



***Delegated Decisions by Cabinet Member for Public
Health & Education***

***Wednesday, 25 April 2018 at 10.00 am
Meeting Room 2, 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 4 May 2018 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 "Peter G. Clark".

Peter G. Clark
Chief Executive

April 2018

Committee Officer: **Deborah Miller**
Tel: 07920 084239; E-mail: deborah.miller@oxfordshire.gov.uk

Note: Date of next meeting: 16 May 2018

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. **Expansion of St Andrew's CE Primary School, Chinnor** (Pages 1 - 16)

Forward Plan Ref: 2018/003

Contact: Lucy Mills, School Organisation Officer Tel: 07586478794

Report by Director for Children's Services (**CMDPHE4**).

This report follows a local consultation and publication of a statutory Notice relating to the county council's proposal to expand St Andrews CE Primary School, Chinnor.

The proposal is to permanently expand St Andrews CE Primary School, Chinnor from 1,5 form entry to 2 form entry. This proposal is related to a concurrent option appraisal on how the necessary accommodation required would be provided.

The current capacity of the school is 315 and the proposed capacity will be 420. The current admission number for the school is 45 and the proposed admission number will be 60.

The Cabinet Member for Public Health & finance is RECOMMENDED to approve the proposed expansion of St Andrew's CE Primary School, Chinnor.

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Divisions: Thame & Chinnor

DELEGATED DECISIONS BY CABINET MEMBER FOR PUBLIC HEALTH & EDUCATION - 25 APRIL 2018

REPORT ON THE PROPOSED EXPANSION OF ST ANDREW'S CE PRIMARY SCHOOL, CHINNOR

Report by Director for Children's Services

Introduction

1. This report follows a public consultation and Statutory Notice period relating to the county council's proposal to expand St Andrew's CE Primary School, Chinnor. The proposal is made with the support of the school's Governing Body.
2. An initial public consultation ran from 8 January – 19 February 2018. The consultation document is attached at Annex 1 and was circulated to all parents/carers of pupils at the school, staff and governors, appropriate county council teams, District, Council and Parish councillors, the local library and others. It was also available on the county council consultations webpages through its "current consultations" listing and via the school's website, in addition to being signposted to in the school's newsletters.
3. The consultation leaflet (Annex 1) sets out the reasoning behind the proposal, therefore this is not duplicated in this report. The key point is that St Andrew's CE Primary School, Chinnor has worked with the county council in admitting above its Admission Number in 2016 to meet local demand for places. The latest pupil forecasts indicate that St Andrew's Primary School will exceed its current capacity of 315 places by 2020. At the time of consulting on the proposal, pupil forecasts indicate that making a permanent increase to an Admission Number of 60 would ensure sufficient school places for the increasing pupil numbers in the area.
4. Following completion of the consultation, a Public Notice was published (Annex 2). The Public Notice was published in the Thame Gazette on 2nd March 2018 and was also posted on the county council website. The Notice period ran until the 30th March 2018. It was accompanied by a Full Proposal document (Annex 3), which was available to read online at the Oxfordshire County Council public website, or by request.
5. The decision-making power in terms of determining the proposal in this case lies with the Cabinet Member for Public Health & Education.

The Proposal

6. The proposal is to expand St Andrew's CE Primary School, Chinnor from its previous Planned Admission Number of 45 to one of 60 (i.e. to become a

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standard 2 form entry school) on a permanent basis from 1 September 2019.

7. The latest available pupil forecasts, calculated in 2017, show that pupil numbers are expected to continue their recent rise, which would result in a shortage of places in Chinnor if St Andrew’s CE Primary School, Chinnor remained at its previous admission number of 45. The actual pupil numbers for 2017 (September pupil census) have proved slightly higher than forecast, supporting the need for expansion. The table below shows the actual and forecast pupil numbers for the school that this proposal is based on.

St Andrews CE Primary School	R	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Total
2016 actual	49	44	39	31	44	38	51	296
2017 forecast	43	50	45	39	31	44	38	290
2017 actual	44	50	44	40	32	43	40	293
2018 forecast	46	44	50	45	40	32	45	302
2019 forecast	42	48	46	51	46	41	33	307
2020 forecast	45	43	49	46	52	47	42	324
2021 forecast	46	45	44	49	47	53	47	331
2022 forecast	47	47	46	44	49	47	53	333
2023 forecast	50	48	47	46	45	50	47	333
2024 forecast	52	50	48	47	47	45	50	339

8. South Oxfordshire District Council’s latest published housing supply data (May 2017) shows that, in addition to over 100 homes built in Chinnor in the last 5 years, nearly 400 are permitted and expected to be built in the next five years, with housing building continuing beyond this period. This scale of housing growth would sustain St Andrew’s CE primary School at 2 form entry, without detriment to other local schools.
9. The Governing Body of St Andrew’s CE Primary School, Chinnor fully supports the proposed school expansion.

Representations

10. The initial public consultation that ran between 8 January and 19 February 2018 received eleven responses. Of these 7 clearly supported the expansion, 2 objected and 2 raised concerns about specific aspects, without clearly either supporting or objecting to the proposal. The two objections were on the basis that a new school should be built instead, either to replace St Andrew’s or as a third school for the village. The expected population growth would not support a third school, and there is not sufficient funding available to rebuild the school; the county council therefore remained of the view that an expansion of St Andrew’s CE Primary School is the appropriate solution to providing sufficient school capacity in Chinnor, and moved ahead with publication of a statutory notice to expand the school.
11. The Statutory Notice generated no representations.

Legal background

12. Local authorities have a statutory duty under the Education Act 1996 to ensure sufficiency of school places. This duty will be met with the expansion of St Andrew's CE Primary School, Chinnor, as forecasts show there will be insufficient places existing in Chinnor unless this expansion occurs.
13. 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*.
14. The expansion of a maintained school is subject to the "Guidance", as set out in "*Making Prescribed Alterations to Mainstream Schools*" published April 2016. 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.

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 is appropriate.
15. The county council confirms that it has adhered to the above Guidance.
16. The *Guidance for Decision-makers* sets out factors which should be considered in deciding this proposal. Of specific relevance to this proposal are the following factors:
17. **Education standards and diversity of provision:** Decision-makers should consider the quality and diversity of schools in the relevant area and whether the proposal will meet or affect the needs of parents; raise local standards and narrow attainment gaps.
18. St Andrew's CE Primary School, Chinnor is an Ofsted-rated "Outstanding" school, performing at a higher level than the average for Oxfordshire or England. The expansion will be supportive of high educational standards and parental choice and would increase the number of places available at outstanding schools.

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19. **Demand v. need:** In assessing the demand for new school places the decision-maker should consider the evidence presented for any projected increase in pupil population (such as planned housing developments) and any new provision opening in the area. The decision-maker should consider the quality and popularity of the schools in which spare capacity exists and evidence of parents' aspirations for places in the school proposed for expansion.
20. The permanent expansion of the school is necessary to meet the needs of both population growth and permitted housing developments in Chinnor. The consequence of refusing this proposed expansion would be that the school's admission number remains at 45, with forecasts indicating the school will exceed its current maximum capacity of 315 by 2020. The only other primary school in Chinnor, Mill Lane Primary School, is also forecast to be full. As well as meeting *demand* (i.e. parental preferences) this expansion therefore would also meet *need* (i.e. population growth).
21. **School size:** Decision-makers should not make blanket assumptions that schools should be of a certain size to be good schools, although the viability and cost-effectiveness of a proposal is an important factor for consideration.
22. Permanent expansion of the school would be expected to eventually increase the revenue cost-effectiveness of its operation, but must be balanced against the capital cost of the proposed expansion. Funding for this capital cost is covered in paragraph 29.
23. **Proposed admissions arrangements:** in order to comply with the Admissions Code, there will be a separate consultation on the new admission number as part of the annual admissions consultation.
24. **Community cohesion:** expansion of this school would enable all children in Chinnor to attend a school in their local community.
25. **Travel and accessibility:** Decision-makers should satisfy themselves that accessibility planning has been properly considered and the proposed changes should not adversely impact on disadvantaged groups. The decision-maker should bear in mind that a proposal should not unreasonably extend journey times or increase transport costs, or result in too many children being prevented from travelling sustainably due to unsuitable walking or cycling routes.
26. Expansion of this school would prevent the need for children to be transported to schools further afield, and help to minimise journey times and vehicular transport.
27. **Funding and land:** The decision-maker should be satisfied that any land, premises or necessary funding required to implement the proposal will be available and that all relevant local parties (e.g. trustees or religious authority) have given their agreement.
28. No further land is required to necessitate the expansion of the school. The school will however require 2 additional classrooms and associated infrastructure (small group room, storage, toilets etc.) to be able to operate as a

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2-form entry Primary School. The detailed design of the new accommodation is in the process of being finalised prior to a planning application being submitted.

29. It is expected that the cost of providing the additional accommodation to meet this expansion will be met from "Section 106" funding held or secured by the Council from housing developers to mitigate the impact of their development on the need for school places in the local area.

Equality and Inclusion Implications

30. There are not considered to be any equality and inclusion implications of this decision.

Decision

31. In considering the proposals for a school expansion, the Cabinet Member can decide to:
- reject the proposals;
 - approve the proposals without modifications;
 - approve the proposals with such modifications as the local authority thinks desirable, having consulted the governing body;
 - approve the proposal – with or without modification – subject to certain conditions (such as the granting of planning permission) being met.

RECOMMENDATION

32. **The Cabinet Member for Public Health & finance is RECOMMENDED to approve the proposed expansion of St Andrew's CE Primary School, Chinnor.**

Lucy Butler
Director for Children's Services

Annexes: Annex 1: Consultation leaflet
 Annex 2: Public Notice
 Annex 3: Full Proposal document

Contact Officer: Lucy Mills – School Organisation Officer, Education
 Sufficiency & Access, CEF. Tel: 07586478794

March 2018

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Consultation on a proposal to expand St Andrew's CE Primary School, Chinnor

8 January 2018 – 19 February 2018

St Andrew's CE Primary School is located in the village of Chinnor, in South Oxfordshire District. The school is part of the Thame area partnership of schools and currently has a Published Admission Number (PAN) of 45 (i.e. the school admits up to 45 children each year in to the Reception class).

The school was last inspected by Ofsted in May 2013 and is graded as Outstanding.

The total number of children on roll at the current time is 297 as shown below:

Year Group:	Reception	Y1	Y2	Y3	Y4	Y5	Y6
Number of Pupils:	45	51	46	40	32	43	40

What is being proposed?

Expansion

Oxfordshire County Council, working with the leadership team of the school, proposes to increase St Andrew's PAN in September 2019 from 45 to 60 on a permanent basis.

This means that each year group that starts at the school from September 2019 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.

The school's total numbers would grow gradually each year as 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 village and needing school places, the school will review whether it is able to expand the older year groups too.

Class organisation

Where possible, county council policy is to organise and expand primary schools in multiples of 15 or 30 children per year group (i.e. half or a full form of entry) at a time. This helps schools organise more easily their classes across the year groups. An advantage of this proposal to increase the Admission Number from 45 to 60 is that the children would be admitted in two forms of 30 each, and would potentially stay in those single age classes as they progressed up through the school, rather than being taught in mixed-age classes.

There are many schools across the county that operate with an admission number of 60 as standard. The exact organisation of the classes would be managed by the school, and would be dependent on the number of children admitted.

Reasons for proposal

At the time of writing, 460 new homes have gained planning permission in St Andrew's catchment area alone since 2012, with significantly more applied for and awaiting a planning decision. The county council considers it essential to expand St Andrew's CE Primary School in order to ensure sufficient pupil places are available in Chinnor.

The Governing Body wants to be able to meet the needs of the local community and in September 2016 it agreed to admit above its PAN of 45, welcoming in 50 children to Reception classes (as recorded on the October pupil census), to meet high local demand. This was enabled by a first phase of capital works to the school buildings, part funded by s106 housing developer contributions. A decision now needs to be taken as to whether to permanently expand the school to an annual intake of 60.

Current pupil forecasts indicate that St Andrew's Primary School will exceed its current capacity of 315 places by 2020, with intakes continuing to grow beyond that date. Pupil numbers are also forecast to grow gradually at Chinnor's other primary school, Mill Lane Primary School, so that will not have spare capacity to meet the needs of Chinnor's planned housing growth. Actual pupil numbers for 2017 are already higher than forecast, indicating that these forecasts are too conservative.

Year	R	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Total
2016 actual	49	44	39	31	44	38	51	296
2017 forecast	43	50	45	39	31	44	38	290
2018 forecast	46	44	50	45	40	32	45	302
2019 forecast	42	48	46	51	46	41	33	307
2020 forecast	45	43	49	46	52	47	42	324
2021 forecast	46	45	44	49	47	53	47	331
2022 forecast	47	47	46	44	49	47	53	333
2023 forecast	50	48	47	46	45	50	47	333
2024 forecast	52	50	48	47	47	45	50	339

Expansion of school capacity is needed to meet the forecast demands of the growing population in the area, and to allow for population fluctuations and movement into the area by new families, including into new homes planned to be built around the village. To enable the county council to meet its statutory duty to ensure sufficient pupil places for the growing population in Chinnor, a permanent expansion of St Andrew's CE Primary School is now sought.

If St Andrew's CE Primary School expands to 2 form entry (PAN 60) on a permanent basis, the county council considers there will be sufficient places to meet the scale of currently forecast population growth.

Buildings

To accommodate a permanent increase to PAN 60, the county council would provide additional new classrooms and other related accommodation in a further phase of works.

It is expected that the cost of extending the school will be met from money the county council has secured from developers building houses in the local area. It may also require

contributions from Community Infrastructure Levies paid by any future developments not yet applied for.

Important points to remember

- This consultation is about **the principle of expanding St Andrew's CE Primary School**. It is **not** about any decisions to allocate housing development to the area made by South Oxfordshire District Council. Comments on housing development proposals need to be made direct to South Oxfordshire District Council when they are submitted for planning decision.
- Issues around traffic, parking and design will be addressed as the capital works for the extra accommodation goes through the process for planning permission, in the usual way.
- This consultation is taking place until **19 February 2018**. You have until midnight on that date to give us your views. All responses received will then be considered.
- The next step, after consideration of consultation responses, would be for the publication of a statutory Public Notice, which offers another opportunity for interested parties to respond to the proposal. The Oxfordshire County Council Cabinet Member for Public Health & Education would then formally decide whether to approve the proposal to expand the school.

How you can respond to this consultation

This information is available online at the county council's website in the consultations section: <http://myconsultations.oxfordshire.gov.uk>. We would like to hear from you if you support this proposal as well as if you have any concerns. There are several ways you can submit your views:

- respond online at the above web address using the online form for this consultation, on the Oxfordshire County Council current consultations webpage
- email your response to: nicola.jones@oxfordshire.gov.uk putting **ST ANDREWS EXPANSION** in the subject line;
- hand in your response at St Andrew's CE Primary School's office, to be passed on to the county council.

You must respond by 19 February 2018.

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**OXFORDSHIRE
COUNTY COUNCIL**

PUBLIC NOTICE

Proposed Expansion of St Andrews Primary School, Chinnor

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 St Andrews Primary School, Station Road, Chinnor, OX39 4PU from 01 September 2019.

The Local Authority, working with the Governing Body of the school, is proposing to expand St Andrews Primary to a standard 2 form entry size, rising from the current Planned Admission Number (PAN) of 45 to one of 60 from September 2019 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 <http://www.oxfordshire.gov.uk/consultation>. Copies can also be requested by contacting:

Nicola Jones (School Organisation Officer)

Tel: 07768400436 or Email: Nicola.Jones@oxfordshire.gov.uk

Oxfordshire County Council, Education Sufficiency & Access, 4th Floor, County Hall, New Road, Oxford OX1 1ND

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 or post to the above addresses.

Signed: Lucy Butler, Director of Children's Services

Publication Date: 2nd March 2018

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OXFORDSHIRE COUNTY COUNCIL

FULL STATUTORY PROPOSAL

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

Expansion of St Andrew's Church of England Primary School

1. School and LA details

School: St Andrew's Church of England Primary School
Station Road
Chinnor
Oxfordshire
OX39 4PU

LA: Oxfordshire County Council

2. Description of alteration and evidence of demand

Description:

Oxfordshire County Council, working with the leadership team of the school, proposes to increase St Andrew's published admission number in September 2019 from 45 to 60 on a permanent basis. This means that each year group that starts at the school from September 2019 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.

The school's total numbers would grow gradually each year as 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 village and needing school places, the school will review whether it is able to expand the older year groups too.

Additional accommodation will be provided to support the school's growing numbers.

Evidence of demand:

At the time of writing, 712 new homes have gained planning permission in the Chinnor area since 2012, with more applied for and awaiting a planning decision.

The Governing Body of St Andrew's Church of England Primary School wants to be able to meet the needs of the local community, and in September 2016 it agreed to admit above its admission number of 45, welcoming in 50 children to Reception classes (as recorded on the October pupil census), to meet high local demand. This was enabled by a first phase of capital works to the school buildings, part funded by s106 housing developer contributions.

A decision now needs to be taken as to whether to permanently expand the school to an annual intake of 60. The latest pupil forecasts indicate that St Andrew's Primary School will exceed its current capacity of 315 places by 2020, with intakes continuing to grow beyond that date. Pupil numbers are also forecast to grow gradually at Chinnor's other primary school, Mill Lane Primary School, so that will not have spare capacity to meet the needs of Chinnor's planned housing growth.

St Andrews CE Primary School	R	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Total
2016 actual	49	44	39	31	44	38	51	296
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2020 forecast	45	43	49	46	52	47	42	324
2021 forecast	46	45	44	49	47	53	47	331
2022 forecast	47	47	46	44	49	47	53	333
2023 forecast	50	48	47	46	45	50	47	333
2024 forecast	52	50	48	47	47	45	50	339

Expansion of school capacity in Chinnor is needed to meet the forecast demands of the growing population in the area, and to allow for population fluctuations and movement into the area by new families, including into new homes planned to be built around the village.

To enable the county council to meet its statutory duty to ensure sufficient pupil places for the growing population in Chinnor, a permanent expansion of St Andrew's CE Primary School is now sought. If St Andrew's CE Primary School expands to 2 form entry (PAN 60) on a permanent basis, the county council considers there will be sufficient places to meet the scale of currently forecast population growth.

An initial consultation into the expansion of this school was conducted between 8 January and 19 February 2018. Eleven responses were submitted, of which 7 clearly supported the expansion, 2 objected and 2 raised concerns about specific aspects, without clearly either supporting or objecting to the proposal. The two objections were on the basis that a new school should be built instead, either to replace St Andrew's or as a third school for the village. The expected population growth would not support a third school, and there is not sufficient funding available to rebuild the school, the county council therefore remains of the view that an expansion of St Andrew's CE Primary School is the appropriate solution to providing sufficient school capacity in Chinnor.

3. Objectives (including how the proposal would increase educational standards and parental choice)

- Ensure the county council meets its statutory duty to secure sufficient school places.
- St Andrew's Primary School is rated Outstanding by Ofsted. Its expansion will be supportive of high educational standards and parental choice.
- Maintain parental choice for existing families and those moving into Chinnor.
- Reduction of travel time and costs for families in the area, who would otherwise have to accept places at schools outside Chinnor.

4. The effect on other schools, academies and educational institutions within the area

The school is expanding in line with growth in the area and will provide places for pupils from new developments that would otherwise be putting pressure on surrounding schools. It is not, therefore, expected to have a negative impact on other schools.

5. Project costs and funding

The school will require a further 2 classrooms and associated infrastructure (small group room, storage, toilets etc.) to be able to operate as a 2 form entry Primary School. The detailed design of the new accommodation is in the process of being finalised prior to a planning application being submitted.

The cost of providing the additional accommodation will be met from funding the Council secures from housing developers to mitigate the impact of their development on the need for school places in the local area.

6. Implementation and any proposed stages for implementation

From 1st September 2019, 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.

7. Objections and comments

Comments or objections must be received by the local authority by **30/03/2018**

Respond using the online questionnaire at www.oxfordshire.gov.uk/consultations

or by emailing lucy.mills@oxfordshire.gov.uk (*please quote 'St Andrew's expansion' in the header*)

or in writing to Lucy Mills, School Organisation & Planning, Oxfordshire County Council, County Hall, Oxford OX1 1ND

8. Decision-making

The decision-maker for this proposed expansion is Oxfordshire County Council. The decision will be made by the Cabinet Member for Public Health & 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.