

SCHOOL ORGANISATION FORUM
NOTES OF MEETING
21 April 2010

KEY INFORMATION ISSUES FOR DEF ON 5 May 2010

THERE ARE NO ISSUES TO REPORT TO DEF

**SCHOOL ORGANISATION FORUM
ATTENDANCE**

Members	Representing	9/12/09	24/2/10	21/4/10
DASH Reps (3 areas)				
Kevin Bawn	Central	✓	✓	✓
Di Nicholson	North	apologies	✓	apologies
Darryl Chapman	South	✓part	-	✓
DAPH Reps (3 areas)				
Susan Brewer		✓	✓	-
Linda Wells		apologies	✓	✓
Hilary Priest		apologies	apologies	apologies
Gary Chown (reserve)		-	-	-
SHAD Reps (1)				
Jacqui Warne	Special Schools	✓	✓	✓
Cherie White (sub for JW)	Special Schools	-	-	
DAG Reps (4 early, primary, secondary and special)				
David Gravell		-	✓	-
Faith Butler		✓	apologies	-
Don Paterson		apologies	apologies	apologies
Kelvin Lacy		✓	✓	-
TCC (1)				
John Staddon		apologies	✓	✓
JCC (1)				
Shirley Ludley		apologies	-	apologies
LSC (1)				
John Peart		-	apologies	-
Julia Foster (14-19 lead)			✓	-
Parent/Carer Reps (2)				
Jeanette Kemlo		apologies	-	-
Diocesan Authorities (2)				
Alyson Sheldrake	Anglican	✓	apologies	apologies
Richard Power		-	-	✓
County Councillors (2)				
Councillor Vanessa Newcombe	Overview and Scrutiny	✓	apologies	✓
Councillor Christine Channon	CYPS Portfolio Holder	-	apologies	-
DCC Officers				
Vic Ebdon	Building Schools for the Future Programme Director	apologies	apologies	apologies
John Barnard (Chair)	Head of	✓	✓	✓

	Resource Strategies			
Fran Butler	Early years	apologies	apologies	apologies
Chris Dyer	Strategic Commissioner Capital Programme	✓	✓	✓
Christine McNeil	School Organisation Policy Manager	apologies	✓	✓
Debbie Clapshaw	Manager - Governor Support/Change Manager - Strategic Planning	✓	✓	✓
Julie Lammin (Clerk)	Schools Forum Support Officer	✓	✓	✓
Speakers/guests	Representing	9/12/09	24/2/10	21/4/10
Steve Daw (part meeting)	NPS	✓	-	
Chris Jay (part meeting)	NPS	✓	✓	
Jeremy Tudge	DCC	✓(part)	-	
Steve Kibble	DCC	✓(part)	-	
Margaret Bullock	DCC	-	-	✓
Jon Williams	DCC	-	-	✓

DATES OF MEETINGS FOR 2009

Please note in your diary

Date	Time	Venue
Thursday 10 June 2010	09.30 – 1.00 p.m.	Larkbeare House Exeter
Wednesday 8 September 2010	09.30 – 1.00 p.m.	Tbc
Wednesday 3 November 2010	09.30 – 1.00 p.m.	Tbc



Children and Young People's Services

**SCHOOL ORGANISATION FORUM (SOF)
NOTES OF MEETING
21 April 2010**

A. STANDING AGENDA ITEMS

1. Minutes, matters arising and current issues – John Barnard

JPB welcomed members and announced apologies. It was agreed the minutes dated 24/2/10 were a true record of the meeting.

Matters arising and current issues.

CJ confirmed he has written to schools that had not responded regarding the Devon Maintenance Contract Agreement for 2010- 2015 and has arranged for contractors' status to be flagged up on the NPS homepage.

2. Update on Devon Maintenance Partnership NPS and MUMIS - Chris Jay

CJ apologised for not circulating the paper earlier explaining this was due to an IT glitch and waiting for final figures from the authority. CJ provided a handout and gave a verbal update.

1.0 Update on Devon Maintenance Partnership 2008/9 – 2009/10. End date was 31st March 2010. Percentage of schools subscribing was 86%, 46,438 pupils.

1.1 Financial Position. Based on total balances in 2008/9 and 2009/10 the rebate per pupil is estimated to be approx £1.72 per pupil – **this figure is subject to the closing of all accounts.** Once confirmed SOF will be informed of the actual amount.

1.2 Service Term Contracts.

- Accord Lifts have terminated their contract for financial reasons but will continue to provide support until a new contractor is in place.
- The 5 year electrical test contract has been awarded to IJ Cannings.
- The legionella checks and kitchen fans and canopies contracts has been extended.
- Gas Tightness Testing is contracted to Beale and Cole.
- Tenders for lightning protection risk assessments have been invited.

1.3 MUMIS

There is no change from the last update.

1.4 Devon Maintenance Partnership 2010-2015 Agreement

After chasing schools to sign up, the uptake is 86% of schools that are eligible to join have joined. Cost will be £11.40 per pupil with an additional charge for schools with natural or LPG gas of £1.00. PFI schools are not eligible to join.

1.5 VA Promise 4 Scheme

100% buy in at £18.00 per pupil.

1.6 Property Contracting Database

Contractors' status is now flagged up on the homepage. Hourly rates have slightly reduced except electrical contractors which have increased by 5%.

1.7 Safety Glazing

Regulation 14 of The Workplace (Health, Safety and Welfare) Regulation 1992 stipulates that from 1 January 1996 a Risk Assessment must be carried out to identify whether the glazing installed is safe and requires glass in critical locations to break safely on impact. The regulation identifies critical areas. There was a mass filming programme 10 years ago and the film is now past its warranty period, although likely still effective. The programme covered most schools but it is possible that some schools were not included. NPS is undertaking a survey of 10 schools of varying building types, ages and sizes. From the survey a generic risk assessment will be created and a cost exercise to evaluate the potential cost for the whole school estate. Margaret Bullock explained buildings will be ranked depending on their use and the solutions could include moving furniture or mats to replacing film or glazing. A request for a special school to be included in the survey was made. Fortunately

glazing incidents are low; schools already manage safety well and would have taken glazing into consideration in their own risk assessments. It is expected that NPS will carry out glazing surveys. A DASH member expressed concerns about the time and costs involved, also the need for clear information. NPS will report to SOF in June when they will have completed the survey and be able to provide more detailed information after which SOF will report to DEF.

Actions:	Safety Glazing update – June meeting.
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3. School Organisation Update – Christine McNeil

CM's report provided the group with information on the current situation to which she provided a verbal update:

- **Dartmouth** – a consultation event was held on 8 March 2010 which was well attended by parents, staff, governors, union representatives and neighbouring schools. A separate consultation on the Academy will be held by the lead Sponsor between March and June 2010. The Expression of Interest (EOI) was approved by Minister on 9 March 2010. The project has moved to 'Feasibility' which will develop the ethos and vision for the proposed Academy. The proposed Academy is scheduled to open in its existing building in September 2010. Cabinet has decided to proceed to public notice issue on 23 April. The sponsor, Edu Trust Academies Charitable Trust (E-ACT,) is carrying out a consultation at the moment. Once responses to the public notice are received, after consideration it is likely that this will proceed to closure of schools and formation of the academy from Sept 2010. JPB queried the timescales of the Governing Body and new Headteacher. CM will investigate. Staff will be TUPE'd to E-ACT with the exception of the Headteachers.
- **St James** – Trust status will take effect from 10 April 2010.
- **Okehampton Primary School** - A Cabinet Member Decision Form has been completed delaying the new primary school but with a recommendation that this should be reviewed and monitored against new housing development. The prospective proposer COPSE will be meeting with the Town Council to be briefed on the current position. The Local Learning Community has a high degree of surplus places, following the Area Review it was agreed that all schools would wish to see a collaborative approach and particularly the close involvement of the new primary school, existing primary and the Community College. Discussions will continue with the LLC and the prospective promoter COPSE.

SOF Terms of Reference, 8.5

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

Cornwood Church of England Primary School - application has been made to formalise the enlargement from 70 to 105 from September 2010. The school's net capacity had previously been 105 but was reduced to 70 due to a fall in local pupils. Following the closure of Sparkwell Primary it is now necessary to accommodate additional pupils to meet the demand for places locally.

Sparkwell Primary School - As reported previously the detail of the Trust Deed is complex and the land and buildings will revert to the Trustees, who are pursuing discussions with the Steiner and Montessorie Schools. It has now been agreed that the ICT equipment will be transferred to Cornwood Church of England Primary School which is now the designated school for the area.

Lampard School – Cabinet has agreed for the enlargement from 69 to 80 places and the redesignation to take complex needs and ASD to take effect from 10 April 2010.

Clearwater House, Bideford - A Cabinet Member decision form has been approved to conduct consultation on the proposal to temporarily make changes to Marland Special School by adding a BESD day place unit for up to 8 boys and girls aged 11-16 at Clearwater House, Bideford with

effect from the Autumn term 2010. The project is within the Invest to Save programme and part of the wider Stepping Stones initiative. Longer term a permanent provision at an alternative site in Barnstaple is planned. The consultation event will be held on the 27 April 2010 at Bideford College and the consultation period ends on 13 May 2010. One objection received from a resident.

Uffculme School - Cabinet considered the proposal on development of post 16 provision at their meeting on 14 April 2010 and did not agree to the provision. Cabinet expressed regret that it will not be going ahead.

Great Torrington Community School - Consultation has now commenced on the School's intention to extend their age range to 11-18. Details are contained on the School's website at: www.greattorrington.devon.sch.uk The proposal would need to be endorsed within the Area Plan and by all stakeholders including North Devon College. The consultation ends on the 20 May 2010.

Woodruffe School – initial discussions are planned for 17th May. There may be implications for Axe Valley. Funding for Woodruffe is included in phase 5 of Dorest's BSF programme, so it is not an immediate issue.

Actions:	CM to investigate the time scale of a Governing Body and recruitment of the Headteacher for the Dartmouth Academy.
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4. Area Review and PCP Updates – Chris Dyer

Copies of the papers for the South Molton area review were circulated prior to the meeting. CD reported there was positive feedback with interesting positive outcomes. Further area review dates have been published as requested. Bideford, Barnstaple and Axe Valley are also completed; the papers will be made available to SOF shortly. Devon has been selected by DCSF as part of a field visit to look at how the area review programme is being rolled out.

Councillor Newcome remarked that post Exeter area review there seemed little progress. Members from Okehampton Learning Community (the first area review) stated progress is slow and the momentum needs to be maintained. CD confirmed Exeter learning communities have met since the start of the process and the authority does not have the budget or capacity to drive the process. It was felt that progress may be slower than expected due to the DEF consultation and unitary position. A conference is planned for October for learning communities who would like advice on their forthcoming review. This year there is a budget of £53k for this programme.

B. DEVELOPMENT AGENDA ITEMS

1. CIPFA and Statutory Maintenance of School Premises Requirements - Margaret Bullock

Margaret Bullock explained Health and Safety Management reviews being progressed throughout the authority's estate. Just over 600 of 880 are completed and 68% of visits have failed. The main reason for failure is predominantly around maintenance issues; inspection reviews and record keeping. Establishments do not know where responsibility lies for statutory or formal inspections. Some were having inspections carried out but not keeping certificates on the premises which is a requirement. A Premises and Equipment related Formal Inspections and Maintenance Schedules list and draft letter to schools was distributed prior to the meeting and MB invited comments and suggestions. The list covered all establishments, not just schools, therefore some entries would not apply. The intention was to help establishments manage their obligations more easily. MB answered several queries confirming:

- That slings used on premises required checking even if they were privately owned
- Health and safety reviews documents have been amended for PFI schools
- Trust schools are not distinguished
- MB will investigate the procedure for diocesan establishments informing insurers of new/current equipment before sending the letter to schools.

Minor suggestions were made to the letter and overall the group felt the list would be a very usable aid and welcomed the information.

CD pointed out that many of the maintenance requirements are available through the DMP.

Jon Williams asked SOF for their support to a request to go to schools for information on air conditioning and electronic doors in order target specific information. SOF agreed.

2. CRB – checks of Contractors – Jon Williams

A draft letter to schools on CRB requirements for contracts was distributed with the agenda. Jon Williams gave a brief history of regulations explaining that in Oct 2009 there was a blanket requirement for all contractors to be CRB checked. The position changed after December 2009 to it not being a mandatory requirement to have all contractors CRB checked. The letter clarifies the position and sets out the new regulations. The authority has written to all contractors recommending all staff are checked but, are not by law, able to insist on this. Contractors have been advised that staff should provide proof they have been CRB checked if requested.

Feedback from the group was that the clarity was welcomed but that there was no reference to contact with children in the letter, JW will confirm the details with colleagues and make the necessary amendment.

3. Possible future report on the Asset Management Plan for the Schools Estate – Chris Dyer

CD outlined some changes in CYPs and that he is now managing the Asset Management Plan. In previous years reports went to the Premises Board six monthly to give a flavour of progress. This has not happened for some time and CD suggested 6 monthly report to SOF. SOF agreed.

4. CRC Update – Vic Ebdon

CD presented this item in Vic Ebdon's absence. Environment colleagues are currently producing a communication strategy. It is recognised communication on this issue has not been sufficient and a protocol is being produced.

Letters were sent out to schools for energy meter readings. Further follow up letters were sent however 40 schools have not responded. These schools will be contacted individually but it is planned that any financial penalty the authority incurs will be passed on to the relevant schools.

SOF requested the list of 40 schools is circulated to members.

Actions:	CD to send the list of schools who have not provided energy meter readings to SOF members (attached)
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4. AOB - All

CD reported staff reductions to the Strategic Planning team due to the Building Schools for the Future Programme; this will result in a reduced level of support to schools. Schools have been contacted informing them of the position and the level of support available to them.

5. Issues for DEF - All

None.

C. ITEMS FOR FUTURE MEETINGS

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|----|---|
| 1. | Asset Management Plan report – early 2011 |
| 2. | Safety Glazing Update - June |
| 3. | |