



***Delegated Decisions by Deputy Leader of the Council  
(inc Children, Education & Young People's Services)***

***Tuesday, 24 May 2022 at 3.00 pm or on the rise of Cabinet  
whichever is later.***

***Room 2 - County Hall, New Road, Oxford OX1 1ND***

If you wish to view proceedings, please click on this [Live Stream Link](#). However, that will not allow you to participate in the meeting.

***Items for Decision***

The items for decision under individual Cabinet Members' delegated powers are listed overleaf, with indicative timings, and the related reports are attached. Decisions taken will become effective at the end of the working day on 1 June 2022 unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of the reports are circulated (by e-mail) to all members of the County Council.

**These proceedings are open to the public**

A handwritten signature in black ink that reads "Stephen T Chandler".

Stephen Chandler  
Interim Chief Executive

May 2022

Committee Officer: **Colm Ó Caomhánaigh**  
Tel: 07393 001096; E-Mail:  
[colm.ocaomhanaigh@oxfordshire.gov.uk](mailto:colm.ocaomhanaigh@oxfordshire.gov.uk)

Note: Date of next meeting: 21 June 2022 (if required)

**If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.**

## Items for Decision

### 1. Declarations of Interest

### 2. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet Member's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

### 3. Petitions and Public Address

*Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection.*

*Normally requests to speak at this public meeting are required by 9 am on the day preceding the published date of the meeting. However, during the current situation and to facilitate 'hybrid' meetings we are asking that requests to speak are submitted by no later than 9am four working days before the meeting i.e. 9 am on Wednesday 18 May 2022. Requests to speak should be sent to [colm.ocaomhanaigh@oxfordshire.gov.uk](mailto:colm.ocaomhanaigh@oxfordshire.gov.uk).*

*If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9 am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.*

### 4. Proposed Expansion of Woodstock CE Primary School (Pages 1 - 12)

*Forward Plan Ref: 2021/231*

*Contact: Barbara Chillman, Pupil Place Planning Manager Tel: 07554 103418*

Report by Deputy Director for Education (**CMDDL4**).

Under Section 19 of the Education and Inspections Act 2006, a local authority can propose the expansion of all categories of maintained school. It is proposed to expand Woodstock Church of England Primary School to 2 forms of entry, which would require

an increase in Woodstock's admission number in September 2023 from 45 to 60 on a permanent basis.

**The Cabinet Member is RECOMMENDED to approve the expansion of Woodstock Church of England Primary School to 2 forms of entry with effect from 1 September 2023, increasing its capacity from 315 to 420 primary school places.**

**CONDITION: approval is subject to the granting of planning permission.**

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## **Divisions Affected – Woodstock; Kidlington South; Kirtlington & Kidlington North**

### **DEPUTY LEADER OF THE COUNCIL (INC CHILDREN, EDUCATION & YOUNG PEOPLE'S SERVICES)**

**24 MAY 2022**

### **EXPANSION OF WOODSTOCK CHURCH OF ENGLAND PRIMARY SCHOOL**

#### **Report by Corporate Director for Children's Services**

#### **RECOMMENDATION**

1. **The Cabinet Member is RECOMMENDED to** approve the expansion of Woodstock Church of England Primary School to 2 forms of entry with effect from 1 September 2023, increasing its capacity from 315 to 420 primary school places.

CONDITION: approval is subject to the granting of planning permission.

#### **Executive Summary**

2. Under Section 19 of the Education and Inspections Act 2006, a local authority can propose the expansion of all categories of maintained school. It is proposed to expand Woodstock Church of England Primary School to 2 forms of entry, which would require an increase in Woodstock's admission number in September 2023 from 45 to 60 on a permanent basis.
3. This expansion is needed to meet the growing pupil population expected to result from housing development already underway in Woodstock, as well as that included in the adopted West Oxfordshire Local Plan.
4. Such expansion requires a statutory consultation and decision-making process. The decision must be made in accordance with the Education and Inspections Act 2006 (as amended), The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and decision makers must have regard to the statutory guidance, "Making significant changes ('prescribed alterations') to maintained schools", October 2018 ("the Guidance"). The Regulations require that the LA should decide a proposal within two months of the end of the Representation period, otherwise it will fall to the Schools Adjudicator.

5. A statutory notice (Annex 1) and Statutory Proposal (Annex 2) have been published, and the required representation period ended on 6 April 2022; a decision is therefore required by 6 June 2022, if it is not to fall to the Schools Adjudicator.
6. 4 responses were received, none of which objected to the proposed expansion.

## Introduction

7. This report follows the publication of a Statutory Proposal/Notice (Stage 1) and a Representation (Stage 2 formal consultation) period relating to the county council's 'prescribed alteration' proposal to expand Woodstock Church of England Primary School. The proposal is made with the support of the school's leadership team and Governing Body. The Cabinet Member is now required to make a decision on the proposals in accordance with the statutory prescribed alteration procedures.
8. Woodstock CE Primary School is full in most year groups, and is regularly over-subscribed. For the 2022 intake year, the school has received 50 first preference applications for the 45 available Reception places. Pupil numbers at the school are forecast to rise as a result of local housing developments. The West Oxfordshire Local Plan identifies Woodstock as an area for strategic housing growth, with 300 homes currently being built to the East of Woodstock (permitted as application 16/01364/OUT), and two further sites allocated at Hill Rise and Banbury Road. Planning applications are under consideration for the allocated sites, with 250 homes proposed at Banbury Road (planning application 21/00217/OUT) and 180 at Hill Rise (application 21/00189/OUT).
9. The proposed expansion of the school would mean that each year group that starts at the school from September 2023 onward would consist of up to 60 places, making a maximum total of 420 pupils in Reception to Year 6 across the whole school eventually. To accommodate this expansion, in the first phase the county council would provide additional accommodation through a new block containing four Key Stage 2 classrooms and supporting facilities (storage, toilets). Alterations to the existing buildings would provide the additional Key Stage 1 classrooms. Additional staff parking spaces would be created through reconfiguring the area to the front of the school. Additional outdoor play area would be created as a result of WUFA Pre-School and After School Club moving off the site to new purpose-built accommodation within the East Woodstock development. In the first phase, the school's nursery accommodation would not be expanded, due to the additional capacity being provided in the new WUFA building. When further early education capacity is required, a second phase of the expansion would add more nursery capacity.
10. Further details of the proposal are provided in the Statutory Proposal, Annex 2.

11. The timescale set out in this proposal is subject to the planning applications for additional accommodation at the school and the new Early Years facility for WUFA being approved in time to ensure the new school accommodation is completed by August 2023. Should there be delays in the planning process, the School Organisation Regulations allow for a modification of date to be brought back to the decision-maker before the approved implementation date.

## Corporate Policies and Priorities

12. The proposed expansion supports the Oxfordshire Strategic Plan 2022-2025 by ensuring there will be sufficient primary school places within Woodstock to meet the local population's needs, maximising the scope for pupils to reach school using active travel methods. It will support opportunities for children to reach their full potential by increasing access to a school which is rated by Ofsted as Outstanding.
13. The proposed expansion supports the Oxfordshire Pupil Place Plan, and has been identified in that Plan as necessary to meet local population growth.

## Financial Implications

14. The main financial implications of this report are linked to the capital works that will be carried out should the proposal be approved. These capital works will be subject to formal approval in accordance with OCC Capital Governance requirements. The cost of expanding the school will be met from money secured from housing developers (Section 106). The current estimated total cost of both phases, the expansion to 2FE and the provision of an additional nursery class, is £3,974,340. At this stage capital governance approval has been granted for phase 1, £3.4m for expanding provision for the primary age range. This cost excludes the cost of providing new accommodation for WUFA which is being delivered directly by the developer in accordance with the terms of a s106 agreement.
15. As the school's pupil numbers increase, the school's revenue budget will increase in line with pupil numbers, as most of a school's budget is based on pupil numbers. This is the funding that schools use for staffing and resources. Based on funding rates for 2022-23, each additional primary pupil would add at least £3,288 to the school's budget. In accordance with guidance from the Department for Education and the criteria for growth funding approved by Schools Forum in November 2021, the council will direct additional revenue support to the school for up to three years through the mechanism of adjusting the Authority Proforma Tool (APT) to address the impact of lagged funding.

Comments checked by:

Sarah Fogden, Finance Business Partner  
[sarah.fogden@oxfordshire.gov.uk](mailto:sarah.fogden@oxfordshire.gov.uk)

## Legal Implications

16. Local authorities have a statutory duty under section 14 of the Education Act 1996 to ensure there are sufficient schools for their area. This duty will be met with the expansion of Woodstock CE Primary School, in order to address the expected increase in demand for places within the school's designated area.
17. Expansion of schools is covered by The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 ('the Prescribed Alterations Regulations') which should be read in conjunction with Parts 2 and 3 and Schedule 3 of the Education and Inspections Act (EIA) 2006 (as amended by the Education Act (EA) 2011) and the Prescribed Alterations Regulations.
18. The expansion of a maintained school is subject to the "Guidance", as set out in "Making Significant Changes ('Prescribed Alterations') to maintained schools" published October 2018. This Guidance is for proposers and decision-makers. The Guidance states that the statutory proposal must contain sufficient information for interested parties to make a decision on whether to support or challenge the proposed change. The proposal should be accessible to all interested parties and should therefore use 'plain English'. The full proposal must be published on a website (e.g. the school or LA's website) along with a statement setting out:
  - (a) how copies of the proposal may be obtained;
  - (b) that anybody can object to, or comment on, the proposal;
  - (c) the date that the representation period ends;
  - (d) and the address to which objections or comments should be submitted.
19. A brief notice (including details on how the full proposal can be accessed e.g. the website address) must be published in a local newspaper. Within one week of the date of publication on the website, the proposer must send a copy of the proposal and the information set out in the paragraph above to the governing body and any other body or person that the proposer thinks are appropriate.
20. The representation period must last for four weeks from the date of the publication. During this period, any person or organisation can submit comments on the proposal to the LA to be taken into account by the decision-maker. It is also good practice for representations to be forwarded to the proposer to ensure that they are aware of local opinion.
21. The county council confirms that it has adhered to the above Guidance.

Comments checked by:

Sukdave Ghuman, Head of Legal Services  
[sukdave.ghuman@oxfordshire.gov.uk](mailto:sukdave.ghuman@oxfordshire.gov.uk)



## Staff Implications

22. The staffing implications of this proposal relate to the need for the school to recruit more staff in line with its increased pupil intake. The school will need to meet any additional costs for staffing, as well as curriculum resources and maintenance costs, from its delegated budget share, which will increase in line with pupil numbers.

## Equality & Inclusion Implications

23. The provision of sufficient school places within Woodstock to meet the town's growing population will ensure that all local families are able to access a place at the school serving their local community.

## Sustainability Implications

24. Expansion of this school would prevent the need for children to be transported to schools further afield, and help to minimise vehicular transport. If insufficient school places are available in the local area, there would be a greater climate impact resulting from the increased population attracted by housing developments.
25. This report relates to the principle of expanding the school, rather than the specific building solution. The construction works are being procured by the county council and will be designed in accordance with the council's specification for new buildings. This will be subject to planning permission and formal approval in accordance with OCC Capital Governance requirements.

## Consultations

26. Although there is no longer a statutory 'pre-publication' consultation period for prescribed alteration changes, there is a strong expectation that schools and local authorities will consult interested parties in developing their proposal prior to publication, to take into account all relevant considerations. In accordance with this expectation, Oxfordshire County Council ran an initial public consultation between 26 January and 23 February 2022. The initial consultation received 4 responses. Of these responses, three supported the proposal and one raised concerns, as follows:
  - (a) Wanting a small school with a personal feel.
    - Although an expanded Woodstock CE Primary School would be in the top 30% of Oxfordshire schools in terms of size, 2 forms of entry is not unusually large, and expansion would bring additional resources into the school to benefit the education of all its children. There are several small schools in the surrounding

- villages to provide choice for parents who specifically want a small school.
- (b) A new school is needed to meet the scale of growth in Woodstock.
    - Based on the data available, opening a new school would not be viable in Woodstock, and would result in surplus school places in the area, which would have a detrimental effect on some schools.
  - (c) Parking and traffic.
    - As much of the housing development is very local to the school, future residents are less likely to need to travel to the school by car than the pupils currently attending the school from outside the town. Determination of planning permission will include detailed consideration of Highways issues, and a condition is attached to this statutory proposal that it is conditional on planning permission being granted.
  - (d) Disruption from building works.
    - While building works inevitably involve some disruption, the construction work would be planned to minimise this impact.
27. The statutory process for making significant changes to schools requires a four-week representation period following the publication of a public notice. The statutory notice (Annex 1) was published in the Oxford Mail on 9 March 2022 and was also posted on the county council website. The Representation period ran until 6 April 2022. The statutory notice was accompanied by a Full Proposal document (Annex 2), which was available to read online at the Oxfordshire County Council public website, or by request.
28. 4 responses were received during the statutory Representation period, none of which objected to the proposal.
29. The planning application for the new accommodation was consulted on between 20 January and 10 February 2022, and a planning decision is awaited.

KEVIN GORDON  
Director for Children's services

Annex 1: Statutory Notice

Annex 2: Statutory Proposal

Background papers: Nil

Contact Officer: Barbara Chillman, Pupil Place Planning Manager  
07554 103 418  
barbara.chillman@oxfordshire.gov.uk

May 2022



## PUBLIC NOTICE

### Proposed Expansion of Woodstock CE Primary School

Notice is given in accordance with The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 that Oxfordshire County Council intends to make a prescribed alteration to Woodstock CE Primary School, Shipton Rd, Woodstock OX20 1LL, effective from 01 September 2023.

The Local Authority, working with the leadership team of the school, is proposing to expand Woodstock CE Primary School to a 2 form entry size, rising from the current Published Admission Number of 45 to one of 60 from September 2023 onward.

This Notice is an extract from the full proposal, which can be viewed under the Current Consultations listings on the Oxfordshire County Council public website at <https://letstalk.oxfordshire.gov.uk/> . Copies can also be requested by contacting:

**Justine Miniken, Oxfordshire County Council, Access to Learning**

**Tel:** 07920 084517 **or Email:** [school.planning@oxfordshire.gov.uk](mailto:school.planning@oxfordshire.gov.uk)

Within four weeks from the date of publication of this Notice, any person may object to or make comments on the proposal by sending them to the Local Authority using the online feedback form located on the Oxfordshire County Council website as detailed above, or by email to the above address.

**Signed: Kevin Gordon, Director of Children's Services**

**Publication Date: 09 March 2022**

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## **FULL STATUTORY PROPOSAL**

The School Organisation (Prescribed Alterations to Maintained Schools) (England)  
Regulations 2013

### **Expansion of Woodstock Church of England Primary School**

#### **1. School and LA details**

**School:** Woodstock Church of England Primary School

**Address:** Shipton Rd, Woodstock OX20 1LL

**Local Authority:** Oxfordshire County Council

#### **2. Description of alteration**

Oxfordshire County Council, working with the leadership team of the school, proposes to expand Woodstock Church of England Primary School to 2 forms of entry. This would mean an increase in Woodstock's admission number in September 2023 from 45 to 60 on a permanent basis.

The proposed expansion of the school would mean that each year group that starts at the school from September 2023 onward would consist of up to 60 places, making a maximum total of 420 pupils in Reception to Year 6 across the whole school eventually.

From September 2023, total primary pupil numbers at the school would grow gradually each year as up to 60 children are admitted into the Reception classes, allowing the school to adjust to the larger size. Should there be a demand for places in older year groups as a result of children moving into the town and needing school places, the school will review whether it is able to speed up the expansion of the older year groups.

To accommodate this expansion, in the first phase the county council would provide additional accommodation through a new block containing four Key Stage 2 classrooms and supporting facilities (storage, toilets). Alterations to the existing buildings would provide the additional Key Stage 1 classrooms. Additional staff parking spaces would be created through reconfiguring the area to the front of the school. Additional outdoor play area would be created as a result of Woodstock Under Fives Association moving off the site to new purpose-built accommodation within the East Woodstock development.

The planning application for the new accommodation was consulted on between 20 January and 10 February 2022, and a planning decision is awaited.

In the first phase, the school's nursery accommodation would not be expanded, due to the additional capacity being provided in the new WUFA building. When further early education capacity is required, a second phase of the expansion would add more nursery capacity.

### **3. Evidence of demand**

Woodstock CE Primary School is full in most year groups, and is regularly over-subscribed. For the 2022 intake year, the school has received 50 first preference applications for the 45 available Reception places. Pupil numbers at the school are forecast to rise as a result of local housing developments.

The West Oxfordshire Local Plan identifies Woodstock as an area for strategic housing growth, with 300 homes currently being built to the East of Woodstock (permitted as application 16/01364/OUT), and two further sites allocated at Hill Rise and Banbury Road. Planning applications are under consideration for the allocated sites, with 250 homes proposed at Banbury Road (planning application 21/00217/OUT) and 180 at Hill Rise (application 21/00189/OUT).

The three housing developments in total are estimated to generate a peak of around 230 additional primary pupils, including approximately 92 additional primary school pupils from the East Woodstock development already underway. A few of these children are already at the school, but the majority of the pupil generation is yet to happen.

The school is currently able to admit all applicants living within the school's designated area, and some families living outside the area have been able to secure places at the school in recent years. This means that some of the expected pupil generation from local housing development can be accommodated within the school's current capacity, as they would take priority over future applicants living further away. However, the school would not be able to accommodate the full scale of housing growth in the town without expansion.

To inform this proposal, Oxfordshire County Council ran an initial public consultation between 26 January and 23 February 2022. This consultation received 4 responses. Of these responses, 3 were in support of the expansion and one objected. The grounds for the objection were:

1. Wanting a small school with a personal feel.
  2. A new school is needed to meet the scale of growth in Woodstock.
  3. Parking and traffic.
  4. Disruption from building works.
- Although an expanded Woodstock CE Primary School would be in the top 30% of Oxfordshire schools in terms of size, 2 forms of entry is not unusually large, and expansion would bring additional resources into the school to benefit the education of all its children. There are several small schools in the surrounding villages to provide choice for parents who specifically want a small school.
  - Based on the data available, opening a new school would not be viable in Woodstock, and would result in surplus school places in the area, which would have a detrimental effect on some schools.

- Issues of traffic and parking are always considered in the planning process for any school expansion, and the proposals are being advised by the Highways Authority. As much of the housing development is very local to the school, future residents there are less likely to need to travel to the school by car than the pupils currently attending the school from outside the town.
- While building works inevitably involve some disruption, the construction work would be planned to minimise this impact.

#### **4. Objectives**

The proposed expansion would:

- Ensure the county council meets its statutory duty to secure sufficient school places, in an area where demand is expected to increase rapidly due to the cumulative effect of planned and permitted housing development.
- Be supportive of high educational standards and parental choice. Woodstock CE Primary School is rated Outstanding by Ofsted (last inspected 2013) and its last published performance data (2019) shows the school is performing consistently above the national and local authority level.
- Maintain parental choice for existing families and those moving into the Woodstock area.
- Provide necessary additional infrastructure to support local housing growth.
- Prevent unnecessary increases in travel time and costs for families in the area, who would otherwise have to accept places at schools outside Woodstock.

#### **5. The effect on other schools, academies and educational institutions within the area**

The proposed expansion of Woodstock CE Primary School is on a smaller scale than the expected population growth in the area. The intention of this is to ensure the school is the right size for its catchment area, and reduce the number of pupils drawn from a wider area who could attend other schools. This will help maintain intakes at surrounding schools.

In order to accommodate the expansion of the school, the area currently used by the WUFA Pre-School and After School Club will need to be converted into a new outdoor play area for the primary pupils. To enable this, a new purpose-built Early Years facility will be built on the Woodstock East/Park View Development for WUFA to move into, where they will be able to meet the need of Woodstock's growing population. A planning application for the new Early Years facility is under consideration. WUFA and the primary school will continue to maintain strong links.

#### **6. Project costs and funding**

The capital cost of expanding the school will be met from money secured from housing developers (Section 106 contributions). The current estimated total cost of both phases is £3,974,340.

As the school's pupil numbers increase, the school's revenue budget will increase in line with pupil numbers, as most of a school's budget is based on pupil numbers. This is the funding that schools use for staffing and resources. Based on funding rates for 2022-23, each additional primary pupil would add at least £3,288 to the school's budget.

## **7. Implementation and any proposed stages for implementation**

From 1 September 2023, the school will increase its intake into the Reception class from 45 to 60. It may choose to also admit into older year groups, if local population growth requires this.

This timescale is subject to the planning applications for the school expansion and the new Early Years facility being approved in time to ensure the new school accommodation is completed by August 2023, and may need to be reviewed.

In the first phase of expansion, the size of the school's nursery would not increase. This is because the WUFA Pre-School and After School Club will be moving into larger premises and can expand their provision. In the longer term, as the local population grows, further early years provision is expected to be needed and a second phase of the expansion project would then add an additional nursery class to the school.

## **8. Objections and comments**

Comments or objections must be received by the local authority by **6 April 2022**.

Respond by:

- using the online questionnaire at <https://letstalk.oxfordshire.gov.uk/>
- emailing [school.planning@oxfordshire.gov.uk](mailto:school.planning@oxfordshire.gov.uk) (please quote 'Woodstock Expansion' in the subject line)

## **9. Decision-making**

The decision-maker for this proposed expansion is Oxfordshire County Council. The decision will be made by the Cabinet Member responsible for Education at a meeting which is open to the public, and publicised on the county council's website. The decision must be made within a period of two months of the end of this representation period, and is currently expected on 24 May 2022.