

SCHOOL ORGANISATION FORUM  
NOTES OF MEETING  
24 February 2010

KEY INFORMATION ISSUES FOR DEF ON 17 March 2010

For Information

B3. CRC Update. (page 7)

CRC update - SOF voted all in favour to match fund £100k to carry out the energy surveys. Specifics to be reported to future SOF meetings.

**SCHOOL ORGANISATION FORUM  
ATTENDANCE**

Members	Representing	4/11/09	4/11/09	24/2/10
<b>DASH Reps (3 areas)</b>				
Kevin Bawn	Central	-	✓	✓
Di Nicholson	North	✓	apologies	✓
Darryl Chapman	South	-	✓part	-
<b>DAPH Reps (3 areas)</b>				
Susan Brewer		✓	✓	✓
Linda Wells		✓	apologies	✓
Hilary Priest		-	apologies	apologies
Gary Chown (reserve)		-	-	-
<b>SHAD Reps (1)</b>				
Jacqui Warne	Special Schools	✓ (part)	✓	✓
Cherie White (sub for JW)	Special Schools	-	-	-
<b>DAG Reps (4 early, primary, secondary and special)</b>				
David Gravell		-	-	✓
Faith Butler		✓	✓	apologies
Don Paterson		✓	apologies	apologies
Kelvin Lacy		✓	✓	✓
<b>TCC (1)</b>				
John Staddon		apologies	apologies	✓
<b>JCC (1)</b>				
Shirley Ludley		✓	apologies	-
<b>LSC (1)</b>				
John Peart		apologies	-	apologies
Julia Foster (14-19 lead)				✓
<b>Parent/Carer Reps (2)</b>				
Jeanette Kemlo		apologies	apologies	-
<b>Diocesan Authorities (2)</b>				
Alyson Sheldrake	Anglican	apologies	✓	apologies
John Mannix		-	-	-
<b>County Councillors (2)</b>				
Councillor Vanessa Newcombe	Overview and Scrutiny	✓	✓	apologies
Councillor Christine Channon	CYPS Portfolio Holder	apologies	-	apologies
<b>DCC Officers</b>				
Vic Ebdon	Building Schools for the Future	✓	apologies	apologies

	Programme Director			
John Barnard (Chair)	Head of Resource Strategies	✓	✓	✓
Fran Butler	Early years	-	apologies	apologies
Chris Dyer	Strategic Commissioner Capital Programme	✓	✓	✓
Christine McNeil	School Organisation Policy Manager	apologies	apologies	✓
Debbie Clapshaw	Manager - Governor Support/Change Manager - Strategic Planning	✓	✓	✓
Julie Lammin (Clerk)	Schools Forum Support Officer	✓	✓	✓
<b>Speakers/guests</b>	<b>Representing</b>	<b>4/11/09</b>	<b>9/12/09</b>	<b>24/2/10</b>
Steve Daw (part meeting)	NPS	✓	✓	-
Chris Jay (part meeting)	NPS	✓	✓	✓
Nigel Coleman	NPS	✓	-	-
Jeremy Tudge	DCC	✓(part)	✓(part)	-
Steve Kibble	DCC	-	✓(part)	-

DATES OF MEETINGS FOR 2009		
Please note in your diary		
Date	Time	Venue
Wednesday 21 April 2010	09.30 – 1.00 p.m.	Larkbeare House Exeter
<b>Thursday</b> 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

**SCHOOL ORGANISATION FORUM (SOF)  
NOTES OF MEETING  
24 February 2010**

**A. STANDING AGENDA ITEMS**

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

JPB announced apologies received. It was agreed the minutes dated 9/12/09 were a true record of the meeting. JPB requested SOF note comments received from Alyson Shel Drake "I can recall quite a debate at the beginning of the meeting on whether the meeting was quorate - and whether this in fact mattered as we were not a decision making group - I do feel this is an issue that needs noting in the minutes and also debating perhaps at the next meeting - are we indeed a decision making body or just an advisory group - and if so what exactly is our remit and purpose? Also I made mention several times of the lack of consultation with the Diocese over several of the issues discussed at SOF and made a plea for us to be recognised and remembered in all dealings with VA schools - and reminded the group of the autonomy of individual governing bodies of VA schools - as a Diocese we are extremely happy to work in partnership at all levels - but cannot make decisions for VA schools!" In response, JPB advised that there are agreed terms of reference and, that the group is advisory. The purpose of the Diocese rep being a member of SOF was to ensure Diocese issues were recognised but this did anticipate attendance either by the Diocesan rep or a substitute. Officers and SOF members are aware of the independence of different groups of schools including Aided, Trust and Foundation schools. JPB accepted that there could be times when issues were discussed at SOF when the different needs of 'independent' schools were not recognised, if all representatives were not attending. He would do his best to remind the group of this.

Matters arising, the following points were noted:-

- A2** CJ confirmed call out charges for the Christmas period was communicated to schools.
- A4/A5** Area Reviews and PCP Update an agenda item.
- B1** CD provided a handout listing schools who have accessed or are in the process of accessing the green challenge funding under the original criteria.
- B2** Playground Project – SOFs recommendations were accepted by DEF in January.

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

A report was circulated with the agenda. CJ made the following points:-

- 1.1** The financial position is satisfactory without any major issues in terms of the servicing elements or the survey work by NPS.
- 1.2** Servicing contracts are ongoing; there have been only minor issues with school heating systems and minimum disruption through the recent cold and snow conditions. The boiler contract with Beale and Cole is approx 4 weeks behind schedule due to starting later than planned but is progressing. Beale and Cole have been approved to undertake the gas soundness testing for schools for one year only. The predicted charge was £1.00 per pupil; this is more likely to be in the region of £1.40. The risk assessment tender for lightening protection is planned for the first week of March.
- 1.3** Since the last meeting there has been one new MUMIS claim at Bearnas Primary School, Newton Abbot. Agreed MUMIS claims for 2009/10 include:

<p>Sutcombe Primary School, drainage works £40,000  Parracombe C of 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  Beanes Primary School, heaters - £5,000</p>	} all previously reported
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The MUMIS fund was approx £400,000 at the start of the 2009 financial year.

**1.4** The new agreement was sent to all non VA schools on 28/1/10. Returns forms confirming school's intentions are due back to NPS by 26/2/10. To date there has been a 50% return rate; the deadline is Friday 26 February 2010, some extensions have been granted. NPS are aiming for a 100% return. CJ asked SOF what to do in the circumstance that NPS cannot get a response from schools. Previously if Primary schools did not reply it was assumed they wanted to be included and Secondary schools did not reply it was assumed they did not want to be included. SOF agreed NPS should write to all schools who have not replied indicating that if they had signed up last year it will be assumed they want to sign up for this year unless they reply by a specified date. For schools who did not sign up last year to highlight the benefits and request a response by a specified date. There was an error in a letter sent out by CYPS on behalf of NPS relating to the use of the word "repair" in the context of lifts and boilers. The error was in the letter only not the agreement and it is clear that repairs are not included. A letter clarifying the position and apologising for the error was sent out on 12/2/10. CJ apologised for the error.

**1.5** A copy of the safeguarding letter, dated 10/1/2010, was circulated with NPS' report. This was sent following the report of Sir Roger Singleton's recommendations. The letter sets out the new requirements which related to the expected frequency of visits to "Regulated Establishments". The group discussed the CRB requirements and CD confirmed that NPS were encouraging contractors to have CRB checked staff but that they are only required to do what legislation requires them to. The NPS website lists companies with CRB cleared staff. Independent Safeguarding Authority (ISA) checks will be transferable, which should ease the difficulty for contractors. ISA checks will be put on the autumn SOF agenda.

**1.6** Some companies have been temporarily suspended from the Property Contracting Database (PCD) due to concerns about their financial status. These contracts are flagged up on the database and will be reinstated once accounts have been reviewed as being acceptable by DCC. NPS will flag this up on their homepage.

**1.7** In excess of 20 enquiries have been received from schools in response to NPS offering 3 hours feasibility time to assist them in developing devolved capital type projects. This is available to **all** schools. NPS intend to keep the offer running and SOF will be informed if it intends to stop.

CJ alerted SOF to a possible future issue regarding safety glazing in schools. This had previously been recognised and addressed by using protective film on critical risk areas. The film's 10 year guarantee has now expired and consideration will need to be given on the practicalities of testing existing film or replacing with safety glass. The responsibility sits with Governing Bodies however it was suggested a Corporate steer will be given because the whole of the authority's estate is affected. A wide range of 6 schools will be sampled to get an idea of costs. JW requested a special school be included. CJ will bring an update to the next SOF meeting.

<b>Action:</b>	<ol style="list-style-type: none"> <li><b>1. CJ to write to schools who have not responded regarding the Devon Maintenance Contract Agreement for 2010-2015.</b></li> <li><b>2. The need to check contractors' status to be flagged up on the NPS homepage.</b></li> <li><b>3. Safety glazing in schools – CJ to update SOF on 21 April 2010.</b></li> <li><b>4. ISA checks – SOF agenda 8 Sept 2010.</b></li> </ol>
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**3. School Organisation Update – Christine McNeil**

CM's report provided the group with an update on the current situation:  
**Dartmouth – Academy Status.** Dartmouth Community College and Dartmouth Primary School and Nursery have successfully federated and the consultation on statutory proposal on closing the

schools is due to start on 8/3/10. The consultation on them as an All-through academy from 1/9/10 is now underway. Meeting with town Councillors next week to brief on what going on.

**St James – National Challenge.** The Governing Body will be issuing a formal public notice of their intention to change category to foundation status and acquire a Trust under the National Challenge Programme. Proposed Trust partners include University of Exeter, Ivybridge Community College, DCC, EDF Energy and Flybe. St James will receive £650,000 extra funding from the DCSF over the next two years under this programme.

**Okehampton – Competition Process.** COPSE is willing to take forward their application for a new school to the Secretary of State. Housing development progress is not yet known but there is capacity in the existing primary school to accommodate pupils arising for initial new housing.

**Sparkwell Primary School** – an application to the Secretary of State is planned relating to the disposal of capital equipment and moveable assets. The Trustees are consulting on the possibility of a Steiner or Montessori school on this site.

**Clyst Honiton Primary School** – The Adjudicator has approved the enlargement to accommodate 420 pupils from Sept 2013 and September 2012 for the FSU.

**Lampard School** – An Information Surgery has been held on proposals to enlarge from 69 – 80 pupils and redesignate to admit pupils with complex needs and ASD from April 2010 – this will be considered by Cabinet on 10 March 2010.

**Uffculme School** – consulting on development of post 16 provision ended on 19 February and Cabinet will consider the proposal in April. DCC consider it would be difficult to support due to the forecast of a decrease in in-area pupils and other changes and implications.

**Great Torrington** are intending to extend their age range to 11-18 – consultation has not yet started.

**SOF Terms of Reference, 8.5. Statutory consultations and proposals in response of changes to local organisation of schools.** All-through school at Sherford - Cabinet noted the outcome of consultations on the proposed provision of a 3-16 yr age range school but the paper was withdrawn from consideration and would be resubmitted following further consultation with interested parties.

**School term dates 2010/11** – temporary reductions to the length of the school year are planned for schools delivering the primary curriculum in 2011/12, due to the primary curriculum reform, this will allow schools an additional non contact day to help staff prepare. LGA are meeting this week and the final calendar should be available shortly after with the consultation starting mid March.

**School term dates 2011/12** – from the normal 190 day to 189 days for all maintain schools due to the Queen's diamond jubilee. Consultation on term dates for 2011/12 will commence with unions and thereafter schools.

#### 4. Area Review and PCP Updates – Chris Dyer

CD provided copies of the area review papers for the completed reviews namely Okehampton, Exeter Beacon/Central/West Exe and Torrington. The programme is ahead of schedule with nine reviews expected to be completed by the end of this financial year. There is now a dedicated budget which is expected to speed up the process. It is hoped cover two reviews at the same event in future, with staggered start and finish times to help representatives from the smaller associations attend. BSF learning communities reviews are planned for next term. CD confirmed the documentation format is now firmly established and will shortly be on the website. A conference is being considered for learning communities who are further down the list who could then do their own reviews using the format documentation on the website which could help with preparation for their planned reviews. CD reported a good attendance at events from all groups and positive feedback. Synopsis reports for each review are presented to the Senior Leadership Group and will also be circulated to SOF members. The reports will soon be available on the website. A variety of management partnerships and collaborations are being considered as a result of reviews. The team is also supporting local communities post reviews as best they can. One DAG representative questioned how contributions to the options appraisals are being processed. CD explained that "next steps" are the responsibility of chairs of learning communities with support from the local authority. A "next steps" section is now included in the review process documentation. CD also explained the team is working with spatial strategic planning colleagues. The 'ranked ordered list'

of schools can be viewed on the website.

## B. DEVELOPMENT AGENDA ITEMS

### 1. Building Schools for the Future Update - Vic Ebdon

CD presented this item in VE's absence. The team is in the process of being formed with Simon Niles appointed BSF Project Manager and Vic Ebdon BSF Programme Director. It is expected the rest of the team will be in place by April. CD reported progress on the Readiness to Deliver (RtD) statement. The team have identified frustrated relationships with schools and learning communities which are partly due to limited resources available. JPB confirmed the authority has set aside £1m to create the BSF team. JW queried DEF's decision not to provide BSF schools with funding to enable staff involved in planning etc to be released. JPB explained how DEF came to their decision highlighting the other budget benefits BSF schools have available to them and correspondence between himself and Andrew Lovett explaining DEF's decision. CD reported the team is currently working on the project initiation document which is part of the process to progress to the next stage and that a Communications Officer has been identified to work with stakeholders. Given the cost of the project, £80m, the procurement model has not yet been decided. It is possible be that a Local Education Partnership may not be appropriate. The affordability gap has been set by the Project Board at 10%. Andrew Lovett has been seconded for six months to advise on education transformation.

### 2. Proposed Capital Programme 2010/11 - Chris Dyer

This item was presented under Part II (Confidential not for discussion outside of the meeting). The draft programme was distributed and noted.

### 3. CRC Update - Vic Ebdon

CD presented the item in VE's absence. There had been a long discussion on this subject at the last meeting and CD updated the group on the situation. NPS had thought they would be able to carry out surveys for **all** schools free of charge but subsequently discovered contractors could not do this without a guarantee they would be contracted to do the work.

CD reported that £100k has been secured from the corporate programme to support the process which therefore means only £100k match funding is required from the DSG. The guidance leaflet for schools is the first of series of leaflets to provide information on the Carbon Reduction Commitment Energy Efficiency Scheme (CRC). It outlined the legislative framework and background, involvement of schools in CRC, reporting options for schools, energy efficiency and improvements and immediate next steps. The group felt the leaflet required more information for schools detailing what they needed to do. CD explained NPS would only be involved in administering the process not carrying out surveys, as set out in steps 1-5 in the leaflet. If the process is agreed schools will not be permitted to carry out surveys independently. It could take 12 months to complete the surveys. It was agreed costs for schools that have already undertaken surveys should be reimbursed. CD commented that eventually all energy consumptions, including heating oil, will be looked at.

The paper made two recommendations:

(i) that members approve the arrangements as set out in the Guidance Leaflet;

**SOF members agreed to the process as set out in the 5 steps of the guidance leaflet. They noted the arrangements but felt more details would be required.**

(ii) that members approved the expenditure conditionally allocated by DEF

**SOF voted all in favour to match fund £100k to carry out the energy surveys. Specifics to be reported to future SOF meetings.**

Key Decision/	SOF voted all in favour to match fund £100k to carry out the energy surveys.
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Issues for DEF:	Specifics to be reported to future SOF meetings.
Actions:	Energy survey specifics to be reported to future SOF meetings.
<b>4. AOB - All</b>	
<ul style="list-style-type: none"> <li>▪ DEF Consultation report. JPB updated the group on the consultation events and how the group established the recommendations directing members to the supporting appendices which are available on the DEF website.</li> <li>▪ Exeter unitary. Members questioned the effects and timescale of Exeter unitary status. JPB explained Exeter will be entitled to a percentage of the County Council's assets and will have its own Schools Forum. Legislation has still yet to go through Parliament.</li> </ul>	
<b>5. Issues for DEF - All</b>	
1.	CRC update - SOF voted all in favour to match fund £100k to carry out the energy surveys. Specifics to be reported to future SOF meetings.
<b>C. ITEMS FOR FUTURE MEETINGS</b>	
1.	Safety glazing in schools – CJ.
2.	Energy survey specifics to be reported to future SOF meetings.
3.	