



***Delegated Decisions by Cabinet Member for Children,
Education & Families***

***Monday, 21 March 2016 at 12.00 pm
County Hall, 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 31 March 2016 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
Head of Paid Service

March 2016

Contact Officer: **Deborah Miller**
Tel: (01865) 815384; EMail: deborah.miller@oxfordshire.gov.uk

Note: Date of next meeting: 11 April 2016

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 Drayton Primary School**

Forward Plan Ref: 2015/125

Contact: Diane Cameron, School Organisation Officer Tel: (01865) 816445

Report by Director of Children's Services (**CMDCEF4**).

This is a school-led proposal from the Governing Body of Drayton Community Primary School to increase the formal published admission number from 25 to 30, on a permanent basis starting from September 2017. This will eventually increase the school's total capacity from its current 175 places in year groups Reception – Year 6 to a maximum of 210. The school has only recently begun admitting above its previous PAN of 20, to meet demand in the area.

Drayton Community Primary School wants to be able to meet the needs of the local community. Primary schools in and around Abingdon have been under increasing pressure in recent years, and there is very limited spare capacity, especially in younger year groups where many schools are full.

Drayton Community Primary School agreed to admit above its PAN of 20 in September 2015 to help meet demand, and now in response to proposed housing growth in the village, Oxfordshire County Council is working on a feasibility study looking at how the school's accommodation might expand. An expansion to 1 form entry is expected to be sufficient to meet the needs of the proposed sites for new housing identified in the Drayton Neighbourhood Plan (Drayton 2020).

The decision on this proposal lies with the Governing Body, however, following the consultation, governors now seek formal support for the proposal from the Cabinet Member for Children, Education & Families to cement the joint working with the county council already taking place on this proposal.

This page is intentionally left blank

Divisions: Sutton Courtenay & Marcham

CABINET MEMBER FOR CHILDREN, EDUCATION & FAMILIES 21 MARCH 2016

REPORT ON THE PROPOSED EXPANSION OF DRAYTON COMMUNITY PRIMARY SCHOOL

Report by Director for Children's Services

Introduction

1. This report follows a public consultation period relating to the Governing Body's proposal to expand Drayton Community Primary School. The proposal has been supported by Oxfordshire County Council officers working together with the Governing Body of the school.
2. The school's public consultation ran from 11 January 2016 – 21 February 2016. The consultation leaflet (Annex 1) was circulated to all parents/carers of pupils at the school, 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.
3. The consultation leaflet contains the detailed reasoning behind the school's proposals, and council officers' support of it, therefore this is not duplicated in this report.
4. The decision-making power in terms of determining the proposal in this case lies with the Governing Body of Drayton Community Primary School, as this is a school-led proposal, to meet identified need. At their meeting on 7th March 2016, the governors will make their formal decision on whether they wish to proceed in principle with expansion, subject to the funding for additional accommodation being approved through the council's capital governance procedures.

The Plan

5. The governors' proposal is to expand the school from a Planned Admission Number (PAN) of 20 to a PAN of 30 (so to become a 1 form entry school admitting up to 30 children into Reception each year) from September 2017. This is to meet demand for primary pupil places in Drayton village and its immediate area.
6. The Governing Body now seeks formal support for its proposal from Oxfordshire County Council through the Cabinet Member for Children, Education & Families, to further cement the joint working that is already taking place. Additionally, it has made the following statement:

The Governors of Drayton Community Primary School fully endorse the proposed expansion of the school to one form entry, in order to accommodate planned population growth in the village. We note that additional accommodation will be provided, enabling year groups to be taught separately, and that existing facilities will be adjusted as required by an increase in pupil numbers.

Although the full Governing Body will meet on 7th March 2016 to formally make its decision on the principle of expansion for the school, which will be minuted as required, it has already sent a letter to the council expressing support for expansion (Annex 2).

Representations

7. The public consultation generated four responses. Two explicitly supported the proposal while two raised concerns .
8. The main reasons given for support were:
 - More places needed due to growth of the village.
9. The concerns raised were:
 - Concern about the future design of the expanded building (which is not yet decided upon).
 - Concern about the ability of spaces in the existing building to accommodate higher pupil numbers.No concerns were raised about the principle of the school being expanded.

Legal background

10. The expansion of a maintained school is subject to the “*Guidance*”, as set out in “*School Organisation: Maintained Schools. Guidance for proposers and decision-makers*” (the Guidance) published January 2014. Governing Bodies of all mainstream schools can decide to expand their school without following a formal statutory process.
11. The Guidance states that before implementing any changes governing bodies should ensure that:
 - they have secured any necessary capital funding;
 - they have identified suitable accommodation and sites;
 - they have secured planning permission and/or agreement on the transfer of land where necessary;
 - they have the consent of the site trustees or other land owner where the land is not owned by the Governing Body;
 - they have consent of the relevant religious authority (as required); and
 - the admissions authority is content for the published admissions number (PAN) to be changed where this forms part of expansion plans, in accordance with the School Admissions Code.
12. As such, the Cabinet Member in this instance is not required to approve the proposal, but is asked for the council’s formal support for the governing body to proceed.

13. Governing Bodies are required to adhere to the usual principles of public law: they must act rationally; they must take into account all relevant considerations; and they must follow a fair procedure. The DfE expects that governing bodies will:
 - liaise with the local authority and trustees/diocese to ensure that where possible a proposal is aligned with wider place planning/organisational arrangements, and that any necessary consents have been gained; and
 - ensure effective consultation with parents and other interested parties to gauge demand for their proposed changes and to provide them with sufficient opportunity to give their views.
14. Local authorities have a duty to ensure sufficiency of school places.
15. Although the county council is not, in this case, the decision-maker, paragraphs 16-24 below set out some of the factors in the Guidance to be taken into account by decision-makers. The Cabinet Member may therefore consider these factors when deciding whether to support this proposal.
16. **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 aspirations of parents, raise local standards and narrow attainment gaps. The decision-maker should also take into account the extent to which the proposal is consistent with the government's policy on academies.
17. **Demand.** 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 (including free schools). The decision-maker should take into account the quality and popularity of the schools in which spare capacity exists and evidence of parents' aspirations for a new school or for places in a school proposed for expansion. The existence of surplus capacity in neighbouring less popular schools should not in itself prevent the addition of new places. Reducing surplus places is not a priority (unless running at very high levels). For parental choice to work effectively there may be some surplus capacity in the system as a whole. Competition from additional schools and places in the system will lead to pressure on existing schools to improve standards.
18. **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. The decision-maker should also consider the impact on the LA's budget of the need to provide additional funding to a small school to compensate for its size
19. **Community cohesion.** Schools have a key part to play in providing opportunities for young people from different backgrounds to learn with, from and about each other; by encouraging, through their teaching, an

understanding of, and respect for, other cultures, faiths and communities. When considering a proposal, the decision-maker must consider its impact on community cohesion. This will need to be considered on a case-by-case basis, taking account of the community served by the school and the views of different sections within the community.

20. **Travel and accessibility.** Decision-makers should satisfy themselves that accessibility planning has been properly taken into account 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. A proposal should also be considered on the basis of how it will support and contribute to the LA's duty to promote the use of sustainable travel and transport to school.
21. **Capital.** The decision-maker should be satisfied that any land, premises or capital required to implement the proposal will be available and that all relevant local parties (e.g. trustees or religious authority) have given their agreement.
22. **School premises and playing fields.** Under the School Premises Regulations all schools are required to provide suitable outdoor space in order to enable physical education to be provided to pupils in accordance with the school curriculum; and for pupils to play outside safely.

Financial and Staff Implications

23. The physical expansion of Drayton Community Primary School would be funded using money the council has secured, and expects to secure, from housing developers, to mitigate the impact of new housing in the local area (known as Section 106 contributions), and from the county council's Basic Need funding allocation. The scheme was identified through the annual Service & Resource Planning process 2015/16 - 2018/19 (Feb 2015). The Governing Body has been working with council officers on a feasibility study to identify how the physical expansion of the school can be achieved on site.
24. The accommodation requirements would be delivered by the county council. In accordance with the council's Capital Governance requirements this will be subject to a separate Stage 2 – Full Business Case/ Project Approval in due course.
25. Where possible, subject to the constraints of Regulation 123 of the Community Infrastructure Regulations 2010 (as amended), retrospective S106 developer contributions will also be sought from planned and future housing development in the area.
26. There will 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. 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

27. The Equality Impact Assessment of Oxfordshire's Pupil Place Plan (July 2014) 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

28. In considering the proposals for a school expansion, the Cabinet Member can decide to:
- Formally support the Governing Body's proposals;
 - Withhold formal support for the Governing Body's proposals.

RECOMMENDATION

29. **The Cabinet Member is RECOMMENDED to support the proposed expansion of Drayton Community Primary School.**

JIM LEIVERS

Director for Children's Services

Annexes:

Annex 1: Consultation leaflet

Annex 2: Chair of Governors letter of support

Contact Officer:

Diane Cameron – School Organisation Officer, School Organisation & Planning, CEF. Tel: 01865 816445

February 2016

This page is intentionally left blank



Consultation on a proposal to expand Drayton Community Primary School

11 January 2016 – 21 February 2016

Drayton Community Primary School is located in Drayton village, southwest of Abingdon in Vale of the White Horse district. It is part of the Abingdon area partnership of schools and has a Published Admission Number (PAN) of 20 (i.e. the school admits up to 20 pupils into Reception each September). The school was inspected by Ofsted on 4 February 2014 and was graded Good.

The total number of children on roll at September 2015 pupil census point was 141 as shown below:

Year Group:	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Number of Pupils:	23	18	19	21	19	23	18

What is being proposed?

Expansion

The Governing Body of the school, working with Oxfordshire County Council, proposes to increase the school's Published Admission Number (PAN) in September 2017 from 20 to 30. This means that each year group that starts at the school from September 2017 onward would consist of up to 30 places, making a maximum total of 210 pupils across the whole school eventually.

The year groups already in the school pre-expansion would be expected to stay at their current size as they move through the school. The school's total numbers would grow gradually each year as 30 children are admitted into the Reception class. However, should housing development lead to significant numbers of older primary children moving into the village and needing school places, the school may review whether it is possible to expand the older year groups as well.

Class size and organisation

Where possible, county council policy is to expand primary schools in multiples of 15 or 30 per year group (i.e. half or a full form of entry). This helps schools organise more easily their classes across the year groups. There are many schools across the county that operate with an admission number of 30 as standard, and it is often considered one of the most straightforward ways to organise a school, as it means that classes need not be composed of more than one year group. A school with a PAN of 30 is called a 1 form entry school, because one form of 30 pupils is admitted each year and simply moves up to the class above each September. Class size is restricted by law in Key Stage 1 to a maximum of 30 children per class.

Reasons for proposal

Drayton Community Primary School wants to be able to meet the needs of the local community. Primary schools in and around Abingdon have been under increasing pressure in recent years, and there is very limited spare capacity, especially in younger year groups where many schools are full.

Drayton Community Primary School agreed to admit above its PAN of 20 in September 2015 to help meet demand, and now in response to proposed housing growth in the village, Oxfordshire County Council is working on a feasibility study looking at how the school's accommodation might expand. An expansion to 1 form entry is expected to be sufficient to meet the needs of the proposed sites for new housing identified in the Drayton Neighbourhood Plan (*Drayton 2020*).

To provide some context, for the September 2015 school admission allocation, all Reception places in primary schools across the Abingdon partnership were filled and one school agreed to run a "bulge"¹ class in order for the county council to be able to meet its duty to ensure sufficient places for all children of statutory school age.

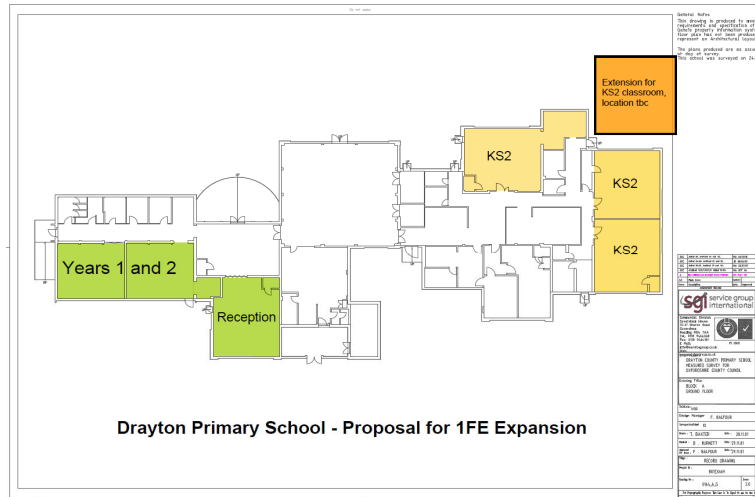
If Drayton Community Primary School expands to 1form entry it will have sufficient places to meet the scale of population growth expected within its designated area. There may be some years when exceptional population pressures in the partnership mean that surrounding schools cannot meet the demand for places within their own designated areas; expansion of Drayton Community Primary School will therefore also help to ensure that sufficient school places might be more easily provided to children within a reasonable distance of their homes.

Buildings

To accommodate the extra children, Oxfordshire County Council is planning to provide additional accommodation. It is expected that the cost of extending the school will be met from money the county council will secure from developers building houses in the local area.

A detailed feasibility study, managed by the county council, is in progress to identify how the school could grow in a manner which is cost-effective without compromising the high quality of education provided. A draft expansion plan has been produced, in agreement with the school. While this is not the final scheme, it may be useful to give an idea of how the expansion might be achieved on site:

¹ A 'Bulge' class is a one-off additional form of entry agreed with the county council to overcome pressure for school places.



We think that this is a good school which can and should expand to meet the demand for places from a growing population. We want to know your views about the proposal to expand.

Important points to remember

- The Governing Body of the school has made the following statement:

The Governors of Drayton Community Primary School fully endorse the proposed expansion of the school to one form entry, in order to accommodate planned population growth in the village. We note that additional accommodation will be provided, enabling year groups to be taught separately, and that existing facilities will be adjusted as required by an increase in pupil numbers.

- This consultation is about **the principle of expanding Drayton Community Primary School**. It is **not** about any decisions to allocate housing development to the area made by Vale of White Horse District Council. Comments on housing development proposals need to be made direct to the District Council.
- This consultation is taking place until **21 February 2016**. You have until midnight on that date to respond to us. All responses received will then be considered.
- The next step, after consideration of consultation responses, would be for a final decision on expansion to be confirmed by the Governing Body of the school. The Oxfordshire County Council Cabinet Member for Children, Education & Families would also formally decide whether to support the proposal, but she is not the final Decision-Maker in school-led proposals such as this one.

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:

CMDCEF4

- respond using the online form for this consultation, on the Oxfordshire County Council current consultations webpage at <http://myconsultations.oxfordshire.gov.uk>;
- email your response to: diane.cameron@oxfordshire.gov.uk putting DRAYTON EXPANSION in the subject line;
- complete the response form at the back of this leaflet and post it to Diane Cameron, School Organisation & Planning, County Hall, **FREEPOST** Oxfordshire County Council (you do not need to use a stamp)

CMDCEF4
**Consultation on the proposal for the expansion of
Drayton Community Primary School**

I/we wish to make the following comments:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Name:

Address or email address (optional):

.....

- Parent of a child at Drayton Community Primary School
- Parent of a child at another school (please specify).....
- Parent of a child not yet at school
- Governor/staff at Drayton Community Primary School
- Local resident
- Other (specify)

Tick all that apply

Please return by 21 February 2016 to:

Diane Cameron

School Organisation and Planning

3rd Floor County Hall

FREEPOST

OXFORDSHIRE COUNTY COUNCIL

(No stamp required).

4th October 2015

Proposed expansion of Drayton Community Primary School

Dear Kevin,

Thank you for addressing Friday morning's meeting of Governors, Members of Drayton 2020 Committee and the Head Teacher. The Governors found the meeting both informative and encouraging.

I am writing to confirm the Governors' wish to progress the expansion plans as soon as possible. I would be grateful if you would put the process in motion.

I look forward to receiving a proposal from you in Spring/Summer 2016.

Thank you for your guidance.

Yours sincerely

M. Biddle.

Mandy Biddle
Chair of Governors

This page is intentionally left blank