IN ATTENDANCE:

Core members
Kay Hammond (KH) Local Authority representative (Chair)
Suzanne Miller (SM) Parent representative
Leo Morrell (LM) Southwark Diocese
Anne Cooper (AC) Bell Farm Primary School
Matthew Armstrong-Harris (MAH) Rodborough School
Mary Ryan (MR) Westminster Diocese
Simon Parr (SP) Arundel and Brighton Diocese
Nerys Roberts (NR) Parent representative

LA Officers
Claire Potier (CP) Principal Manager for Admissions & Transport
Nick Smith (NS) Service Manager – School Commissioning
Rebecca Baker (RB) Secretary

ACTIONS

1. Apologies for absence / attendance of alternate members
   1.1 Apologies were received from:
       Chris Townsend Local Authority representative
       Rachel Gibb The Priory CofE VA School
       Helen Dean Guildford Diocese
       Doris Neville-Davies Governance representative
       Maggie Mackie Chilworth CofE (A) Infant School

       It was noted that Maggie Mackie had tendered her resignation from the forum.

   1.2 There were no alternate members.

2. Confirm minutes of 28 June 2018 and matters arising
   2.1 The minutes of the meeting were agreed.

3. Matters arising from the minutes
   3.1 Item 10 Draft admission arrangements for community and voluntary controlled schools for September 2020 and proposed changes. 10.3 - KH suggested CP added wording as follows to the second paragraph of section 10 of the arrangements “Evidence will need to be provided by the applicant to demonstrate that the …………….” CP confirmed this had been actioned.
4. Constitution and Terms of Reference
4.1 KH advised that the Chair element of the Constitution and Terms of reference 5.1 should reflect that a new Chair and/or Vice-Chair must be elected by the fourth meeting after the last election not the sixth meeting.

5. School Place Planning
5.1 NS gave an overview of the demographic profile for secondary and primary demand throughout the council.

5.2 NS reported that numbers in the primary sector peaked in 2016 and had reduced slightly although the picture was not uniform throughout the County. This had meant that there had been less need to create additional places than in previous years although some areas had still faced pressure. In total an additional 3 Reception classes above the PAN at Surrey schools in 2019 at Danetree Primary, Horley Infant and Pyrford CofE Primary.

5.3 Numbers in the secondary sector were due to peak between 2021-23 depending on area. Additional places for September 2019 entry had been provided in Woking, Reigate and Banstead and Waverley.

5.4 Future projections indicated a stable picture of demand, this was likely to be challenged by increased housing targets that would result from the adoption of Local Plans within Districts and Boroughs.

6.1 CP advised that the annual report had been circulated to all schools, Forum representatives and diocesan representatives. There was nothing significant to report and the report provided a general reminder on some issues in relation to admission arrangements.

7. Update on 2019 admissions round
7.1 CP stated the update was for information and highlighted there had been a decrease in Reception applications, an increase in parental online applications, as well as an increase in first preferences being met. In terms of Secondary applications, there had been a decrease in parental online applications and a decrease in first preferences being met.

7.2 CP stated that the overall national figures should be available in the summer.

7.3 SM asked what the split was in terms of the number of applications received within the 11 areas of Surrey. CP explained that the data was extracted on the number of first, second, third preferences etc received across Surrey and the data wasn’t split by area.

7.4 CP advised that within the primary round there had been pressures in the Woking area, but offers could still be made. Chertsey had also been an oversubscribed area.
7.5 CP advised that within the secondary round there had also been some pockets of pressure. In some cases children couldn’t be offered a local school because they had not named local schools in their list of preferences.

7.6 NR asked whether it would be helpful for primary schools to have further information to advise and support parents whose children were making the transition to secondary school to encourage them to make reasonable preferences. MAR and AC both confirmed that parents are already advised to apply for their nearest school and not to just indicate one preference, as they could run the risk of being allocated a school a considerable distance from their home.

8. Consultation and determined off admission arrangements for community and voluntary controlled schools for September 2020

8.1 CP stated the update was for information. There had been a number of small changes:
- Furzefield Primary School - reduction of Reception PAN from 60 to 58.
- Wallace Fields Junior School – change to the measuring points used to assess nearest school and home to school distance.
- Children previously in state care outside England – inclusion within criterion 2 for children with an exceptional social/medical need.

9. Own admission authority schools admissions arrangements for 2020

9.1 CP ran through the statistics within the paper which had been circulated. She confirmed that 22% (53 of 246) of own admissions authority schools had consulted on their admissions arrangements for 2020.

9.2 The admission arrangements for 117 priority schools had been checked but it was not possible to check all due to the number to the task being labour intensive. Arrangements which were not checked this year would be checked next year.

9.3 CP thanked SP for the work that he had done in respect of the schools which came under the Diocese of Arundel & Brighton. The admissions arrangements for these schools all followed the same format and template which made checking a lot easier and quicker.

9.4 CP indicated that the local authority would be raising an objection to the admission arrangements for one school this year on the basis that the school had removed its PAN at Year 3. Hinchley Wood School had also received one objection to its admission arrangements by a parent. There was also the likelihood that Kent County Council would be raising an objection to the admission arrangements for Oxted School.

10. Ombudsman guidance on summer born admissions

10.1 CP explained that the guidance had been issued following a number of complaints that had been made on this matter.
There was an expectation that the DFE would change the School Admissions Code.

Concern was raised that the Ombudsman guidance now appeared to go beyond the guidance issued by the DfE.

SP request a copy of Surrey County Council’s Out of Chronological policy with the highlighted changes.

11. Fair Access placements 2018/19
11.1 CP apologised that the index with regards to the fair access categories had not been sent with the paper.

11.2 The data set out that the fair access process was working well.

11.3 CP advised that due to a reorganisation within Surrey County Council, roles and responsibilities may now change.

12. Children in care placements 2018/19
12.1 Information paper – no comments raised

13. Update on academies and free schools
13.1 This paper was for information. The school commissioning team oversees and supports the conversions, making sure everything is aligned accordingly.

14. Documents for information:
14.1 The following documents had been provided to the Forum for information:
   i) Admissions and Transport termly update – Spring and summer 2019
   ii) Guidance on the education of children out of their chronological year group

15. Any other business
15.1 KH announced that she had regrettably come to the decision to disband the forum with immediate effect. KH acknowledge the information shared and the working of the group had been extremely informative and thanked everyone for their time and commitment in attending meetings and sharing information to wider audiences.

15.2 CP confirmed that it would still be beneficial to maintain links with the Diocese, Headteachers and parent representatives and would work towards maintaining these.

15.3 SP stated that it was regrettable that the forum in its current format had ended but fully understood the decision made.

15.4 SM stated the meetings had been extremely helpful and a great deal had been achieved with sharing information.
15.5 MRH, thanked CP and her team for taking on the forum and sharing information.

15.6 SP asked if there was any way the local authority could arrange for all community and voluntary controlled schools to publish their admission arrangements on their school website. Currently, where information existed, there was only a link to the local authority website and this sometimes made it hard to find the arrangements. CP advised that this was not the approach that the LA had decided to take as, when this had been attempted in the past, schools failed to update the admission arrangements from year to year, meaning that out of date arrangements remained published. By providing links to the Surrey website, it ensured that the admission arrangements that parents were referred to were up to date.

16. Items for future agendas
16.1 Not discussed given the announcement that the Forum had been disbanded.

17. Dates of future meeting – Surrey County Council Offices, Quadrant Court, Woking:
In light of the announcement that the Forum had been disbanded CP indicated that the October date (17 October 2019) would be changed to be a meeting with Diocesan representatives only.