

LONDON BOROUGH OF CROYDON

To: all Members of the Council (via e-mail)
Access Croydon, Town Hall Reception

PUBLIC NOTICE OF KEY DECISIONS MADE BY THE CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE & LEARNING ON 4 AUGUST 2015

In accordance with the Scrutiny and Strategic Overview Procedure Rules, the following decisions may be implemented from **1300 hours on 12 August 2015** unless referred to the Scrutiny and Strategic Overview Committee:

The Leader of the Council has delegated (decision reference 39/15/LR) to the Cabinet Member for Children, Young People and Learning the power to make the decisions set out below:

CABINET MEMBER'S DECISION REFERENCE NO. 40/15/CYPL:

Decision Title: Proposed school expansion projects - 2016/17 & 2017/18

1) Recommended decisions - 2016/17 proposed projects

2) Start of statutory process for 2017/18 proposed projects

(The Part A report is **attached**)

Having carefully read and considered the attached report and appendices, and the requirements of the Council's public sector equality duty in relation to the issues detailed in the body of the report, the Cabinet Member for Children, Young People and Learning

RESOLVED to:

1.1 Consider the outcomes and analysis of the statutory consultations which took place at:

- Christ Church CE;
- St John's CE; and
- Heavers Farm

from 13 May 2015 to 10 June 2015 in relation to the proposed permanent primary school expansion projects for the 2016/17 academic year – Appendix A to the report.

1.2 Approve:

- the proposal to permanently expand by 1 form of entry (1FE): Christ Church C of E; St John's C of E; and Heavers Farm primary schools for the 2016/17 academic year, and agree the implementation of these proposed permanent school expansion projects, subject to planning permission;

- to start of statutory process – publication of statutory proposal and formal consultation - in relation the 2017/18 proposed permanent primary school expansion projects – Smitham (subject to feasibility study and Governors agreement) and Woodcote Primary; and St Nicholas and Red Gates special schools.

1.3 Note:

- the proposed expansion of Chipstead Valley Primary (Academy), for the 2016/17 academic year, subject to the Secretary of State approval.
- the revised programme for delivering primary pupil places at table 2 in the report.

Scrutiny Referral/Call-in Procedure

1. The decisions may be implemented **1300 hours on 12 August 2015** (5 working days after the decisions were made) unless referred to the Scrutiny and Strategic Overview Committee.
2. The Borough Solicitor, Director Legal and Democratic Services shall refer the matter to the Scrutiny and Strategic Overview Committee if so requested by:-
 - i) the Chair or Deputy Chair of the Scrutiny and Strategic Overview Committee and 4 members of that Committee; or
 - ii) 20% of Council Members (14)
3. The referral shall be made on the approved pro-forma (*attached*) which should be submitted electronically or on paper to Solomon Agutu and Jim Simpson by **1300 hours on 12 August 2015**. Verification of signatures may be by individual e-mail, fax or by post. A decision may only be subject to the referral process once.
4. The Call-In referral shall be completed giving:
 - i) The grounds for the referral
 - ii) The outcome desired
 - iii) Information required to assist the Scrutiny and Strategic Overview Committee to consider the referral
 - iv) The date and the signatures of the Councillors requesting the Call-In
5. The decision taker and the relevant Chief Officer(s) shall be notified of the referral who shall suspend implementation of the decision.
6. The referral shall be considered at the next scheduled meeting of the Scrutiny & Strategic Overview Committee unless, in view of the Borough Solicitor, Director Legal and Democratic Services, this would cause undue delay. In such cases The Borough Solicitor, Director Legal and Democratic Services will consult with the decision taker and the Chair of Scrutiny and Strategic Overview to agree a date for an additional meeting. The Scrutiny & Strategic Overview

Committee may only decide to consider a maximum of 3 referrals at any one meeting.

7. At the Scrutiny & Strategic Overview Committee meeting the referral will be considered by the Committee which shall determine how much time the Committee will give to the call in and how the item will be dealt with including whether or not it wishes to review the decision. If having considered the decision there are still concerns about the decision then the Committee may refer it back to the decision taker for reconsideration, setting out in writing the nature of the concerns.
8. The Scrutiny and Strategic Overview Committee may refer the decision to Full Council if it considers that the decision is outside of the budget and policy framework of the Council.
9. If the Scrutiny and Strategic Overview Committee decides that no further action is necessary then the decision may be implemented.
10. The Full Council may decide to take no further action in which case the decision may be implemented.
11. If the Council objects to the decision it can nullify the decision if it is outside of the policy framework and/or inconsistent with the budget.
12. If the decision is within the policy framework and consistent with the budget, the Council will refer any decision to which it objects together with its views on the decision. The decision taker shall choose whether to either amend / withdraw or implement the original decision within 10 working days or at the next meeting of the Cabinet of the referral from the Council.
13. The response shall be notified to all Members of the Scrutiny and Strategic Overview Committee
14. If either the Council or the Scrutiny and Strategic Overview Committee fails to meet in accordance with the Council calendar or in accordance with paragraph 6 above, then the decision may be implemented on the next working day after the meeting was scheduled or arranged to take place.
15. **URGENCY:** The referral procedure shall not apply in respect of urgent decisions. A decision will be urgent if any delay likely to be caused by the referral process would seriously prejudice the Council's or the public's interests. The record of the decision and the notice by which it is made public shall state if the decision is urgent and therefore not subject to the referral process.

Signed: Borough Solicitor, Director Legal and Democratic Services

Date: 5 August 2015

Contact Officers: solomon.agutu@croydon.gov.uk ;
Jim.Simpson@croydon.gov.uk

Telephone: 020 8726 6000 Ext. 62920

PROFORMA

**REFERRAL OF A KEY DECISION TO THE
SCRUTINY AND STRATEGIC OVERVIEW COMMITTEE**

For the attention of: Solomon Agutu & Jim Simpson
Legal & Democratic Services Division

Meeting:
Meeting Date:
Agenda Item No:

Reasons for referral:

- i) The decision is outside of the Policy Framework
- ii) The decision is inconsistent with the budget
- iii) The decision is inconsistent with another Council Policy
- iv) Other: Please specify:

The outcome desired:

Information required to assist the Scrutiny and Strategic Overview Committee to consider the referral:

Signed:

Date:

Member of _____ Committee

REPORT TO:	Cabinet Member for children, young people and learning
AGENDA ITEM:	n/a
SUBJECT:	Proposed school expansion projects - 2016/17 & 2017/18 1)Recommended decisions - 2016/17proposed projects 2)Start of statutory process for 2017/18 proposed projects
LEAD OFFICER:	Paul Greenhalgh, Executive Director, People Department
CABINET MEMBER:	Councillor Alisa Flemming, Cabinet Member for children, young people and Learning
WARDS:	All
CORPORATE PRIORITY/POLICY CONTEXT: Local authorities have a duty to ensure sufficiency of school places.	
AMBITIOUS FOR CROYDON & WHY ARE WE DOING THIS: This forms part of the 3 year programme for delivering pupil places to meet future demand.	
FINANCIAL IMPACT The expansion costs will be funded from the capital programme and the consultation costs are funded from within existing People Department Revenue Budgets.	
KEY DECISION REFERENCE NO.: 40/15/CYPL	

The Leader of the Council has delegated to the Cabinet Member for children, young people and learning the power to make the following decisions set out in the recommendations below.

1. RECOMMENDATIONS

The Cabinet Member is recommended to:

1.1 Consider the outcomes and analysis of the statutory consultations which took place at:

- Christ Church CE;
- St John's CE; and
- Heavers Farm

from 13 May to 10 June 2015 in relation to the proposed permanent primary school expansion projects for the 2016/17 academic year – Appendix A.

1.2 Approve:

- the proposal to permanently expand by 1form of entry (1FE):Christ Church C of E; St John's C of E; and Heavers Farm primary schools for the 2016/17 academic year, and agree the implementation of these proposed permanent school expansion projects, subject to planning permission;
- to start of statutory process – publication of statutory proposal and formal consultation - in relation the 2017/18 proposed permanent primary school expansion projects – Smitham (subject to feasibility study and Governors agreement) and Woodcote Primary; and St Nicholas and Red Gates special schools.

1.3 Note:

- the proposed expansion of Chipstead Valley Primary (Academy), for the 2016/17 academic year,subject to the Secretary of State approval.
- the revised programme for delivering primary pupil places at table 2.

2. EXECUTIVE SUMMARY

2.1 In the 19 January 2015 cabinet report (A10/15), the Council's Cabinet:

- approved the 3 year (2015/16 to 2017/18) programme to deliver primary pupil places, along with the necessary funding required for the supply of these places.
- delegated authority to the relevant Cabinet Member and Executive Director, to make decisions regarding the publication of statutory notice and consultations on the proposed expansions as part of the supply strategy; and

- approved the development of provision for children with special educational needs (SEN) and consultation on expansion proposals.

2016/17 proposed expansion projects

2.2 For the 2016/17 academic year, the Council is proposing to permanently expand the following primary schools by 1 form of entry (1FE):

- St John’s C of E;
- Christ Church C of E;
- Heavers Farm; and
- Chipstead Valley (Academy).

2.3 It is proposed that the four expansion projects will create an additional 120 reception places from September 2016..

2.4 The statutory requirement / process

The Council has a statutory duty to ensure that there are sufficient school places for pupils of statutory school age within the Borough. The Prescribed Alterations Regulations 2013 and Department for Education School Organisation guidance sets out a 4 stage statutory process – publication, representation, decision and implementation (Table 1) - that Local Authorities must follow for permanent expansion (enlargement of school premises) proposals.

Table 1 - The statutory process for making significant changes to schools has four stages:

Stage 1	Publication	Statutory Proposal published – 1 day.
Stage 2	Representation (formal consultation)	Must be 4 weeks, as prescribed in regulations.
Stage 3	Decision	The decision-maker (usually the LA) must decide proposals within 2 months of the end of the representation period or decision defaults to Schools Adjudicator (OSA)
Stage 4	Implementation	No prescribed timescale, but must be as specified in the published statutory notice, subject to any modifications agreed by the decision-maker.

Stages 1 and 2 – Publication and Representation

2.5 The publication of the statutory proposals, starting a 4 week representation (formal consultation) period for:

- Christ Church CE;
- St John’s CE; and
- Heavers Farm

started on 13 May and ended on 10 June 2015. Details of the proposed school expansion projects were circulated to key stakeholders, including

parents/carers, local residents, Ward Members and Member of Parliament. Stakeholders were given the opportunity to express their view on the proposal to expand the schools via email, post, including completion of a questionnaire and at the public meeting at each school.

- 2.6 Chipstead Valley Primary is an Academy and is subject to different statutory requirements, including the Academy applying directly to the Education Funding Agency (EFA) for making prescribed changes to their school. As the Council has proposed the permanent expansion of the school, the Council in partnership with the school have consulted key stakeholders on the proposed expansion from 01 June to 29 June 2015.
- 2.7 The Schools' Leadership Team, including the Governing Bodies have agreed in principle to the proposed expansions. Feasibility studies have been undertaken for each school which show that the proposed projects are both feasible and affordable. The Directors of Chipstead Valley Academy Trust have agreed to proceed with the proposed expansion of the school, subject to design being satisfactory and Secretary of State approval.
- 2.8 Following the period of representation, responses received during the consultation, including comments made at the public meetings, have been analysed and a consultation outcomes report produced for each school which has been shared with the Schools' Leadership Team and the Council. A summarised version of the outcomes report is attached at Appendix A.
- 2.9 Overall, feedback from the consultation, including questionnaire and public meetings on the proposed expansion of the 3 maintained primary schools shows that for:
- Christ Church C of E, a majority of respondents are strongly in favour or in favour
 - St John's C of E, a majority of respondents are strongly in favour or in favour
 - Heavers Farm, a majority of respondents at the public meeting were 'not sure' or 'not in favour' as they felt they needed more time and wanted to see the design plans.
- 2.10 Attendees at the public meeting for each school and respondents to the questionnaire raised similar concerns about the impact of the proposed expansion on traffic, congestion, parking, potential loss of outside space and disruption caused by building works. The key outcomes from the consultations for the 3 maintained schools are summarised and attached at Appendix A.

Stage 3 – Decision

- 2.11 The Council, as Decision Maker, can decide to:
- reject the proposal;
 - approve proposal;
 - approve the proposals with modification (e.g., the proposed implementation date) or
 - approve the proposal subject to a limited range of specific conditions being met.

- 2.12 The Council must make a **decision** within two months of the end of the formal consultation period, **by 10 August 2015**, or the decision defaults to the Schools Adjudicator.
- 2.13 In order to proceed to the last two stages of the statutory process – decision and implementation of the proposed expansions - **the Cabinet Member is recommended to agree the proposal to expand the schools and approve implementation of the 2016/17 school expansion projects – St John’s C of E; Christ Church C of E; and Heavers Farm, primary schools.** The reason for this recommendation is set out in paragraphs 2.9 and 2.12.
- 2.14 Chipstead Valley Primary School is an Academy and the Secretary of State, via the Education Funding Agency, will decide on the implementation of the expansion proposal..

2017/18 proposed expansion projects

- 2.15 For the 2017/18 academic year, the Council is proposing to permanently expand:
- Woodcote Primary by 1FE. The school is a 3FE located in the South West of the Borough. It has been **judged by Ofsted as an outstanding school** that provides exceptionally well for all its pupils’ needs;
 - Smitham Primary by 1FE – subject to feasibility study and Governors approval. The school is 2FE located in the South West of the Borough. The school has been **judged by Ofsted as a school that is good** in serving its pupils well.
 - St Nicholas School by creating 56 SEN places. The school is located in the South of the Borough. It is a special community school for boys and girls with moderate learning difficulties and autism. The school has been **judged by Ofsted as a good school** that is effective in delivering outcomes that provide well for all its pupils’ needs.
 - Red Gates by creating 56 SEN places. The school is located in the South of the Borough. It is a special community school for pupils with severe learning difficulties and autism. The school has been **judged as a good school** that is effective in delivering outcomes that provide well for all its pupils’ needs. A feasibility study is being undertaken to determine whether the school can be expanded on the existing site.
 - Oasis Academy Byron and Oasis Academy Fiveways by 1FE. These schools are Academies and subject to a different statutory process with decision-making resting with the Secretary of State. **Oasis Academy Byron has been judged by Ofsted as a school that is good** in serving its pupils well. Oasis Academy Fiveways is a new school.
- 2.16 **The Cabinet Member is recommended to approve the start of statutory process – publication of statutory proposal and formal consultation – for the 2017/18 proposed permanent primary expansion projects – Smitham (subject to feasibility study and Governors’ agreement) and Woodcote; and St Nicholas and Red Gates Special Schools.**

2.17 The other 2017/18 proposed permanent expansion projects listed at Table 2- Oasis Fiveways, and Oasis Byron – are Academies and subject to different statutory requirements, with the Secretary of State for Education retaining responsibility for the decision to make any significant changes to an existing academy. The revised proposed supply strategy is attached at Table 2.

3. DETAIL

The need for school places

3.1 Demand forecasts indicate that for the:

- 2016/17 academic year, an additional 11FE (330 reception places) will be required; and
- 2017/18 academic year, an additional 5FE (150 reception places) will be required.

3.2 To help meet this demand, the Cabinet, through the 19 January 2015 ‘Investing in the future of our young people: School places’ report (A10/15), approved a 3 year (2015/16 to 2017/18) - programme for delivering primary pupil places along with the necessary funding required for the supply of these places. The Council also plan to provide bulge classes – temporary expansions - to enable flexibility in the supply of pupil places.

3.3 Three permanent expansion projects have been added for the 2017/18 academic year – Smitham Primary, and St Nicholas and Red Gates special schools. A revised supply strategy is attached at Table 2.

Table 2 – Proposed primary provision - revised supply strategy

Planning area	2015/16	2016/17	2017/18
North West	Permanent expansion: <ul style="list-style-type: none"> • 2FE West Thornton Academy – annexe at Canterbury road Bulge: <ul style="list-style-type: none"> • 1FE Gonville Academy New school: <ul style="list-style-type: none"> • 3FE Chestnut Park 		
Central	New school: <ul style="list-style-type: none"> • 3FE Oasis Academy Fiveways • 2FE Heathfield Academy 	New school: <ul style="list-style-type: none"> • 2FE Avanti Free school 	Permanent expansion: <ul style="list-style-type: none"> • 1FE Oasis Academy Fiveways
East	Bulge: <ul style="list-style-type: none"> • 1FE Heavers Farm Primary 	Permanent expansion: <ul style="list-style-type: none"> • 1FE Heavers Farm • 1FE St Johns 	
South	Bulge: <ul style="list-style-type: none"> • 1FE Christ Church C of E Primary 	Bulge: 1 FE Gresham Primary Permanent expansion: <ul style="list-style-type: none"> • 1FE Christ Church Primary 	New school: <ul style="list-style-type: none"> • 3FE Ark Free school SITE TO BE IDENTIFIED BY EFA

South East		Bulge: • 1FE (TBC)	
South West	Bulge: • 1FE Chipstead Valley Primary	Bulge: • 1FE Woodcote Primary • 1FE Oasis Byron Permanent expansion: • 1FE Chipstead Valley	Permanent expansion: • 1FE Woodcote • 1FE Oasis Byron • 1FE Smitham – subject to feasibility and Governors agreement
South			• St Nicholas - SEN 56 places
South			• Red Gates – SEN 56 places

A new Free School

3.4 Since the last Cabinet report in January, the Department for Education has approved a new Free School to be opened in Croydon. The Krishna Avanti Free School will be opened in the Central planning area in September 2016, providing 60 reception places. The DfE, through the Education Funding Agency will fund the cost of building the free school.

3.5 A site is yet to be identified for the Ark Free School which is scheduled to open in the South of the Borough, providing 90 reception places from September 2017.

Delegated decision

3.6 In January, Cabinet delegated authority to the relevant Cabinet Member and Executive Director, to make decisions regarding: publication of statutory notice and consultations on the proposed expansions as part of the supply strategy. Following approval to start the statutory process for the 2016/17 proposed expansion projects – St John’s C of E, Christ Church C of E, Heavers Farm, and Chipstead Valley – statutory proposals have been published and formal consultation completed in accordance with DfE guidelines. The proposal is for these schools to be expanded by 1FE, creating an additional reception 120 reception places each year from September 2016. The Schools’ Leadership Team – Headteacher, Governing Body, and Directors – has agreed in principle to the proposed expansion.

3.7 The Council commissioned feasibility study to be undertaken at the 4 schools to determine if the school sites can be expanded and the costings. The outcome of the feasibility study shows that it is possible to expand the school sites and the expansion can be done within the available budget. The estimated construction cost of expanding the 4 schools is £20.85m. Meetings have been held with the Schools’ Leadership Team to discuss the consultation process and initial feasibility study. Should the Cabinet Member approve the implementation of the proposed expansions, stakeholders will be formally consulted again during the planning application process, where detailed design plans will be available.

3.8 The publication of proposal, starts a 4 week representation (formal consultation) period during which anyone or organisation with an interest can comments on or object to the expansion proposals. As part of the decision

making process, the Council is required to take into account representations when deciding on whether to approve the implementation of the proposed expansion projects.

4. Publication of statutory proposal and formal consultation for the 2016/17 proposed expansion projects

4.1 The statutory proposals for the 3 maintained primary schools – St John’s C of E; Christ Church C of E, and Heavers Farm - were published on 13 May 2015. The proposals were published in the local Croydon Guardian newspaper, on the Council and schools’ websites, on the schools’ gates and in the local library.

4.2 The 4 week formal consultation period started on the same date - 13 May – as the publication of the statutory proposals, and ended on 10 June 2015. The following were used as a basis for informing and seeking the views of stakeholders, including parents/carers and local residents, about the proposed expansion of the schools:

- Consultation document, including a questionnaire
- Consultation leaflet distributed to local residents
- Frequently Asked Questions and answer sheet
- Leaflet displayed at local library
- Public meeting held at each school
- Information published on the Council’s and the schools’ website
- Information sent to Ward Members / MP and schools within the Borough
- Statutory proposal published in the local newspaper.

4.3 During the formal consultation period, those with an interest in the proposed expansion projects were given the opportunity to express their views via email, post, including completion of a questionnaire and at the public meetings at the schools. Council representatives explained the educational rationale and consultation process for the proposed expansion projects at the public meetings. The outcomes from the consultations for the 3 maintained schools are summarised and attached at Appendix A. A copy of a consultation document is attached at Appendix B.

4.4 The Schools and consultation outcomes

Summary

4.4.1 For the purpose of primary school place planning, the Borough is divided into six planning areas – North West, Central, East, South, South East, and South West. Of the 4 proposed expansion projects, two are in the East – St Johns and Heavers Farm; and 1 in the South – Christ Church; and 1 in the South West – Chipstead Valley.

4.4.2 Overall, most respondents to the questionnaire supported the proposed expansion of Christ Church, and St John’s schools; however a number of traffic related issues were mentioned at the public meetings and on the completed questionnaires. With regard to Heavers Farm, a majority of attendees at the public meeting said they were not sure/not in favour of the proposed expansion as they needed more time and wanted to see the design plan. The consultation period for Chipstead Valley Primary ended on 29 June and the the Directors of Chipstead Valley Academy Trust have agreed to proceed with the proposed expansion of the school, subject to design being satisfactory and Secretary of

State approval.

- 4.4.3 Respondents noted and raised same/similar issues on consultation questionnaire and at the public meetings for the 3 maintained schools. These fall under the themes of:
- Traffic/congestion/parking (majority)
 - Loss of green space/play space
 - Disruption Building works / Health & Safety / Teaching and Learning
 - Lack of design plans
- 4.4.4 Council officers produced a question and answer sheet which was used to help address some of legitimate concerns raised by stakeholders, including parents/carers and local residents, and responded to questions/concerns raised at the public meetings. The contractor and architect were present at the meetings and answered technical questions concerning the feasibility study.
- 4.4.5 In relation to **traffic** related issues, it is recognised that traffic, congestion and parking issues are a cause for concern, especially for local residents. If the expansion projects are approved, the Council will be commissioning a traffic impact assessment to ascertain how the local area would cope with all modes of movements by people and vehicles, taking account of accessibility and safety issues. The Schools' Travel Plan will continue to encourage walking to school.
- 4.4.6 With regard to **loss of green/place space** – although it is likely that some of the proposed expansion projects might encroach on some green/play space, there are DfE guidelines - Building Bulletin 103 - that architects follow which sets out the recommended outdoor spaces needed within a playing field area.
- 4.4.7 Regarding **disruption** to teaching/learning caused by building works and the Health & Safety of the school community - generally, the most noisy and heavy construction works tends to take place during the school holidays. Off-site construction methods are being considered which would reduce any disruption to pupils learning. The health and safety of the whole school community is paramount.
- 4.4.8 Concerning the **lack of design plans**. If the Cabinet Member approves the expansion of the proposals, more detailed design work will be undertaken in consultation with the Schools' Leadership Team as part of the planning application, which is subject to its own publicity arrangements and statutory consultation process. The decision on the planning application will take into account site circumstances and any representations received from interested parties.
- 4.4.9 There were also positive comments made by those in favour of the proposed expansion, for example:
- **Governor at St Johns** – “I feel strongly that more children should benefit from such a great education that St John's provides”
 - **Chair of Governors at Christ Church** – “I am very much in favour of the proposal to expand the school fully to a 2 form entry school. This is for a variety of reasons. We are conscious that there are more people living in the south of the borough and that we were not able to accept into a single form children living relatively close to the school.”
 - **Chair of Governors at Heavers Farm** – “I am in favour of the

expansion; I believe it will provide needed places for local residents and will benefit the school itself.”

4.4.10 Taking into account views of stakeholders and the statutory duty on the Council to provide sufficient school places, **it is recommend that the Cabinet Member approves the implementation of the proposed expansion of the 3 primary schools – Christ Church, St John’s, and Heavers Farm.**

4.5 The Schools

4.5.1 **St John’s C of E Primary** is a Voluntary Aided school, Church of England school located in the East planning area. The school normally admits 30 reception pupils each year. The proposed expansion will increase the school’s Published Admission Number (PAN) to 60 from September 2016.

Consultation outcome

4.5.2 *Questionnaire*

The majority of respondents – parents/carers and member of staff - to the questionnaire was ‘strongly in favour/in favour’ of the proposed expansion of St John’s C of E Primary school. A total of 69 responses were received, of which: 44 were ‘strongly in favour/in favour; 19 strongly against/not in favour’; 5 ‘not sure’; and 1 ‘no comment’.

4.5.3 *Public consultation meeting*

A total of 59 people attended the public meeting was held at the school on 2nd June. The school’s leadership team and Council representatives were able to answer questions raised by attendees which resulted in the majority of responses strongly in favour/in favour of the proposed expansion of the school.

4.6 **Christ Church Primary** is a Voluntary Aided, Church of England School located in the South planning area. The school normally admits 30 reception pupils per year, although it will temporarily expand to take an additional 30 pupils in September 2015. The proposed expansion will increase the school’s PAN to 60 pupils each year from September 2016. Christ Church Primary has been rated by Ofsted as a good school, providing a good education for its pupils.

4.6.1 *Consultation outcome*

Questionnaire

The majority of respondents – parents/carers and member of staff - to the questionnaire was ‘strongly in favour/in favour’ of the proposed expansion of Christ Church C of E school. A total of 18 people completed the consultation questionnaire, of which 12 were ‘strongly in favour/in favour’; 4 ‘strongly against/not in favour’, and 2 ‘not sure’ of the proposed expansion of the school. Of the 18 respondents, 8 were parents/carers; 6 member of staff; 3 local residents and 1 other.

4.6.2 Public consultation meeting

A public meeting was held at the school on 20 June. A total of 20 people attended the Meeting including 1 ward Councillor. The Head teacher chaired the meeting and explained why the school is supportive of the proposed expansion. Council representatives explained the rationale and consultation process. All questions raised were answered fully by the school’s leadership

team, and Council representatives.

4.7 **Heavers Farm Primary** is a Community school located in the East planning area. The school normally admits 90 reception pupils each year, although it will be temporarily expanded to take an additional 30 pupils in September 2015. The proposal is to make permanent the temporary expansion which will allow the school to offer 120 reception places on a permanent basis from September 2016. Heavers Farm Primary has been rated by Ofsted as a good school, providing a good education for its pupils.

Consultation outcome

4.7.1 Questionnaire

Only 1 questionnaire was received which was ‘strongly against’ the proposed expansion due to lack of design plan.

4.7.2 Public consultation meeting

A public meeting was held at the school on 4th June. A total of 27 people attended the meeting. A number of issues were raised by local residents about the potential impact of increased traffic due to the proposed expansion. Parents/carers mentioned that they needed more time to respond to the consultation and wanted to see design plan.

4.8 **Chipstead Valley Primary** is an Academy located in the South West planning area. The school normally admits 60 pupils each year, although it will be temporarily expanded to take an additional 30 pupils in September 2015. If the Secretary of State approves the expansion proposal, 90 places will be offered to children applying for reception places from September 2016. Chipstead Valley Primary has been rated by Ofsted as an outstanding school, providing an outstanding education for its pupils.

4.8.1 *Consultation*

The consultation period runs from 01 June to 29 June 2015. At the end of the consultation period, an outcomes report will be produced and shared with the Academy Trust which will be used to confirm to the EFA, that a consultation has been conducted with those who may be affected by the proposed expansion.

5. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

5.1 Revenue and Capital consequences of report recommendations

	Current year	Medium Term Financial Strategy – 3 year forecast		
	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
Revenue Budget available				
Expenditure				

Income				
Effect of decision from report				
Expenditure				
Income				
Remaining budget				
Capital Budget available				
Expenditure	1,380	11,738	7,696	35
Effect of decision from report				
Expenditure	1,380	11,738	7,696	35
Remaining budget	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

6 The effect of the decision

- 6.1 The consultation costs associated with school expansions are minimal and funded from within existing People Department Revenue budgets.
- 6.2 The cost of the proposed permanent expansions at Christ Church CE, St John's CE, Heavers Farm and Chipstead Valley are estimated to cost £20.85m and will be funded from Education Permanent Expansion capital programme..

7 Risks

- 7.1 If the proposed expansion projects are not approved, there is likely to be a shortage of primary school places for the 2016/17 and 2017/18 academic years, resulting in the Council not fulfilling its statutory duty. A decision is required for the implementation of the 2016/17 projects in order for planning application process to be started, and if permission is granted, building works can start at the schools. A decision is required for the 2017/18 proposed expansion projects so that the statutory process can start.

8 Future savings/efficiencies

(Approved by: Lousie Phillips Finance Business Partner - Place)

9. COMMENTS OF THE COUNCIL SOLICITOR AND MONITORING OFFICER

- 9.1 The Solicitor to the Council comments that the statutory framework and requirements are covered in the report.

(Approved by: JHarris Baker, head of social care and education law on behalf of the Council Solicitor & Director of Democratic & Legal Services).

10. HUMAN RESOURCES IMPACT

- 10.1 This report makes recommendations that may have an impact on the staffing structure for the relevant schools, which would be managed in accordance with

the school's policies and procedures. There are no human resources implications arising from this report for Council staff.

(Approved by: Deborah Calliste, HR Business Partner, on behalf of the Director of Human Resources)

11. REASONS FOR RECOMMENDATIONS

- 11.1 To ensure that the Council fulfil its statutory duty to provide sufficient school places for pupil of statutory age within the Borough.

12. OPTIONS CONSIDERED AND REJECTED

- 12.1 Temporary (bulge) classes have been considered and where agreement has been reached with the schools Governing Body/Academy Trust, these have been put in place. However bulge classes are a temporary solution, providing additional places for one year only, and it is predicted that additional school places will be required beyond 2016.

CONTACT OFFICER: Jennifer Duxbury, Head of Service, School Places and Admissions, 020 8604 7156

BACKGROUND PAPERS - LOCAL GOVERNMENT ACT 1972: none

Appendices:

Appendix A – Consultation outcomes report

Appendix B – Consultation document example

SCHOOL EXPANSION PROPOSALS FOR THE 2016/17 ACADEMIC YEAR

Consultation outcomes report

Introduction

1. The purpose of this report is to present to the Council's Cabinet with a summary of the outcomes of formal consultations (representations), following publication of statutory proposals to permanently expand 3 primary schools – Christ Church C of E; St John's C of E; and Heavers Farm - by one form of entry (1FE) from September 2016. The formal consultations were carried out from 13 May to 10 June 2015.
2. Consultation ended on 29 June 2015 for proposal to permanently expand Chipstead Valley primary (Academy) school. The responses will be used by the Academy as part of their business case to seek the Secretary of State's approval to implement proposal.

Background

3. For the 2016/17 academic year, the Council is proposing to permanently expand the following primary schools by 1 form of entry (1FE): St John's C of E; Christ Church C of E; Heavers Farm; and Chipstead Valley (Academy), creating an additional 120 reception places from September 2016. The proposed expansion projects are part of the Council's overall strategy to provide additional places to meet demand and its statutory duty to provide sufficient school places.
4. The Schools' Leadership Team, including the Governing Bodies and Directors have agreed in principle to the proposed expansions. Feasibility studies have been undertaken for each school which show that the proposed projects are both feasible and affordable.
5. Local Authorities are required to follow a four stage statutory process to expand a maintained school. The four statutory stages are: publication of statutory proposal, representation (formal consultation), decision and implementation. The Council has completed the first two stages – publication and representation.

Statutory Proposals and Representations

6. In accordance with School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and Education Act 2011, statutory proposals were published with a 4 week representation period which invited anyone with an interest to make representations – comment or object to the proposals.
7. The publication of the statutory proposals and representation period for the proposed expansion projects - Christ Church C of E; St John's C of E; and Heavers Farm primary schools started on 13 May and ended on 10 June 2015.

Publication of statutory proposal

8. The statutory proposals were published in the local newspaper (Croydon Guardian); on the Council and schools' websites, displayed on the schools' gates and local library, and circulated to Ward Members, MP and schools within the Borough.

Representation (formal consultation)

9. A consultation document was used as one of the basis for informing and consulting key stakeholder about the proposed change. The consultation document contained details of the proposal along with the reasons for the proposed expansions, a questionnaire and an equality and diversity monitoring survey. Details of the proposed school expansion projects were circulated to key stakeholders, including parents/carers, local residents, Ward Members and Member of Parliament and published on the Council's and Schools' websites. Stakeholders were given the opportunity to express their view on the proposal to expand the schools via email, post, including completion of a questionnaire and at the public meeting at each school.
10. Chipstead Valley Primary is an Academy and is subject to different statutory requirements, including applying directly to the Education Funding Agency (EFA) for making prescribed changes to their school. As the Council is proposing the permanent expansion of the school, the Council in partnership with the school consulted key stakeholders on the proposed expansion from 01 June to 29 June 2015. The Academy will use the feedback from this consultation in their business case to the EFA to seek the Secretary of State's approval to implement proposal.

Consultation outcomes

11. Outlined below is a summary of the outcomes from the consultations on proposals to permanently expand the following schools by 1FE from September 2016:
 - Christ Church C of E Primary
 - St John's C of E Primary
 - Heavers Farm Primary

Summary

12. Overall, a majority of respondents to the consultation questionnaire were supportive of the proposed expansion of Christ Church and St John's schools. In relation to Heavers Farm, only one questionnaire was received, however a majority of attendees at the public meeting was not in support of the proposed expansion because they felt they needed a longer consultation period and wanted to see the design plans for the proposed expansion. The Chair of Governor/Governor has formally confirmed in writing their support for the proposed expansion of their school.
13. Responses received during the consultation, including comments on the questionnaire and those made at the public meetings, will be analysed and a detailed consultation outcomes report produced for each school which will be shared with the Schools' Leadership Team. Outlined below is a summary of the outcomes for each school.

Main Issues from the consultation

14. Respondents noted and raised same/similar issues on consultation questionnaire and at the public meetings for the 3 maintained schools. These fall under the themes of:
- Traffic/congestion/parking (majority)
 - Loss of green space/play space
 - Disruption Building works / Health & Safety / Teaching and Learning
 - Lack of design plans
15. The architect, contractor and project managers are aware of the issues raised by stakeholders and will take these into account when developing detailed plans, subject to Cabinet approval. Local residents and other key stakeholders will be kept informed and consulted during the planning application stage.

Responses to main issues

16. Council officers produced a question and answer sheet which was used to help address some of legitimate concerns raised by stakeholders, including parents/carers and local residents, and with the support of the schools' leadership team responded to questions/concerns raised at the public meetings.

Traffic/congestion/parking

17. A full traffic impact assessment will be carried out as part of the planning application process to ascertain how the local area would cope with all modes of movements by people and vehicles, taking account of accessibility and safety issues. The School Travel Plans will be developed by each school which will encourage involved staff and pupils to walk, use public transport or cycle to school.

Loss of green space/play space

18. Although it is likely that some of the proposed expansion projects might encroach on some green/play space, there are DfE guidelines - Building Bulletin 103 - that architects follow which sets out the recommended the outdoor spaces needed within a playing field area.

Disruption Building works / Health & Safety / Teaching and Learning

19. Generally, the most noisy and heavy construction works tends to take place during the school holidays. Off-site construction methods are being considered which would reduce any disruption to pupils learning. The health and safety of the whole school community is paramount and will be overseen by the Council and the schools.

Lack of design plans

20. Detailed design work will be undertaken in consultation with the Schools' Leadership Team as part of the planning application, which is subject to its own publicity arrangements and statutory consultation process. The decision on the planning application will take into account site circumstances and any representations received from interested parties.

Consultation outcome for each school

Christ Church C of E Primary

21. A total of 18 completed questionnaires have been received, of which:
- 6 member of staff at Christ Church C of E Primary school
 - 2 parent or carer of a child/children at Christ Church C of E Primary school
 - 3 parents or carer of a child/children at another school
 - 3 parent/carer of a child/children not yet school age and local residents
 - 3 local residents
 - 1 'other'

22. Views on proposal to expand Christ Church C of E Primary School

Of the 18 respondents:

- 6 'strongly in favour'
- 6 'in favour'
- 2 'not sure'
- 1 'not in favour'
- 3 'strongly against'

St John's C of E Primary

23. A total of 69 completed questionnaires have been received, of which:
- 22 member of staff at St John's C of E
 - 34 parent or carer of a child/children at St John's C of E Primary school
 - 3 parents/Carers of a child/children that are not yet school age
 - 1 member of staff at another school
 - 6 local resident
 - 3 'other'

24. Views on proposal to expand to expand St John's C of E Primary School

Of the 69 respondents:

- 24 'strongly in favour'
- 20 'in favour'
- 5 'not sure'
- 5 'not in favour'
- 14 'strongly against'
- 1 'no comment'

Heavers Farm Primary School

25. Only 1 completed questionnaire has been received and the respondent was strongly against the proposed expansion of the school due to the lack of design plans.

Conclusion

26. Overall, the Council is confident that the schools meet the criteria, for example location, standards and leadership capacity, popularity and suitability for expansion. The factors that stakeholders have raised have been recorded for due consideration. In the event that expansion is agreed, these issues will be reviewed and, where, relevant, taken forward as part of the planning application.

CONSULTATION DOCUMENT

Appendix B

Consulting you on a proposal to expand (insert *name of school*)

Consultation period: 13 May 2015 to 10 June 2015

This document sets out:

- Information about (insert name of school)
- Why we need more primary school places in Croydon
- Why we are proposing to expand (*insert name of school*)
- The expansion proposal
- How you can give your views
- What happens after the consultation
- The consultation timetable

(Insert name and address of school)

. The school normally admits 1 class, 30 reception pupils per year, although it will take an additional 30 pupils in September 2015 because of exceptional demand. The proposal is to permanently expand the school from one form of entry (FE) to two forms, thereby increasing its Published Admissions Number from 30 pupils to 60 from September 2016. The school has already taken three extra classes so the increase in pupil numbers when fully 2FE would be 120 more pupils than at present. (*name of school*) has been rated by Ofsted as a good school, providing a good education for its pupils.

Why we need more primary school places in Croydon?

The Council has a statutory duty to ensure that there are sufficient pupil places to meet the current and future demand for pupil places.

Like most London Boroughs, Croydon has been facing an unprecedented growth in demand for places. This is driven by:

- An increase in the number of births – by over 31% in the period from 2001 to 2011
- An increase in the proportion of those born in the borough who need school places five years later.
- A continuing flow of population from Inner London to the Outer London boroughs and a decrease – due to the housing market – in those moving the other way.

Latest forecasts of future need for primary pupil places show a continuing growth in demand for places, although the rate of growth is now slowing.

Why are we proposing to expand (*name of school*)

Enlarging a school is an exciting but challenging task. When we are thinking about how to provide additional school places we take account of:

- The popularity and success of the school
- Leadership capacity to ensure that high quality places will be made available
- The suitability of the site
- The location – close to areas of high demand
- Value for money.

(*name of school*) is a popular and successful school with strong leadership and governance. For 2014 admission, 203 applications were received for the 30 reception places available.

The expansion proposal

The proposal is to make permanent the temporary class that will be in place in September 2015. This means that construction will take place to enlarge the school site to create extra classes and facilities to accommodate / offer an additional 30 reception pupil places from September 2016. A total of 60 places will be offered to children applying for reception places from September 2016 using the school's normal admissions arrangements. The school will receive additional funding to employ extra teaching staff and meet the extra costs associated with the additional children being admitted at the school. The school would continue to receive an additional class in reception each year, so that by 2022 the school would have an extra 210 pupils in total, with 60 pupils in every year group - from Reception to Year 6.

In considering the proposed expansion, the Council commissioned a feasibility study, including option appraisal of the school site and the costs involved. The details of the options will be worked out in consultation with the school's representatives, architect / contractor and authority's educational standards team to ensure minimum disruption to existing pupils and high quality learning spaces and facilities that meet the needs of the local community. Once agreement has been reached on the preferred option, traffic impact assessment will be done and planning permission sought.

How you can give your views?

Your views are important to us. We will be holding a public meeting at the school on Wednesday 20 May 2015 from 7pm. At this meeting, representative of the council, the architect/contractor and the school will talk about the proposal and seek your views. You can also:

- Complete the attached questionnaire and put it in the consultation box at the school
- Send your comments to: Denise Bushay, Croydon Council, Schools Organisation & Place Planning Team, Children, Families & Learning, 4th Floor, Zone D, Bernard Weatherill House, 8 Mint Walk, Croydon CR9 1EA; or school.org@croydon.gov.uk
- Visit <http://www.croydon.gov.uk/education/schools-new/statnotice-consult/>

What happens after the consultation?

All the feedback we receive will be analysed and a consultation outcomes report produced. This report will be sent to the Council's Cabinet, the Diocese and the School Leadership Team. The Council's Cabinet will decide, taking account of the pressure on primary places and the consultation feedback, whether to approve the implementation of the proposal.

Consultation timetable

Event	When
Publication of statutory notice	Wednesday, 13 May 2015
Start of formal consultation	Wednesday, 13 May 2015
Public meeting at school	Wednesday, 20 May 2015 from 7pm
Deadline for feedback and comments	Wednesday, 10 June 2015
Cabinet decision on proposal	July 2015
Implementation (if approved)	September 2016

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Questionnaire

1. Please tell us who you are – tick all that apply

- Parent or carer of child/children at (*name of school*)
- Parent or carer of child/children at another school. Which one? _____
- Parent or carer of a child/children not yet of school age _____
- A member of staff at (*name of school*) _____
- A member of staff at another school. Which one? _____
- A local resident
- Other. Please tell us more _____

2. What is your view of the proposal to expand (*name of school*) to create places for 30 additional pupils each year from September 2016?

- Strongly in favour
- In favour
- Not sure
- Not in favour
- Strongly against

3. Please use the space below to add any other comments or views on the proposed expansion of (*name of school*).

About You

In order to ensure we collect comments from a broad range of people and families reflective of our community it would be helpful if you could take a moment to complete the section below. Many thanks.

Gender:

Male
Female

Age range:

16-18 19-25 26-34 35-44 45-54 55-64 65+

Ethnicity (which of these describe your ethnic group?):

Asian/Asian British

Bangladeshi
Indian
Pakistani
Chinese
Any other Asian background
(please specify)_____

Other Ethnic Group

Arab
Any other ethnic background
(please specify)_____

Black/African/Caribbean/

Black British
African
Caribbean
Any other Black background
(please specify)_____

White

English/Welsh/Scottish
Northern Irish/British
Irish
Any other White background
(please specify)_____

Mixed/Multiple Ethnic Groups

White and Asian
White and Black
Caribbean
White and Black African
Any other Mixed/Multiple
Ethnic background
(please specify)_____

Do not wish to declare
ethnic group

Do you consider yourself to have a disability?

Yes No

Mobility

Visually impaired

Hearing impaired

Mental health problems

Learning disability

Other (please specify) _____