

SCHOOLS ORGANISATION FORUM NOTES OF MEETING Date: Tuesday 14 June 2011	
ISSUES FOR DEF ON	
Present	Chris Dyer (Chair) LET; Kevin Bawn (DASH); Linda Wells (DAPH); Jacquie Warne (SHAD); Richard Power (Exeter C of E Diocese); Tricia Blythe (Plymouth RC Diocese); Nigel Coleman (NPS); Councillor Christine Channon (Cabinet Member for Schools & Skills); Midge Kelly (Climate Change Programme Support Officer, EEC); Fran Butler (CYPS Early Years); Andrew Brent (CYPS Admissions); Christine McNeil (CYPS LET); Bobby Hughes (Senior Waste Management Officer, EEC), Sue Newson, Sally Chapman
Apologies	Councillor Vanessa Newcombe (Chair Scrutiny); Daryll Chapman (DASH); Gary Chown (DAPH); Roy Souter (DAPH); Faith Butler (DAG); John Staddon (NASUWT); Carole Williams (DAG); John Peart (14+ Learning & Skills Strategic Team); Simon Niles (Learning Environments);
A. Standing Agenda Items:	
Item/Focus: A1 Notes of Previous Meeting held on 4 May 2011 and Matters Arising	
Discussion: <ul style="list-style-type: none"> ○ The previous minutes were taken as read. ○ Action points: <ul style="list-style-type: none"> – Item 3 – Simon Niles has provided the capital programme update. – Item 4 – this is an ongoing piece of work by Christine McNeil. – Item 5 – Andrew Brent's paper is due shortly. 	
Key Decision/ Issues for DEF:	
Action:	CM to bring item 4 above forward to the next SOPF meeting.
Item/Focus: A2: Update on DMP and MUMIS and the impact of Academies	
Discussion: <p>Nigel Coleman presented the DMP report on behalf of Chris Jay</p> <ul style="list-style-type: none"> ○ It was agreed to accept Walter Daw Primary School's request to join the DMP. ○ It was agreed that Broadwoodwidge Primary School be charged for 4 months only as they will shortly be closing. ○ Service Term Contracts – Nigel will report back when Chris Jay expects the tender to be 	

<p>in place.</p> <ul style="list-style-type: none"> o As previously reported, not claims have been made and it was agreed that £137,000 will be collected this year. 	
Key Decision/ Issues for DEF:	
Action:	NC to send supplementary answer to send out with minutes.
Item/Focus: A3 Capital Programme update	
<p>Discussion:</p> <ul style="list-style-type: none"> o 11 May DEF question re Prioritising capital maintenance schemes: <ul style="list-style-type: none"> – There are no tiebreak criteria, money taken down as far as it could go. CD tabled a paper explaining the process which was noted and unopposed. CD will provide a similar statement to DEF. – Capital Programme was set on the 9th March. Update 4th May. o Green Projects update <ul style="list-style-type: none"> – Have engaged NPS South West Ltd to provide a co-ordination role re the Green Capital Fund (previously named the Green Challenge Fund). – Programme has now been commissioned, and has not had to commit any contingencies. – Approximately half the funds have been committed so far. – There are about 150 schools on the list and will be looked at again in the year. – Andy Seaman of NPS South West Ltd is leading and is the contact for information regarding the delivery. 	
Key Decision/ Issues for DEF:	CD to provide statement to DEF.
Action:	
Item/Focus: A4 School Organisation update – Christine McNeil	
<ul style="list-style-type: none"> o Horwood & Newton Tracey Community Primary School have withdrawn there academy application, and Honiton Primary Schools application has been approved. o There is nothing to report on Free Schools. As soon as Christine hears of any further information she will sent it out. o Jacqui Warne asked about the percentage. Special Needs is a very vulnerable group and would like to talk about it further at the Area Review. The more representatives that come to the Area Review the better. o Special Needs Area Review is on Tuesday 20th September. o Section 106 – Proposed consultation of pupil places in Exeter by the end of the year. Looking to prepare paper and bring to SOF in due course. o Expanding in Bow Hill and Newtown to provide places by 2012 o Planning Place Group: Potential for development of Exeter. 5% of children will need Special Needs Provision. 	

- Fran Butler to look into placing someone in the Planning Place Group
- Cllr Channon: there is no pressure on places in Sidmouth. Heads and Governors concerned at lack of integral policy across the schools – Once all 3 schools have merged the new school will be St Nicholas, with one set of governors.
- Hatherleigh: will expand with an objection from Northlew and Ashbury.
- Christine McNeil has a meeting shortly with Bideford LLC regarding Clovelly Primary School closing. Dalwood Primary School's closure consultation ends this week.
- Kevin Bawn asked about Cranbrook and knock-on effects. CLD said we do have a Strategic Planning team in what was previously Environment Directorate. LET will be moving from CYPS to the new Place Directorate, so will be working as a single team in the future and there will be a new S.106 policy. Unsuccesses in S.106 will be reported to Cabinet. Cllr Channon said S.106 applications will be looked at again.
- The Community Infrastructure Levy is to replace S.106 in a few years time.

**Key Decision/
Issues for DEF:**

Action:

Item/Focus: A5 Admissions update – Andrew Brent

- Admissions update and report on data errors.
- Codes are now out and it is more straight forward to read. Parents can pick up the Code. However, Code is currently cumbersome and talks about localisation. Local Authority and schools to respond to parents needs.
- Future will have a lot of admissions authorities.
- Current Code: there are a lot of changes and schools, DAPH, DASH and DAG need to go along and discuss the admissions landscape and relationship of schools and the Local Authority and would like to include members.
- We have to suspect there will be children who will be missed due to them not getting schools places. This LA needs to offer a degree of coordination
- Concerns: How do we look at planned admission in favour of schools going over their planned admission number?
- Admissions responses need to be carried out by 19th August. After this Forum I will be drawing up a response.
- It is very difficult for the Admissions Team due to numbers. We have had to offer above the planned admission number and errors are significantly more this year, greater than 2 years ago. The Data Team need support.
- Current Code will place Academies in the maintained system and to participate within the LA. There is not much difference between VA and Academy.
- Academy and Community Schools still serve their Community and will need a service.
- Need to look at urban locality. The school adjudicator will need to look at admissions criteria.
- Academies still need to abide by law and the Codes.
- JW: Admissions Code should include Special Needs Children. Exclusion is not acceptable.

Key Decision/ Issues for DEF:	Schools Organisation Forum to make a statement to DEF
Action:	The Forum expressed concern that correct resources are provided for the Admissions Team to do their work.
Item/Focus: A6 James Review update – Chris Dyer	
<ul style="list-style-type: none"> ○ CD explained the possible future capital allocation process and Terms of Reference for the LA ○ Secondary of State has not yet given his view of the James Review report although the proposed implementation remains 1st April 2012. ○ General direction of review, large scale schemes will be procured centrally , smaller schemes locally and may involve a bidding process including all other stakeholders (including academies) with the LA expected to be the broker. ○ and will be given a template to work with. ○ It was suggested SOPF will play an integral part in this process possibly via Task and Finish Groups to be help set criteria and priorities. ○ The precise detail of the above is still not known and therefore these proposals may be subject to further change once the detail is available. 	
Key Decision/ Issues for DEF:	
Action:	It was agreed in principle SOPF set up a Task and Finish Groups as required.
Item/Focus: A7 Devon Waste Education	
<ul style="list-style-type: none"> ○ Bobby Hughes represents the District Council ○ Huge amount of waste costing £30m ○ Bobby is trying to approach schools and hold workshops. ○ Only 95% of schools have signed up to the free collection. ○ 50% of schools are composting and have many composting workshops. ○ There is a grant of £15,000 and schools can apply. ○ Bobby asked how best to get information to school to improve their waste collection? <ul style="list-style-type: none"> – Norse – Devon Bursars Group – Schools Distribution – Farmers Markets – Chairs of Local Learning Communities ○ CD: 10% of schools will be Academies by September and 50% will be secondary. 	
Key Decision/ Issues for DEF:	

Action:	Bobby to provide cut down version of Structure Chart
Item/Focus: A8 Energy Awareness in Schools (Pauline Warner)	
<ul style="list-style-type: none"> ◦ Midge is representing Pauline who is unable to attend. ◦ The Energy Awareness is a scheme run by the Carbon Trust. This Scheme will run until 20th March 2012. ◦ Schools are being selected by those with high energy usage and carbon emissions. ◦ Energy Awareness has looked at Eco Schools and schools not performing with reducing consumption. ◦ Cllr Channon advised to approach and discuss this with Ray Beale. Ray.beale@devon.gov.uk ◦ VA schools are not on the list and Tricia Blythe asked that Energy Awareness contact the Diocese. 	
Key Decision/ Issues for DEF:	
Action:	Midge to report a list of schools that are willing to take part in the scheme.
Item/Focus: A11 Development Agenda Items	
<ul style="list-style-type: none"> ◦ Terms of Reference, changes to be made ◦ School Organisation Forum and Policy, no changes required. ◦ One member from DAPH. This was agreed at the last DAPH meeting. ◦ There is no Early Years Representative. ◦ Way forward: Phase Association to consider sub groups. ◦ No Academy representative ◦ Deputy Chair is required for SOF 	
Key Decision/ Issues for DEF:	
Action:	<ul style="list-style-type: none"> ◦ Invite Tim Todd (Young Devon) to next meeting ◦ Invite a LDP Representative ◦ Invite a DAG Representative (Amanda Blewett is the person you need to contact Chris Ablewett@dag.qb.com) ◦ Draft revised terms of Reference to be sent out before 20th September
Item/Focus: A12 Any Other Business	
◦	
Key Decision/ Issues for DEF:	◦

Action:	<ul style="list-style-type: none"> ◦ Capacity of Admissions ◦ Subject to further DEF guidance regarding the James Review DEF accept SOPF setting up Task and Finish Groups.
C. Items for Future Meetings	
Date of Next Meetings:	
	<ul style="list-style-type: none"> ◦ Tuesday 20 September at 9.30 at Great Moor House