

## ***Delegated Decisions by Cabinet Member for Schools Improvement***

***Tuesday, 6 December 2011 at 12.00 pm  
County Hall, New Road, Oxford***

### ***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 Wednesday 14 December 2011 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**



Peter G. Clark  
County Solicitor

November 2011

**Contact Officer:** **Deborah Miller**  
Tel: (01865) 815384; E-Mail: [deborah.miller@oxfordshire.gov.uk](mailto:deborah.miller@oxfordshire.gov.uk)

**Note:** *Date of next meeting: 10 January 2012*

**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**

### 4. **Cotteslowe Primary School** (Pages 1 - 24)

*Forward Plan Ref:* 2011/121

*Contact:* Barbara Chillman, Principal Officer – School Organisation and Planning

*Tel:* (01865) 816459

Report by Interim Director for Children, Education & Families (**CMDSI4**).

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Division(s): Summertown & Wolvercote

## **CABINET MEMBER FOR SCHOOL IMPROVEMENT – 6 DECEMBER 2011**

### **FINAL REPORT ON RESPONSE TO STATUTORY NOTICE TO EXPAND CUTTESLOWE PRIMARY SCHOOL, OXFORD**

**Report by Interim Director for Children, Education & Families**

#### **Introduction**

1. At the meeting on 19th July 2011 the Cabinet agreed to the publication of formal proposals to expand Cutteslowe Primary School from 1 form entry to 2 form entry. The report outlining the basis for this decision is attached at Annex 1.
2. The statutory notice (attached at Annex 2) was published by the Authority in the Oxford Mail on 7<sup>th</sup> September 2011 and expired following 4 weeks of formal consultation on 5th October 2011. In accordance with legislation the notice was also posted at the school gate and local library. A copy of the proposal (attached at Annex 3) and the notices were sent to the governing body and the Secretary of State and additionally made available on the Oxfordshire County Council website.
3. The decision-making power in terms of determining the notice lies with the Cabinet or can be delegated to the Cabinet Member for Schools Improvement (if there have been no objections). In meeting as 'decision-maker' the Cabinet or Cabinet Member must have regard to government guidance and statutory timescales otherwise a decision can be referred to the independent Schools' Adjudicator for reconsideration. The Cabinet decision must be made within 2 months of the close of the notice period; as a consequence, it is necessary for the Chairman of the Council to determine that the decision cannot be subject to 'call-in' as this would, in most cases, prevent a decision being finalised within the required timescale and mean that the Cabinet's role would be negated by referral to the Schools' Adjudicator.
4. As no objections in relation to the proposal have been received the decision is referred to the Cabinet Member for Schools Improvement. The proposed implementation date for the proposal is 1 September 2013.

#### **The Proposal**

5. The proposal is to increase the formal published admission number from 30 to 60 children, on a permanent basis from September 2013 (an admission number of 30 has already been published for 2012). This will eventually

increase the school's total capacity from its current 210 places in Years F1- Y6 to a maximum of 420.

6. To accommodate this growth in pupil numbers, there will be a need for additional classrooms and a feasibility study is well advanced to investigate how this can best be provided.

## **Representations**

7. The formal representation (Statutory Notice) phase was from 7 September 2011 – 5 October 2011 and a Statutory Notice (Annex 2) was publicly displayed at Cutteslowe Primary School, was also available on the OCC website and was published in The Oxford Mail newspaper on 7<sup>th</sup> September 2011.
8. Two responses were received. These were a representation from the Chair of Governors at Cutteslowe Primary School on behalf of the governing body, and a representation from the County Councillor for Summertown & Wolvercote, both of which state strong support for the proposal to expand. These are attached at Annex 4.
9. No other representations were received.
10. As no concerns in relation to the proposal have been raised, the decision on whether to implement the proposal is referred to the Cabinet Member for Schools Improvement, rather than full Cabinet.

## **Legal background**

11. School expansions are subject to statutory procedures, as established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended). Local authorities also have a duty to have regard to statutory guidance, in this particular case 'Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form', ("the Guidance"). When reaching a decision, Cabinet must have regard to The Guidance. Cabinet is referred in particular to pages 19 to 40 of The Guidance.
12. In terms of reaching a decision all proposals should be considered on their merits but the following factors should be borne in mind but are not considered to be exhaustive. The Decision Maker should consider the views of all those affected by the proposals. The Cabinet, as Decision Maker, must be satisfied that the statutory consultation has been carried out prior to the publication of the notice. Details of the consultation should be included in the proposals. The Decision Maker must be satisfied that the consultation meets statutory requirements. If the requirements have not been met, the Decision Maker may judge the proposals to be invalid and should consider whether they can make a decision on the proposals. Alternatively the Decision Maker may take into

account the sufficiency and quality of the consultation as part of their overall judgement of the proposals as a whole.

13. **The effect on standards, school improvement and diversity.** The government aims to create a dynamic system shaped by parents that delivers excellence and equality, closing weak schools, encouraging new providers and popular schools to expand. Decision Makers should be satisfied that the proposals will contribute to raising local standards of provision and improved attainment and consider the impact on choice and diversity. They should pay particular attention to the effect on groups that tend to under-perform including children from certain ethnic minorities and deprived backgrounds. The decision-maker should consider how the proposals will help deliver the 'Every Child Matters' principles.
14. **School characteristics.** The Decision Maker should consider whether there are any sex, race or disability discrimination issues that arise and whether there is supporting evidence to support the extension and take into account the existence of capacity elsewhere. The Decision Maker needs to consider the accessibility of the provision for disadvantaged groups as the provision should not unduly extend journey times or cost.
15. **Need for places.** The Decision Maker should consider whether there is a need for the expansion and should consider the evidence presented for the expansion. There is a strong presumption that proposals to expand popular and successful schools should be approved. If surplus capacity exists in neighbouring schools the Decision Maker should ask how it is planned to tackle any consequences for other schools.
16. **Funding and land.** The Decision Maker should be satisfied that any land, premises and capital required to implement the proposals will be available.

## **Financial and Staff Implications**

17. The financial implications of this report are linked to the capital works that will be carried out should the proposal be approved. The Capital Investment Board (CIB) has approved funding for the initial feasibility work to establish the preferred option for meeting the additional accommodation needs. Resources for the capital works required for this expansion have been identified within the Capital programme 2011/12–2015/16 (existing demographic pupil provision – basic needs programme). In accordance with OCC Capital Governance requirements this will be the subject to a separate Stage 2 – Full Business Case/ Project Approval in due course
18. Where possible funding will also be sought from developer contributions secured to provide education infrastructure.
19. There will also be on-costs to the school for additional staff and for increased maintenance requirements. These will need to be funded from the school's delegated School Budget Share, which will increase in proportion to increases

in pupil numbers, and to a lesser extent in proportion to the floor area of new buildings. Resources for School Budget Shares are provided by government through the Dedicated Schools Grant, which will increase proportionately to increases in overall pupil numbers in Oxfordshire.

## **Equality and Inclusion Implications**

20. The Equality Impact Assessment of Oxfordshire's Pupil Place Plan (June 2011) identified that increasing school places at the heart of their communities has a positive impact on equalities through promoting social inclusion and minimising barriers to accessing education.

## **Decision**

22. In considering the proposals for a school expansion, the Decision Maker can decide to:
- Reject the proposals;
  - Approve the proposals;
  - Approve the proposals with a modification (e.g. the implementation date); or
  - Approve the proposals subject to them meeting a specific condition (see the Guidance).

## **RECOMMENDATION**

**The Cabinet Member for Schools Improvement is RECOMMENDED to:**

- (a) **consider the representations made in response to the statutory closure notice with particular reference to the issues detailed in paragraphs 12-20 and the Statutory Guidance; and**
- (b) **approve the permanent expansion of Cutteslowe Primary School, Oxford, with effect from 1 September 2013.**

Jim Leivers  
Interim Director for Children, Education & Families

Background papers: Initial consultation document

Annexes: Annex 1: Cabinet Member report 19 July 2011  
Annex 2: Statutory notice  
Annex 3: Statutory proposal  
Annex 4: Representations received

Contact Officer: Barbara Chillman, Principal Officer School Organisation,  
School Organisation & Planning, 01865 816459

November 2011

**CABINET – 19 July 2011**

**PROPOSAL TO EXPAND CUTTESLOWE PRIMARY SCHOOL,  
OXFORD**

**Report by Children, Education & Families**

**Introduction**

1. Until recently Cutteslowe Primary School had planned to admit 30 children each year. Due to rising numbers of children needing primary school places in Oxford, the school worked with the county council in meeting the demand and agreed to admit more than its admission number in 2009 and 2010. The school's admission number for 2011 was published at 60, and we now need to decide whether to keep this arrangement permanently, so expanding the school to 2 forms of entry. The increase in capacity and corresponding proposed enlargement of premises requires the statutory process to be followed.

In recent years Oxford has experienced a significant and sustained rise in primary pupil numbers. To meet this demand, in 2008 an additional 105 primary school places across the city were agreed; in 2009 a further 245 additional primary school places were created, and in 2010 another 238 additional places were created. Looking to the future, significant additional housing is included in Oxford City Council's Core Strategy, which will, in turn, lead to increased pupil numbers across the city.

The proposal to expand Cutteslowe Primary School is one part of the county council's strategy to meet the need for primary school places in Oxford. Several other schools across Oxford are also planned for expansion over the next few years.

2. Cutteslowe Primary School is a primary school for 3-11 year-olds in the north of Oxford. The school has agreed a published an admission number of 60 for September 2011 although its formal admission number remains currently at 30. By May, 56 places had been allocated. For September 2010, 24 parents chose the school as their first preference, with 48 preferences in total for the school. The current number of children (January 2011 pupil census) in Years 1-6 is 127, and in Years F1-6 is 176, as shown below:

F1	Y1	Y2	Y3	Y4	Y5	Y6	Total	F1-Y6	Y1-6
49	28	26	21	14	25	13	<b>217</b>	<b>176</b>	<b>127</b>

3. There are five statutory stages for a proposal to expand a school:

- i. Consultation;
- ii. publication of a statutory notice;
- iii. representation;
- iv. decision;
- v. implementation.

This proposal has completed the first consultation stage, and a decision is now sought as to whether to proceed to publication of a statutory notice and representation.

## **The Proposal**

5. The proposal is to increase the formal published admission number from 30 to 60 children, on a permanent basis from September 2012 (an admission number of 60 has already been published for 2011). This will eventually increase the school's total capacity from its current 180 places in Years 1-6 to a maximum of 360.
6. To accommodate this growth in pupil numbers, there will be some extension of the school's buildings, and a feasibility study is underway as to how this can best be provided.

## **Representations**

7. During the Stage 1 consultation phase (30 March 2011 – 25 May 2011) a meeting was held at the school for parents to discuss their concerns with a county council officer, and a consultation document (Annex 1) was sent to parents of children at Cutteslowe Primary School, as well as to local councillors, other schools and early years providers in the area, and other stakeholders; it was also available on the OCC website. Four responses were received: two respondents supported the proposal in principal, of which one raised one concern, while two respondents were opposed to the proposal in principal and raised concerns.
8. The reason given for supporting the proposal (2 respondents) was:
  - o Expansion will benefit the school's resources and ability to attract / retain good staff.
9. The following concerns were raised by respondents:
  - o Concern about the current educational standards at the school and opposition to enlarging it while standards are perceived to be low. (2 respondents).

*At the time of consultation, the school was under a notice to improve, having been identified as requiring significant improvement in an Ofsted inspection in October 2010. The school was re-inspected on 5 May 2011, and the inspector's letter published on 20 May, after these respondents had registered their concerns. The re-inspection found that "the school is*



*making satisfactory progress in addressing the issues for improvement and in raising the pupils' achievement. The executive headteacher and deputy headteacher are providing strong leadership. The staff welcome the changes that have been made. They feel empowered and valued; morale is high. Systems and procedures to underpin improvement have been put in place, for example in relation to school improvement planning, monitoring and evaluation of the school's work and the tracking of pupils' progress." Moreover, the school has now appointed a permanent headteacher to start from September 2011, who has experience of taking a school from "Fresh Start" to being rated good by Ofsted within 2 ½ years.*

- Concern about the design of the new buildings, in particular with reference to suitable classroom and outdoor facilities during construction, retention of sufficient playing field and retention of non-classroom spaces. (1 respondent).

*The above falls within the scope of the current feasibility study and is subject to School Premises Regulations, which include the minimum required areas for school playing field. OCC's provision for primary school buildings generally exceeds the statutory requirements, subject to budget availability. All construction work would be planned in consultation with the school to minimise disruption as far as possible. Also see paragraph 11 below.*

10. The following questions and concerns were raised during the parents' meeting at the school and responded to by the Officers present:

- Concern about any effect it might have on the school's relationship to The Cherwell School.  
*No change in this regard would result from this proposal. Allocation of secondary school places is primarily in relation to home address, not primary school attended.*
- Questioning whether OCC would put any additional financial resources into the school as a result of the expansion  
*Financial assistance would increase based on the "per pupil" formula, as currently.*
- Concern that the budget to expand the school buildings may not exist.  
*Priority for capital funding is currently where Basic Need (demand for additional pupil places) exists. Oxford city area meets this priority.*
- Concern about parking and traffic at the school.  
*All traffic and parking issues would be subject to Planning regulations and a separate Planning application and consideration of current permit parking zones will feed into the work of the feasibility study. The school will also be required to update its travel plan to reflect the increased pupil numbers.*
- Question about whether secondary schools will be expanded in due course.  
*OCC is already starting to consider secondary school places but currently there are sufficient secondary places in Oxford.*
- Question as to whether changing room facilities would form part of the new build.  
*Since this question was raised, inclusion of changing rooms into the remit*

*of the feasibility study has been adopted, subject to costs and budget availability.*

11. With respect to accommodation, the feasibility study will identify how accommodation can be provided to meet the statutory requirements for a 2 form entry school. The brief for this feasibility study has been agreed by the school's governors, and includes conversion of two existing spaces into classrooms plus an additional four new Key Stage classrooms, together with the associated areas such as SEN, toilets and storage. The final timeline for the proposed building project will be confirmed during the feasibility study.
12. As concerns in relation to the proposal have been raised, the decision on whether to publish a formal statutory proposal is referred to the Cabinet rather than the Cabinet Member for Schools Improvement.

### **Making a Decision**

13. Sections 18 to 24 of the Education & Inspections Act 2006 and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended) ["the Prescribed Alterations Regulations"] establish the procedures that must be followed when enlarging school premises. Local authorities also have a duty to have regard to statutory guidance, in this particular case 'Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form: A Guide for Local Authorities and Governing Bodies ("the Guidance")'.
14. The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. The Cabinet must be satisfied that the statutory consultation has been properly carried out prior to the publication of the notice. Annex 2 provides details of the County Council's consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations. The period of consultation is not prescribed by legislation, although the Guidance recommends a minimum of 4 weeks. The consultation period was in line with the Guidance having run from 30<sup>th</sup> March 2011 to 25<sup>th</sup> May 2011, thereby meeting the four week minimum requirement. The consultation was therefore carried out in accordance with the Prescribed Alterations Regulations.
15. A decision is now required as to whether to publish formal proposals for this expansion. If approved, a statutory notice would be published, followed by a formal representation (Stage 3) period of four weeks. The decision-making power in terms of determining the notice will lie with the Cabinet or the Cabinet Member for School Improvement, and a report will be put to Cabinet if representations are received, for a final decision in due course.

### **Equality and Inclusion Implications**

16. There are not considered to be any equality and inclusion implications arising from this proposal.

## **Financial and Staff Implications**

17. The direct financial implication of this report is the cost of the statutory process recommended, which is planned for and met within the normal CE&F budget provision. There are no significant financial implications or risks at this stage. If the proposal proceeds, following statutory consultation there would be another report to Cabinet in due course seeking a final decision on whether to expand the school.
18. The longer-term financial implications of the current report are linked to the capital works that would be carried out should the proposals be approved. These will be the subject of a separate detailed project approval, and a further paper for decision will follow in due course, subject to the capital policies and processes laid down. The decision to proceed with the statutory process to expand the school is normally done prior to detailed project and funding appraisal, particularly where there is a demonstrable need as with this school. Resources to assist with demographic issues on school places have been identified within the Capital programme 2010/11–2015/16 (existing demographic pupil provision – basic needs programme). There will also be on-costs for the school for additional staff and increased maintenance requirements.
19. Publication of a statutory proposal to expand the school requires confirmation from the county council that funds will be made available for the necessary capital costs.

## **RECOMMENDATION**

**The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Cutteslowe Primary School, Oxford.**

MEERA SPILLETT  
Director for Children, Young People & Families

Contact Officer: Barbara Chillman, Principal Officer School Organisation,  
01865 816459

June 2011

## Annex 2: Consultation with interested parties

The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. This annex provides details of the County Council's consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations.

The governing body of any school which is the subject of proposals (if the LA are publishing proposals)	Consulted through distribution of consultation leaflets (30 March 2011 – 25 May 2011).
The LA that maintains the school (if the governing body is publishing the proposals).	n/a
Families of pupils, teachers and other staff at the school.	Through distribution of consultation leaflets (to families via children) (30 March 2011 – 25 May 2011), and invitation to a meeting for parents of children at the school (4 May 2011).
Any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils.	The proposals are not judged to affect other local authorities.
The governing bodies, teachers and other staff of any other school that may be affected.	Other Oxfordshire schools consulted through online consultation (30 March 2011 – 25 May 2011). Local primary and secondary schools, and early years providers were sent consultation leaflets.
Families of any pupils at any other school that may be affected.	Consulted through online consultation (30 March 2011 – 25 May 2011).
Any trade unions who represent staff at the school; and representatives of any trade union of any other staff at schools who may be affected by the proposals.	Consulted through online consultation (30 March 2011 – 25 May 2011).
(If proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school.	Oxford CE diocese and Birmingham and Portsmouth RC dioceses consulted through online consultation and distribution of consultation leaflets (30 March 2011 – 25 May 2011).
The trustees of the school (if any).	n/a
(If the proposals affect the provision of full-time 14-19 education) the Learning and Skills Council	n/a
MPs whose constituencies include the schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals.	Local MP sent a copy of the consultation leaflet.

<p>The local district or parish council where the school that is the subject of the proposals is situated.</p>	<p>Local district and county councillors consulted through distribution of consultation leaflets and online consultation, and Oxford City Council sent consultation leaflet.</p>
<p>Any other interested party, for example, the Early Years Development and Childcare Partnership (or any local partnership that exists in place of an EYDCP) where proposals affect early years provision, or those who benefit from a contractual arrangement giving them the use of the premises.</p>	<p>Members of the School Organisation Stakeholder Group consulted through online consultation and meetings.</p>

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## ANNEX 2

### Statutory Notice: Proposal to Expand Cutteslowe Primary School

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Oxfordshire County Council intends to make a prescribed alteration to Cutteslowe Primary School (Community School), Wren Road, Oxford OX2 7SX from 01 September 2012.

The proposal is to permanently increase the school admission number from 30 to 60. This means that each year group would consist of up to 60 places, taught in two classes, making a maximum total of 420 pupils (excluding the nursery). The school has admitted over 30 children by local arrangement with Oxfordshire County Council in the past year (up to 60 for September 2011) however this arrangement is not permanent. This proposal is to formally change the admission number to 60 on a permanent basis.

The current capacity of the school is 210 and the proposed capacity will be 420. The current number of pupils registered at the school is 127. The current admission number for the school is 30 and the proposed admission number will be 60.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from Diane Cameron, School Organisation & Planning, Oxfordshire County Council, by emailing [Cutteslowe\\_statnotice2011-manager@myconsultations.oxfordshire.gov.uk](mailto:Cutteslowe_statnotice2011-manager@myconsultations.oxfordshire.gov.uk) or calling 01865 816453. It is also available online at [www.oxfordshire.gov.uk/consultation](http://www.oxfordshire.gov.uk/consultation)

Within four weeks from the date of publication of these proposals, any person may object to or make comments on the proposal by sending them to School Organisation & Planning, FREEPOST Oxfordshire County Council, or to the email address above, or online at [www.oxfordshire.gov.uk/consultation](http://www.oxfordshire.gov.uk/consultation).

**Signed: Meera Spillett, Director for Children, Education & Families**

**Publication Date: 7<sup>th</sup> September 2011**

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## PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

### **Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):**

#### **In respect of a Governing Body Proposal: School and governing body's details**

1. The name, address and category of the school for which the governing body are publishing the proposals.

n/a

#### **In respect of an LEA Proposal: School and local education authority details**

1. The name, address and category of the school.

Cotteslowe Primary School

Wren Road

Oxford

OX2 7SX

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

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

1<sup>st</sup> September 2012

#### **Objections and comments**

3. A statement explaining the procedure for making representations, including —  
(a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), by which objections or comments should be sent to the local education authority; and  
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(b) the address of the authority to which objections or comments should be sent.

Any objections or comments should be submitted in writing by 5<sup>th</sup> October 2011 to:

Diane Cameron, School Organisation & Planning  
FREEPOST OXFORDSHIRE COUNTY COUNCIL

or by email to: [Cotteslowe\\_statnotice2011-manager@myconsultations.oxfordshire.gov.uk](mailto:Cotteslowe_statnotice2011-manager@myconsultations.oxfordshire.gov.uk)

or by using the consultation website at

<https://myconsultations.oxfordshire.gov.uk>

#### **Alteration description**

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

The proposal is to expand Cotteslowe Primary School to a 2 form entry school on a permanent basis, with an Admission Number of 60.

#### **School capacity**

5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

(a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

Current capacity of the school is 210. The proposed enlargement would expand the school to a capacity of 420, excluding the Nursery.

(b) details of the current number of pupils admitted to the school in each relevant age

group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

Cotteslowe Primary School has admitted up to 60 children into the F1 (Reception) year group on an informal basis for two years by working with Oxfordshire County Council School Admissions to meet local Basic Need

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for pupil places. This is over and above their previous formal Admission Number of 30. This proposal will formally increase the school Admission Number to 60 for the F1 (Reception) year group on a permanent basis.

(c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

n/a

(d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

n/a

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

For September 2011, estimate 223 pupils to be on roll. May 2011 PLASC figures showed 168 pupils on roll.

#### **Implementation**

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

n/a

#### **Additional Site**

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

No new site will be required.

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(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

n/a

#### **Changes in boarding arrangements**

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

(a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

n/a

(b) the arrangements for safeguarding the welfare of children at the school;

n/a

(c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

n/a

(d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

n/a

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

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(a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

n/a

(b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

n/a

#### **Transfer to new site**

9. Where the proposals are to transfer a school to a new site the following information—

(a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

n/a

(b) the distance between the proposed and current site;

n/a

(c) the reason for the choice of proposed site;

n/a

(d) the accessibility of the proposed site or sites;

n/a

(e) the proposed arrangements for transport of pupils to the school on its new site; and

n/a

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(f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

n/a

#### **Objectives**

10. The objectives of the proposals.

Need for pupil places at Cutteslowe Primary School is predicted to grow beyond the current capacity of the school. We are proposing to expand Cutteslowe Primary School to become a 2 form entry school, with an Admission Number of 60. This means that each year group would consist of up to 60 places, taught in two classes, making a maximum total of 420 pupils (excluding the nursery).

The school has admitted over 30 children into the F1 (Reception) year group by local arrangement with Oxfordshire County Council in the past year (up to 60 for September 2011) however this arrangement is not permanent. This proposal is to formally change the admission number to 60 on a permanent basis.

#### **Consultation**

11. Evidence of the consultation before the proposals were published including—

(a) a list of persons who were consulted;

(b) minutes of all public consultation meetings;

(c) the views of the persons consulted;

(d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and

(e) copies of all consultation documents and a statement on how these documents were made available.

a) A public consultation was held by Oxfordshire County Council on the

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proposal to expand Cutteslowe Primary School between 30 March 2011 and 25 May 2011. Consultation was carried out with staff, governors and

parents of children at the school, local councillors and MPs; relevant trade unions; other Oxford city primary and nursery schools; and other interested parties.

b) A public meeting was held by officers of Oxfordshire County Council at the school on 4 May 2011 at which parents of children at Cutteslowe Primary School, staff and governors were invited to ask questions and raise queries relating to the proposal. The issues discussed were:

- Concern about any effect it might have on the school's relationship to The Cherwell School.
- Questioning whether OCC would put any additional financial resources into the school as a result of the expansion
- Concern that the budget to expand the school buildings may not exist.
- Concern about parking and traffic at the school.
- Question about whether secondary schools will be expanded in due course.
- Question as to whether changing room facilities would form part of the new build.

c) During the public consultation, four written responses were received. Two respondents supported the proposal in principal, of which one raised one concern, while two respondents were opposed to the proposal in principal and raised concerns.

The reason given for supporting the proposal (2 respondents) was:

- Expansion will benefit the school's resources and ability to attract / retain good staff.

The following concerns were raised by respondents:

- Concern about the current educational standards at the school and opposition to enlarging it while standards are perceived to be low. (2 respondents).
- Concern about the design of the new buildings, in particular with reference to suitable classroom and outdoor facilities during construction, retention of sufficient playing field and retention of non-classroom spaces. (1 respondent).

d) All statutory requirements were complied with.

e) The consultation leaflet is attached as Appendix 1. These were sent via the school to parents. Consultation leaflets were also sent to local  
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primary and nursery schools, the feeder secondary school, local councillors and MPs, and other stakeholders. The leaflets were also available on the county council's website.

#### **Project costs**

**12.** A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

A feasibility study is underway to identify the options for providing additional accommodation to address the infrastructure issues related to this expansion.

The estimated cost of providing the additional classroom spaces in permanent buildings is in the region of £2.39m over four phases. It is anticipated that capital works will be funded by the local authority

**13.** A copy of confirmation from the Secretary of State, local education authority and the

Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

Once the preferred solution, costs and phasing options have been identified and agreed, funding will be sought from within the County Council's Capital Programme 2011/12 onwards. It is anticipated that there will be opportunities to recover some of the costs for the work from future housing developer funding (S.106) agreements.

#### **Age range**

14. Where the proposals relate to a change in age range, the current age range for the school.

n/a

#### **Early years provision**

15. Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

(a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

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n/a

(b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

n/a

(c) evidence of parental demand for additional provision of early years provision;

n/a

(d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

n/a

(e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

n/a

#### **Changes to sixth form provision**

16. (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

(i) improve the educational or training achievements;

(ii) increase participation in education or training; and

(iii) expand the range of educational or training opportunities

for 16-19 year olds in the area;

n/a

(b) A statement as to how the new places will fit within the 16-19 organisation in an area;

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n/a

(c) Evidence —

(i) of the local collaboration in drawing up the proposals; and

(ii) that the proposals are likely to lead to higher standards and better progression at the school;

n/a

(d) The proposed number of sixth form places to be provided.

n/a

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

n/a

#### **Special educational needs**

**18.** Where the proposals are to establish or change provision for special educational needs—

(a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

n/a

(b) any additional specialist features will be provided;

n/a

(c) the proposed numbers of pupils for which the provision is to be made;

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n/a

(d) details of how the provision will be funded;

n/a

(e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

n/a

(f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

n/a

(g) the location of the provision if it is not to be established on the existing site of the school;

n/a

(h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

n/a

(i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

n/a

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**19.** Where the proposals are to discontinue provision for special educational needs—

(a) details of alternative provision for pupils for whom the provision is currently made;

n/a

(b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

n/a

(c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

n/a

(d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

n/a

**20.** Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

(a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;

(b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;

(c) improved access to suitable accommodation; and

(d) improved supply of suitable places.

n/a  
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### **Sex of pupils**

**21.** Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

(a) details of the likely effect which the alteration will have on the balance of the provision of single sex-education in the area;

n/a

(b) evidence of local demand for single-sex education; and

n/a

(c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

n/a

**22.** Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

(a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

n/a

(b) evidence of local demand for single-sex education.

n/a

### **Extended services**

**23.** If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

n/a

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### **Need or demand for additional places**

**24.** If the proposals involve adding places—

(a) a statement and supporting evidence of the need or demand for the particular places in the area;

The proposal to expand Cutteslowe Primary School is one part of the County Council's strategy to meet the need for primary school places in Oxford. The number of 4-year-olds needing school places has risen over the last few years, and is forecast to continue rising until at least 2018. This has led to increasing pressure on primary school places across Oxford. To meet this demand, in 2008 an additional 105 primary school places across the city were agreed; in 2009 a further primary 245 additional places were created and in 2010 another 238 additional places were created. Looking to the future, significant additional housing is proposed in Oxford City Council's Core Strategy, which will, in turn, lead to increased pupil numbers across the city. Various housing developments are proposed in the north of Oxford city which is the area that Cutteslowe Primary School serves.

(b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

n/a

(c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

n/a

**25.** If the proposals involve removing places—

(a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

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n/a

(b) a statement on the local capacity to accommodate displaced pupils.

n/a

**Expansion of successful and popular schools**

**25A.** (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

(a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

The presumption for the expansion of successful and popular schools does not apply in this case.



## Statutory Notice: expansion of Cutteslowe Primary School, Oxford.

### Representations

**The Governing Body of Cutteslowe Primary School** is strongly in favour of the proposed expansion of the school. It provides a welcome opportunity to demonstrate to more members of our local community that we are a rapidly improving school with exciting plans for the future under our new Head Teacher.

### **Councillor Jean Fooks, County Councillor for Summertown and Wolvercote**

I support this expansion wholeheartedly. I hope that measures will be provided to reduce the noise from the A40 – which makes using the outdoor areas for teaching very difficult.

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