

SCHOOL ORGANISATION AND POLICY FORUM
NOTES OF MEETING
DATE: 20 SEPTEMBER 2011

ISSUES FOR DEF ON 28 SEPTEMBER 2011

Item	
A2.	<p>NPS Head Teacher's Forum Forum now established to improve working relationships and communication around capital projects & initiatives. DASH representation still required.</p>
A3.	<p>Capital Maintenance Programme Proposed to change the process for prioritising capital work. This would initially be based on 'worst first' data highlighted through condition survey reports, and completion of further jobs while contractors are on site where appropriate, reducing cost of repeat visits.</p>
A4.	<p>School Organisation</p> <ul style="list-style-type: none"> • Learning Environments Team now transferred to Place. • Consultation on schools places in Exeter to take place during Autumn term. • Options for future primary provision in Okehampton to be discussed with Okehampton Primary and the Local Learning Community.
A5.	<p>Admissions</p> <ul style="list-style-type: none"> • DfE consultation on review of school admissions and admission appeal codes closed 19.8.11 • All schools encouraged to consider Planned Admission Numbers. Noted online mapping service soon at www.devon.gov.uk/schoolareamaps. Schools encouraged to suggest corrections where designated area boundaries cut through houses or small villages.
A6	<p>Review of Education Capital (The James Review) consultation All schools and phase associations encouraged to submit response to consultation. Deadline 11 October. http://www.education.gov.uk/consultations/index.cfm?action=consultationDetails&consultationId=1762&external=no&menu=1</p>
B1	<p>Terms of Reference</p> <ul style="list-style-type: none"> • FE representation required for SOPF. • SOPF requested DEF reconsider safeguarding to remain a standing item within DEF remit. • Suggested DEF receive a briefing presentation on MASH.
B2	<p>Redeployment of School Staff Noted Central Placement Unit is available to support all individuals at risk of redundancy and all schools are encouraged to make contact with CPU prior to recruitment advertising.</p>

**SCHOOL ORGANISATION AND POLICY FORUM
NOTES OF MEETING
20 September 2011 at Great Moor House**

		20/9/11
Chris Dyer (Chair)	DCC - Head of Learning Environments	✓
Andrew Brent	DCC - Strategic Support & Policy Officer	Apologies
Christine McNeil	DCC - School Organisation Policy Manager	✓
Heidi Watson-Jones	DCC - Programme Support Officer	✓
Linda Wells	DAPH - Lydford Primary	✓
Kevin Bawn	DASH - Clyst Vale	✓
Jacqui Warne	SHAD - Ellen Tinkham	Apologies
Dr Carole Williams	DAG	
Councillor Christine Channon	DCC	✓
Jeanette Kemlo	Parent/Carer	
Tricia Blyth	Plymouth RC Diocese	✓
Philip Mantell	Exeter Anglican Diocese	Apologies
Christina Mabin (for Philip Mantell)	Exeter Anglican Diocese	✓
John Staddon	TCC	Apologies
Shirley Ludley	JCC	
In attendance:		
Chris Jay (item A2)	NPS	✓
Jon Sharpe (item A3)	DCC	✓
Alison Hall (item B2)		✓
Richard Power		Apologies
A. STANDING AGENDA ITEMS		
A1. Item/Focus: Minutes of meeting held on 14 June 2011		
<p>Discussion: Noted DEF had commented on the minutes of the last meeting. SOPF aware of transition of administrative support to the group which was now resolved. All action points complete or in hand.</p>		
Key Decision/ Issues for DEF:	Minutes agreed as an accurate record.	
Action:		

A2. Item/Focus: Update on Devon Maintenance Partnership (DMP) and MUMIS

Discussion:

- Requests had been received from Chumleigh to join partnership, and from Inverteign to withdraw.
- Gas Tightness Testing - noted only 25% complete, issues with contractor linked to volume of repairs during poor winter weather and difficulties around shutting down whole school for gas testing. All remaining schools now scheduled for testing, and re-testing to be arranged for year 2.
- MUMIS - one claim received within 2011/12 from Great Torrington Junior school.
- Noted VA Promise scheme ends 31/3/12 and possibilities for replacement scheme for VA Promise Agreement will need to be considered.
- Noted new arrangements for Property Contracting Database.
- Safety Glazing - contract let to Sun-X from August 2011 - 30.6.13. Survey complete for high risk, Secondary & non-school buildings. Funded through capital programme. Surveys ongoing for Primary schools. Noted that VA schools are included within survey schedule. Diocesan representatives to receive details of survey outcomes. Noted Academies are included in survey schedule and are entitled to same rates as maintained sector.
- NPS Heads Forum established to improve communications and service / project delivery. Noted very positive response from DAPH. DASH representation to be agreed.

Key Decision/ Issues for DEF:

SOPF agreed to Chumleigh joining, and Inverteign leaving DMP.

Action:

- Chris Jay to assess situation for safety glazing installation for VA schools and Academies and to report back to K Bawn, T Blyth & P Mantell.
- DASH representative to be appointed on NPS Heads Forum. **KB**

A3. Item/Focus: Capital Programme Update

Discussion:

- Capital programme stands at £52.9m for 2011/12 - significantly reduced from last year.
- All planned capital maintenance projects due to be completed by 31.3.12
- Noted Green Capital Fund projects underway.

Capital Maintenance Projects:

- Consideration being given to Identification of future high priority work based on asset management condition surveys therefore decisions would be data-driven with programmes of work prioritised on a worst first basis.
- Noted DfE proposal for national conditions survey across all educational buildings with funding allocated regionally. Further clarification of outcome of review still to be published.
- Noted that current method of strategic maintenance prioritisation would become less achievable with resources allocated on a 'worst first' basis.

Key Decision/ Issues for DEF:

SOPF agreed direction of travel for Capital Maintenance Project planning, and will consider more detailed report at the next meeting.

Action:

- Full details of Capital Programme to be circulated to group with minutes **JS / HWJ**
- Paper to future meeting outlining further detail on proposal to change prioritisation of capital work and potential allocation of proposed savings. **CD/JS**

A4. Item/Focus: School Organisation Update

Discussion:

- Noted School Organisation Policy team has now transferred to Place (Planning), under Dave Black and continues to work on strategic planning of school places alongside District Core Strategies, and development of Section 106 agreements. Capital Delivery project team have transferred to Place (Capital Development & Waste Management), under David Whitton, primarily dealing with programmes of work. It is hoped that this will result in more coordinated, wider ranging strategic planning across the local authority.
- Noted there are currently no Free Schools in Devon, however SOPF to be informed when any are established.
- Cabinet approval received for consultation on Exeter school places, which will take place during Autumn term. Bowhill expansion consultation ongoing.

Okehampton:

- Considered options paper for Okehampton.
- Federation currently is developing successfully.
- Commissioning additional places through LLC or Okehampton Federation would appear to be a preferred option, however noted that local consultation within LLC would be required.
- Feel that long-term a further primary school at an appropriate site will be required. This will subsequently lead to requirement for further secondary places.
- Noted COPSE still pursuing Section 10 application for promotion of a new school

Cranbrook:

- Work due to start soon, however subject to delays due to ground conditions.

Dalwood:

- Closure going ahead. No children currently at the school and staff engaged in development activity and closure procedures.

Key Decision/ Issues for DEF:	Options for Okehampton Primary Provision to be discussed locally.
Action:	<ul style="list-style-type: none"> • Outcome of Bowhill expansion consultation to next meeting. CM • Update on pressure of places in Exmouth to next meeting. CM • Discussion with Okehampton Primary school and debate with Okehampton LLC. CM • Outcome of Okehampton Area review to be revisited to gain insight and background information. CM

A5. Item/Focus: Admissions Update

Discussion:

- SOPF considered paper.
- Noted review of admissions and appeals codes from 2013 intake.
- Own admission authority schools - noted that in the event of admission arrangements remaining unchanged (and therefore no consultation taking place), governing bodies will be required to announce the decision to those groups who would normally have been consulted with.
- Noted charge related to hosting information for Academies will be to cover costs, and is not profit-making.
- Noted review of PANs - enhanced mapping service coming online shortly. www.devon.gov.uk/schoolareamaps Many houses and small villages appear to be cut by designated area boundaries and this situation will need consideration by schools and in some cases local residents.

Key Decision/ Issues for DEF:	<ul style="list-style-type: none"> • DfE consultation on review of school admissions and admission appeal codes closed 19.8.11 • Noted online mapping service soon at www.devon.gov.uk/schoolareamaps. Schools encouraged to suggest corrections where designated area boundaries cut through houses or small villages.
Action:	
A6. Item/Focus: James Review & Priority Schools Building Programme (PFI)	
<p>Discussion:</p> <ul style="list-style-type: none"> • Noted move towards centralised body to procure large projects which should result in savings. • Standardised schematic drawings to be issued by DfE, however there are concerns about the level of detail, and lack of pre-planning consent or buildings control consent attached to schematics. • Proposed that LAs take on a convenor role, hosting a forum for all responsible bodies to come together (Children's Centres to FE Colleges) to consider and agree project prioritisation and local investment plans based on future guidance. Concerns around level of bureaucracy, particularly where schools are confident and able to conduct their own capital programme. • All schools and phase associations are urged to submit a response to the James Review consultation. Letter to all schools sent 19 July. Deadline for responses 11 October 2011. http://www.education.gov.uk/consultations/index.cfm?action=consultationDetails&consultationId=1762&external=no&menu=1 • Chris Dyer to attend national Partnership for Schools network meeting to discuss development of national condition surveys guidance. 	
Key Decision/ Issues for DEF:	
Action:	<ul style="list-style-type: none"> • CD to send letter to all academy schools encouraging them to respond to the consultation.
B. DEVELOPMENT AGENDA ITEMS	
B1. Item/Focus: SOPF Terms of Reference and FE representation	
<p>Discussion:</p> <ul style="list-style-type: none"> • Noted requirement to have FE sector representation. • Noted safeguarding to be within remit of SOPF however it was felt this was not the appropriate forum for consideration of these issues. • Cllr Channon highlighted establishment of Safeguarding reference group which now covers both children's and adults services. • Note schools are in an important position to identify safeguarding concerns. 	
Key Decision/ Issues for DEF:	<ul style="list-style-type: none"> • SOPF to request DEF reconsider safeguarding remains as a standing item within DEF remit. • Suggested DEF receive a briefing presentation on MASH.
Action:	<ul style="list-style-type: none"> • Cllr Channon to discuss FE nomination with John Peart, and to request representative. • LW to lead SOPF response at DEF

B2. Item/Focus: Redeployment Scheme for all school staff - Update

Discussion:

- Alison Hall explained role of Central Placement Unit in providing redeployment support to staff at risk of losing their job through a variety of reasons including redundancy.
- Keen to ensure that all establishments are aware of the availability of this support. Schools have been notified of the procedure, and responsibility to attempt to redeploy staff, and therefore mitigate redundancy costs.
- Range of engagement with schools, with some making contact with CPU prior to recruitment, and an increasing number of redeployees receiving interviews, or priority interviews in advance of wider selection processes within schools.
- Noted that schools are encouraged but not required to follow the procedure.
- Noted stigma attached to redundancy redeployees, however there is increased understanding that there is now a wide range of reasons for a redundancy being identified.
- Noted that the field of competition for school vacancies is large and of high quality.
- Noted support is available to all individuals whether voluntary or compulsory redundancies. Would be useful to have information about percentage of voluntary redundancies where the individual may in some cases be less inclined to engage in a redeployment process.
- Noted CPU is available to all redeployees who are able to access seminars and skills training around interviews, accessing benefits, and self employment and social enterprise opportunities.
- Noted corporate pilot launch of work experience placements within private organisations and third sector. This does not include schools at this stage.

**Key Decision/
Issues for DEF:**

Action:

Further update report to be considered to the group at a future meeting.

Item/Focus: Any Other Business

Discussion:

Fairer Funding to Schools - Cllr Channon to make presentation to national forum on October 17th. Welcomes input of key aspects of Devon's case for inclusion in the presentation. School Funding Group to be asked for input.

**Key Decision/
Issues for DEF:**

Action:

- Cllr Channon to contact Schools Funding Group for aspects to include in the presentation.