continuity of provision within the same establishment. Funding has been set aside for the BESD Centre at Roundswell but funding for the enlargement has yet to be secured. A public consultation event will be held at the Village Hall on the 20 September 2010 and the consultation period ends on 1 October 2010.

Communication and Interaction Resource Base (CAIRBs) - Consultation commenced for 8 Key Stage 3-4 pupils at Pilton Community College, Barnstaple, South Dartmoor Community College, Ashburton and Tiverton High School in June 2010. This is part of the wider Stepping Stones programme. No building works are required as the schools will be allocating a room for this provision but a capital amount will be available via Stepping Stones to cover ICT, specialised equipment and facilities and any decoration and minor alterations required. The consultation ends on the 8 October 2010.

Millwater - Cabinet approval has been given to consult on the relocation of Millwater School Honiton to share part of the Manor Independent School site in Honiton. Originally relocation to Cranbrook New Community was approved but DCC will be seeking permission to get this decision revoked and a public notice to that effect will be issued shortly. This is as a result of the delay in the housing development and further investigation of the site; it was not considered appropriate that this location would now suit the needs of this School. Also at the time of this proposal no suitable site was available in Honiton. The Manor School site is approximately 0.85 miles from the existing Millwater site. Some funding to rebuild and relocate the school had already been secured and purchase of the site and construction costs will need to be evaluated and considered within the Capital Programme. Consultation will commence in September 2010, subject to satisfactory feasibility study. The current Millwater site is too cramped to be able to rebuild in stages.

Countess Wear Community School, Exeter - Cabinet approval was given to consult on enlarging Countess Wear Community School from 240 to 420 places with effect from September 2011. A consultation event was held on the 20 May 2010. The expansion of the School is to serve pupils arising from the nearby housing development at the Royal Naval Stores where 4,000 new homes are planned. It is not the intention that the School will accommodate pupils from other areas of Exeter. The consultation ended on 18 June 2010 and a Public Notice was issued on 3 September 2010. Cabinet will consider the proposal at its meeting on 13 October 2010.

Clyst Heath Primary School, Exeter - Cabinet approval has been given to consult on enlarging Clyst Heath Nursery and Community Primary School from 210 to 315 places. The School will increase by 15 reception places each year beginning September 2011. Demand is likely to exceed the number of places available for places for reception-aged pupils which has risen over the past years as housing development has increased. The date for the consultation meeting is yet to be agreed but is likely

to be at the end of September.

Uffculme School - On 14 April 2010 Cabinet did not approve the proposal to establish a sixth form at Uffculme and enlarge the school premises accordingly. The main reasons for this briefly were:

- the need to incorporate any post 16 provision within the East/Mid Devon 14-19 Partnership plan.
- the impact on Exeter College, Petroc (Tiverton) and Richard Huish College (Taunton).
- confirmation of future revenue funding.
- forecast figures showing a decrease in in-area pupils and more out-of-area pupils could be anticipated together with significant transport implications.
- securing of capital funding.

Uffculme School appealed to the Schools' Adjudicator. A meeting was held on the 7 June 2010, presentations were made by DCC and Uffculme and there then followed a public meeting. A decision by the Schools' Adjudicator is expected shortly. In the meantime Uffculme will be converting to Academy status.

Great Torrington Community School - On 14 July 2010 Cabinet did not approve the proposal to establish a Sixth Form at Great Torrington Community School Sports College. The main reasons for this briefly were:

- the need for endorsement of all partners.
- the limited curriculum which raised issues around funding availability.
- securing of capital funding.
- securing of revenue funding.

The School are out of time to appeal to the Schools' Adjudicator.

Wilcombe School - Cabinet has approved consultation on the proposal to enlarge Wilcombe Community Primary School, Tiverton, from 140 to 210 places with effect from 1 September 2011 to ease pressure of places in this area of Tiverton. An additional 800 primary school places will be required by 2026. A consultation event will be held on 14 September 2010 at the School and the consultation period will end on 11 October 2010.

CM circulated a brochure on Procedures for closure of a school or sixth form. The brochure is intended to help both schools and officers. CM requested any comments to be emailed to her by Friday. It is expected to be available on the website by half term.

4. Area Review and PCP Updates – Chris Dyer

Copies of the papers for the Axe Valley, Barnstaple and Bideford area reviews and The Area Review Feedback (interim report after one year) were circulated prior to the meeting.

CD explained the area review reports go back as far as February because the outcomes need to be agreed with learning communities and be presented to the Senior Leadership Group and lead members before they are available to SOF. CD was very complimentary to Axe Valley Governors whose involvement was excellent and has resulted in a template being produced which is available on the website. All three outcomes were very positive. The team is getting termly updates from learning communities on their progress. CD is also tracking comments and progress which cannot be made public until learning communities have made decisions.

CD reported the Senior Leadership Group dedicated a whole meeting to the outcomes, progress and proposals of the review meetings to date. Similar presentations are planned for other corporate groups within DCC. Originally the target set for completing the review process was four years. The team were tasked to speed up the process at the request of Phase Associations. The process is now expected to be completed by the Summer term 2011, two years ahead of schedule. CD again complimented Governors who have been pro-active with prior preparation. The next step is to make information more widely available to officers with CYPS. Four half day events are planned for 21st and 24th September for schools on the latter part of the list to help prepare for their reviews. This will also hopefully reduce requests for officers to attend out of hours governor meetings although officers will still be available if required. Details will be posted on the website. CD reported he is currently working on a project looking at post review options for schools.

David Tall, on behalf of DAG, thanked the authority for the opportunity to be involved in the process from the beginning which he felt had been fascinating, interesting and informative. It has enabled Governors to embrace more than their own school issues and Governors have been pleasantly surprised how their views have been taken onboard. David felt it was a worthwhile process which has introduced the value of examining data sets and to be two years ahead of schedule was remarkable. DAPH representatives reiterated David Tall's comments. They felt a lot had been learnt since the first review. Schools are moving away from the silo mentality and more willing to share. It continues to be in evolving process which relies on the people within the community to push it forward. SHAD expressed concerns about children travelling to schools out of their learning community for their special educational needs not being included in the data. CD recognised this issue and agreed a separate review of special schools throughout the whole of Devon may be required. CD will discuss this with the Stepping Stones team.

Comments were made about the website and whether it could be simplified. Information pamphlets will be available for the events on the 21st and 24th September. CD will forward some to DAG for distribution beforehand.

Actions:	<p>CD to discuss possible separate pan-county special school review with the Stepping Stones team.</p> <p>CD to provide DAG with information pamphlets for distribution.</p>
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B. DEVELOPMENT AGENDA ITEMS

1. Connect 2 (database system replacing some existing systems) – Sarah Davidson

SD explained the previous asset management planning system, Evolution, has been replaced by Connect2. A lengthy market research project to decide on the replacement involving DCC and Phase Associations was carried out. The Connect2 project is being managed and implemented by NPS South West on behalf of DCC. There are two phases. Phase One, which is completed, involved the migration of corporate property data including schools asset management data from Evolution. Phase Two, currently in progress, involves adding several additional function include health and safety audits and equipment/servicing inspection details. At the start of this autumn term all schools were given access to Connect2. All schools have been given a unique password and ID as well as Guidance and support/helpdesk information. Connect2 enables schools to access (via a secure internet connection) information for the own individual school such as asbestos registers, condition reports, contact information (inc emergency key holders), premises room use and area information used for capacity calculations, floor plans, suitability assessments, visit records and other document relevant to the site such as risk assessments. SD outlined the benefits to schools such as Connect2 is interactive, a web based system allowing access from any computer with internet access. It is a simple easy to learn system, it incorporates standard education features, plans and photographs can be attached. Orders for maintenance works and project information can be viewed/tracked and email reminders can be set up. Reports can be easily circulated and schools can email changes which appropriate NPS staff members approve. There is a log book for health and safety data can be held in one place and automatic emails can be set up as reminders for inspections or tests. Documents can be added by either the school or NPS (such as certificates that schools do not hold). Schools will need to be mindful of data protection and may want to consider setting up a protocol for this. SD referred to it as 'a one stop shop' for all premises information. SD emphasised schools are responsible for keeping the information up to date and requested they check their emergency contact details first. NPS maintain the technical support for Connect2 which will mainly be done via email. The guidance notes should provide all the information schools need but SD would provide overview sessions if requested. Phase Two, is expected to be completed by the end of February. All schools, including VA schools but not academies are included; children centres will be included as corporate properties. It may be possible for access to be given for a group of schools with individual authorisation – this is currently under discussion. SOF requested an email be sent out to schools suggesting they check their emergency contact details. SA action. Any feedback will be welcomed.

Actions:	SA- email all schools at the end of Sept suggesting they check their emergency contact details.
2. Admissions: In year Coordination – Andrew Brent/Karen Howes	
<p>From Sept 2010 parents must apply for in-year school places to the LA in which the child lives. The revised School Admissions Code came into force on 10 February 2010 and introduced a new duty on LAs to co-ordinate these applications. The in-year co-ordination scheme requires every letter offering or refusing a school place at any time of the year to be sent by the LA. Parents need to complete an in year admission form which will provide the authority and schools with useful information regarding the reasons for the request. Forms can be posted, faxed or emailed to the LA. Up to 3 school preferences can be requested. Details for urgent requests, possibly travellers, can be indicated and will be expedited. In the case of own admission authority schools letters will be sent on behalf of the governing body. The scheme sets out a commitment that the LA will resolve all applications within 20 school days wherever possible and an indicative timetable of how applications will be handled. The DfE acknowledges that the new arrangements may introduce a delay to some admissions requests. The Local Admissions Forum will be monitoring the effectiveness of in-year admissions arrangements. The change will be most noticeable for primary schools who have handled their own in-year applications. Staff at all levels within schools need to be aware of the change in policy and direct parents to the LA. Roadshow events have been organised for schools' administrators who are at the frontline in schools and we would wish Headteachers to encourage attendance to these events. Awareness-raising has been going on via Devon's website, in-house publications (Devon Talk and Insider) as well as a general press release. Admission Team representatives have been attending area Heads Panels, Social Care Team meetings and other service based team meetings to ensure key staff have been informed of the changes. SOF members expressed some concerns about the turnaround time and who is responsible for ensuring parents are informed of the protocol. KH reassured members that requests, provided there are no complications, are likely to be turned around in 2-3 days. Information leaflets with websites and the call centre number have been produced for school administrators to handout to parents. CSET remains the point of contact for transfers for children with Statements of SEN. VA, Foundation and Trust school requests may have to wait for a governors' meeting before a decision is made. One SOF member queried requests from non-English speaking parents and whose responsibility is it to provide a translator – AB will make enquiries.</p> <p>Unfortunately, the DfE uses the term Common Application Form in admissions, the acronym clashing with that for the Common Assessment Framework. The admissions form has been amended to D-CAF for Devon Common Application Form.</p>	
Actions:	<p>AB – Confirm responsibility for parents with language difficulties.</p> <p>Post meeting note :- Schools should refer parents with language difficulties to the LA. It is the responsibility of the relevant team to translate. For admission information the admissions team would arrange for CYPS' Public Information Services to have it translated. Access services would be responsible for payment. Choice Advisors may not be able to assist particular if their remit is confirmed as being restricted to the secondary transfer process.</p>
3. DEF Consultation recommendations – Chris Dyer	
<p>DEF requested SOF consider three recommendations from the recent consultation on "How to Continue to Deliver 21st Century Education in a Period of Financial Restraint". CD confirmed once Cabinet members have endorsed the recommendations they will be followed up.</p>	
4. Verbal updates – Vic Ebdon	

VE provided verbal updates on the following:

BSF - this has been pulled. Pathfinder continues but all others have stopped. Bideford moved in to new buildings this week. A report went to the Corporate Leadership Team summarising the financial situation (a copy to be included with the minutes). It is disappointing but some very useful work has been done which can be utilised in the future.

Capital Review ("Call for Evidence") - there is a DfE consultation on schools capital funding and procurement under way at the moment and SOF members are encouraged to respond to it. The details can be found at <http://www.education.gov.uk/consultations> SOF agreed a future change in culture will be required; buildings need to be functional with freedom for creativity inside. VE confirmed Montgomery is going ahead as planned.

Academies - Dartmouth have been approved as a 3-18 academy and South Devon College have not pulled out of the partnership despite the increase in age range to 18 - which was approved by the SoS against the advice and wishes of the LA. Broadclyst Primary and Uffculme should have had funding agreements completed enabling them open as academies on 1st September. Ivybridge is being worked on for a 1st October start. Academy information is available at <http://www.education.gov.uk/academies>. Strategic Planning Group will no longer be providing support to academies although it is expected that capital investment will continue to be passported through the LA.

Budget reductions / service redesign - DCC are facing unprecedented reductions in budgets. Functions are being re-designed to focus on statutory duties (this is a corporate approach) and do not include providing wish list services to schools. Technical and experienced support will be available to schools on a "pay for" basis but otherwise projects that are not in the capital programme will not have financial or human resources allocated to them. There will almost certainly be staffing reductions in SPG of 25%.

Devolved Formula Capital (DFC) - one of the changes under service re-design could be simply passporting through DFC to each school and no longer managing the fund across the whole school portfolio. The consequence is that school governors will be responsible for ensuring that spend is compliant and also if they want to advance or delay expenditure they will have to make local arrangements with other school governors. DCC might be persuaded to offer a management service but human and management costs would have to be fully funded by the schools for the whole three year Comprehensive Spending Review (CSR) period.

Capital Programme 2011/14 - The CSR announcement is to be made on 20th October but it is not expected that full details of the impact on schools capital to be published by DfE until the Capital Review has reported at the end of December. However, it has been widely trailed that the focus will be on basic need and maintaining schools and that will be the emphasis of our capital programme. It has also been widely trailed that the need for a highly prescriptive regulatory framework for school premises is under scrutiny and we expect there to be substantial de-regulation in the near future.

SOF requested a list of statutory duties the LA must provide. This information is not readily available but DC will circulate a paper which may help schools plan ahead. SOF discussed essential services and the idea of lobbying the LA supporting the need for them to be retained or continue to be available at a cost. VE explained the authority has been going through a challenge process which looks in detail at statutory and non statutory services. Copies of relevant proformas from Governors, 14-19 and SPG will be attached to the minutes.

Key Decision/ Issues for DEF:	For information – Schools may consider non statutory services to be essential services and to consider the idea of lobbying the LA.
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Actions:	JL – Challenge process proformas to be attached to the minutes.
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5. Issues for DEF - All

1. Update on brand new pre school and children centres
2. Statutory duties – DC has paper which may help schools to plan ahead

C. ITEMS FOR FUTURE MEETINGS

1.	Asset Management Plan – Nov agenda – CD
2.	Review Terms of Reference
3.	