

## **EDUCATION POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**

Minutes of the meeting held at 7.00 pm on 11 September 2012

### **Present:**

Councillor Nicholas Bennett J.P. (Chairman)  
Councillors Kathy Bance, Will Harmer, Brian Humphrys,  
David McBride, Alexa Michael and Neil Reddin FCCA

Dolores Bray-Ash JP, Father Owen Higgs, Darren Jenkins,  
Joan McConnell, Janet Latinwo, Alison Register and  
Andrew Spears

### **Also Present:**

Councillor Stephen Wells, Portfolio Holder for Education  
Councillor Pauline Tunnicliffe, Executive Support Assistant to the  
Portfolio Holder for Education

## **22 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**

Apologies for absence were received from Councillor Lydia Buttinger, Councillor Nicky Dykes and Councillor Judi Ellis. Councillor Will Harmer attended as substitute for Councillor Nicky Dykes. Apologies were also received from Hilary Richardson.

The Chairman noted that Councillor Lydia Buttinger and Councillor Russell Jackson had just been married and the members of the Committee sent their best wishes.

## **23 DECLARATIONS OF INTEREST**

The Chairman reminded the Committee that the Declarations of Interest made at the meeting on 12<sup>th</sup> June 2012 were taken as read.

Mrs Joan McConnell, Church representative, declared that she was no longer Chairman of Governors at St Joseph's Catholic Primary School, however she remained a member of the Governing Body.

## **24 MINUTES OF THE EDUCATION PDS COMMITTEE MEETING HELD ON 12TH JUNE 2012 AND THE EDUCATION SELECT COMMITTEE MEETING HELD ON 17TH JULY 2012 AND MATTERS ARISING**

**RESOLVED** that the minutes of the Education PDS Committee meeting held on 12<sup>th</sup> June 2012 and the Education Select Committee meeting held on 17<sup>th</sup> July 2012 be agreed.

**25 QUESTIONS TO THE PDS CHAIRMAN FROM MEMBERS OF THE PUBLIC AND COUNCILLORS ATTENDING THE MEETING**

No questions had been received.

**26 QUESTIONS TO THE PORTFOLIO HOLDER FROM MEMBERS OF THE PUBLIC AND COUNCILLORS ATTENDING THE MEETING**

No questions had been received.

**27 PORTFOLIO HOLDER PROPOSED DECISIONS**

**A) REVISED INSTRUMENT OF GOVERNMENT - HIGHFIELD JUNIOR SCHOOL**

**Report ED12023**

The Portfolio Holder introduced a report outlining the revised Instrument of Government for Highfield Junior School.

**RESOLVED that the Portfolio Holder be recommended to approve the revised Instrument of Government for Highfield Junior School, and that the Instrument be made by the Common Seal of the Council of the London Borough of Bromley.**

**B) MEMBERSHIP OF SCHOOL GOVERNING BODIES**

**Report ED12022**

The Portfolio Holder introduced a report outlining LA Governor Appointments to eight schools and academies in the Borough.

**RESOLVED that the Portfolio Holder be recommended to approve the following LA Governor appointments, subject to CRB checks:**

<b>Burwood School</b>	<b>Councillor Pauline Tunnicliffe (Orpington Ward)</b>
<b>Clare House Primary School</b>	<b>Mrs Janet Tibbalds (Beckenham)</b>
	<b>Mr Enkanah Soobadoo (Beckenham)</b>
<b>Churchfields Primary School</b>	<b>Mr David Hughes (Beckenham)</b>
<b>Downe Primary School</b>	<b>Mrs Jane Thornton (Downe)</b>

<b>Keston CE Primary School</b>	<b>Mrs Katherine Blair (Bromley)</b>
<b>Oak Lodge Primary School</b>	<b>Mrs Ann Medhurst</b>
<b>St Mary Cray Primary School</b>	<b>Mrs Helen Fiorini (Beckenham)</b>
<b>Worsley Bridge Junior School</b>	<b>Mr Stephen Powell</b>

**C) CONSULTATION OUTCOMES: PROPOSAL TO EXPAND  
CHURCHFIELDS PRIMARY SCHOOL**

**Report ED12026**

The Portfolio Holder introduced a report outlining the proposed expansion of Churchfields Primary School. Churchfields Primary School, a one form of entry school, had agreed to accept a 'bulge year' in 2010 (an increase of one form of entry at Reception) to meet increased demand for primary school places, and had subsequently been full at two forms of entry for the past two years with pupils drawn from close proximity to the school. Following the Local Authority's 2012 review of Bromley primary school places, it had been identified that the increase in demand for pupil places would be sustained for the foreseeable future and it was now proposed to make the expansion to two forms of entry permanent

**RESOLVED that the Portfolio Holder be recommended to:**

- 1) Agree the proposed expansion to take effect from 1<sup>st</sup> September 2013;  
and,**
- 2) That Officers be authorised to undertake the formal statutory  
processes required for the expansion.**

**D) CONSULTATION OUTCOMES: PROPOSAL TO EXPAND  
RIVERSIDE SCHOOL**

**Report ED12027**

The Portfolio Holder introduced a report outlining the proposed expansion of Riverside School by one form of entry at the St Paul's Cray site, admitting 8 additional children with autistic spectrum disorder to Year 7 each year from September 2013. The report outlined the increased demand for specialist school places within the Borough and highlighted that the expansion of Riverside School would give more children and young people with autistic spectrum disorder the opportunity to access a high quality education at a local Bromley school.

In response to a question from a Co-opted Member around how children and young people would move between provision, the Head of Access and Admissions confirmed that the aim was for Riverside to provide a primary education offer on the Beckenham site and a secondary education offer on the St Paul's Cray site.

Work was also being undertaken on a proposal to establish a two form entry secondary education offer at The Glebe School for children and young people with autistic spectrum disorder in the higher ability range.

**RESOLVED that the Portfolio Holder be recommended to:**

- 1) Agree the proposed expansion to take effect from 1<sup>st</sup> September 2013; and,**
- 2) That Officers be authorised to undertake the formal statutory processes required for the expansion.**

**E) BASIC NEED PROGRAMME UPDATE REPORT 4**

**Report ED12034**

The Portfolio Holder introduced a report setting out the proposed updated 2012-13 Basic Need Programme, which was funded by the Basic Need Capital Grant to support the provision of sufficient school places in publicly funded schools.

On 26<sup>th</sup> March 2012, the Portfolio Holder for Children and Young People had agreed a list of priority schemes for addressing the estimated increase in the number of reception age pupils from September 2012. To meet this demand, 'bulge years' were planned at existing local schools to provide the required pupil places, which would be delivered through a combination of modular build and internal refurbishment. Following this decision, the Council had been awarded a second exceptional Basic Need Capital Grant allocation, which had increased Bromley's total award to date by £1,590,436 to £9,769,662.

A Co-opted Member queried whether early years provision had been displaced at Scotts Park Primary school to accommodate a 'bulge year' class. The Head of Access and Admissions confirmed that the space used was suitable for early years with access to the same outdoor areas; however no early years provision had been displaced to accommodate the additional class.

**RESOLVED that the Portfolio Holder be recommended to:**

- 1) Approve the updated list of schools within the Basic Need Capital Programme 2012-13;**
- 2) Agree the procurement of schemes within the Basic Need Programme through traditional procurement, the Lewisham Modular Buildings Framework or through devolution of Basic Need Capital Grant to schools.**
- 3) Authorise the Director of Education and Care Services to submit planning applications at the appropriate time in respect of the list of schemes.**

## **28 QUESTIONS ON THE EDUCATION PORTFOLIO HOLDER BRIEFING**

The Portfolio Holder Briefing comprised six reports:

- Education and Care Services Contract Activity Report
- Annual Update Report on Bromley Youth Offending Team Partnership 2011/12
- Academy Programme in Bromley: Update
- Education Policy and Legislative Changes: Update
- Minutes of the Education Budget Sub-Committee held on 31<sup>st</sup> July 2012
- Outcomes from Ofsted Thematic Inspection of Safeguarding Disabled Children

**RESOLVED that the Portfolio Holder Briefing be noted.**

## **29 FURTHER REVIEW OF THE BEHAVIOUR SERVICE**

### **Report ED12036**

The Committee considered a report outlining options for the future delivery of a local behaviour service following consultation undertaken with head teachers. The Bromley Behaviour Service delivered the Pupil Referral Service, respite provision, outreach behaviour support to primary and secondary schools and provision for children and young people out of school, including home and hospital provision and provision for school-age mothers.

In considering the report, a Co-opted Member noted some user dissatisfaction with elements of the Behaviour Service in responses from secondary academies, whilst primary school responses had been overwhelmingly positive. Another Co-opted Member noted that primary and secondary schools made very different uses of the Behaviour Service, with secondary schools likely to have more varied needs.

The Chairman proposed that a Member Officer Working Group be established to consider the future delivery of the Bromley Behaviour Service. This was supported by the Committee and Member nominations were received from Councillors Nicholas Bennett JP and Alexa Michael and Co-opted Members, Mr Darren Jenkins and Mrs Joan McConnell. It was also proposed to include Officers and Head Teacher representatives as part of the Membership.

**RESOLVED that:**

- 1) Further discussions be held between Officers and Head Teachers to consider the future of the Bromley Behaviour Service; and,**
- 2) A Member Officer Working Group be established to consider the future delivery of the Bromley Behaviour Service and for membership to comprise Councillors Nicholas Bennett JP and Alexa Michael, Co-**

**opted Members, Mr Darren Jenkins and Mrs Joan McConnell, Officers and Head Teacher representatives.**

**30 EXAMINATION OF FOUNDATION STAGE PROFILES IN EARLY YEARS SETTINGS**

**Report ED12038**

The Committee considered a report outlining the analysis of results matched to Early Years settings over a five year period and outlining the methodology used. This report had been requested by Members following consideration of a report around standards of attainment in Bromley Schools in 2011 at the meeting of Children and Young People PDS Committee on 20<sup>th</sup> March 2012. Members had expressed an interest in understanding the performance of Early Years settings in relation to the Early Years Foundation Stage profile, which was the first informal assessment of a child's learning undertaken in the Reception year in primary school.

A Co-opted Member welcomed the report but highlighted that the figures shown did not necessarily reflect the quality of early years settings as the attainment of children would be impacted by the quality of the teaching they received in their Reception year. The figures also did not identify those early years settings who provided places for children with special educational needs or those for whom English was an additional language.

The Chairman noted that Local Authority settings had shown a steady year on year increase in performance over the last five years, but that performance had been below average in these settings since 2008. The Head of Learning confirmed that the Local Authority settings were located in areas of greatest deprivation in the Borough but that support was being given to the most vulnerable children and there had been a steady increase in performance.

**RESOLVED that Members comments be noted.**

**31 DECLINING LITERACY IN EARLY YEARS**

**Report ED12024**

The Committee considered a report which had been requested by Members following consideration of a report around standards of attainment in Bromley Schools in 2011 at the meeting of Children and Young People PDS Committee on 20<sup>th</sup> March 2012. This report had indicated that the London Borough of Bromley was below the National Average in the percentage of pupils scoring 6+ on the Early Years Foundation Stage profile, with attainment in Communication, Language and Literacy of particular concern.

In considering the report, Members noted that the 2012 results showed an encouraging upward trend, with an increase in the overall Local Authority percentage score of 6+ points for the Foundation Stage Profiles increasing from 57.9% in 2011 (against a National average of 59%) to 68.2% in 2012, which was

likely to be above the National average for 2012, although there were still gaps in attainment between boys and girls and those eligible for free school meals.

A Co-opted Member was concerned that the Early Years Team, which supported schools, had been reduced from 5 full time equivalent (FTE) staff to 3 FTE and noted the importance of early intervention where issues were identified. The Head of Learning confirmed that there had been a reduction in staff, but noted that there was potential for these staff to work with teaching schools in the Borough to build capacity and support the introduction of the new Early Years Framework.

Another Co-opted Member highlighted the need to ensure early years settings were being supported in understanding the new Early Years Foundation Stage Profile. It was also noted that early years settings that had been rated unsatisfactory could not apply for grant funding through the new Framework for Nursery Education Funding, and that those rated 'satisfactory' would need to sign up to a programme of improvement to qualify for funding.

**RESOLVED that:**

- 1) Reasons for improvements in the Early Years Foundation Stage results in 2012 be noted;**
- 2) Members comments on the challenge for Schools and Early Years settings as a new Early Years Foundation Stage Framework is introduced be noted; and,**
- 3) A further update be provided to the Education PDS Committee in September 2013.**

**32 IDENTIFYING UNDER PERFORMING SCHOOLS AND ACTION TO IMPROVE THEM**

This item was withdrawn.

**33 INCREASING USE OF ONLINE APPLICATIONS**

**Report ED12030**

The Committee considered a report outlining the use of online processes for free school meal eligibility checking and admission applications by the Local Authority and setting out targets for the increased use of these processes in the future. The London Borough of Bromley had a significantly lower proportion of applications submitted online than the highest performing Local Authorities, but proposals had been developed to increase this proportion and it was expected that 85% of all admission applications would be submitted online for 2013/14.

In considering the drive to submit online applications for free school meal eligibility checking and admission applications, a Member highlighted that paper evidence was still required for admission applications, including the child's birth certificate and council tax data. A National Initiative meant that evidence required for free

school meal eligibility checking was available online via 'The Hub', and the Chairman noted the need for a similar scheme to be introduced on a London-wide or National level for admission applications, simplifying the application process for parents and realising significant cost savings for the Local Authority.

With regard to evidence for admission applications, the Head of Access and Admissions confirmed that processes to access Council Tax data electronically were being put in place. There would also be a move to print on demand for school admissions brochures to further encourage the use of online applications, although a Co-opted Member highlighted the need to ensure promotional materials were still available for parents of children in early years settings in relation to the school admissions process to ensure they met the primary school application deadline.

**RESOLVED that:**

- 1) A target of 85% of all admission applications to be submitted online be set for 2013/14;**
- 2) Representations be made to London Councils to extend the use of 'The Hub' to support the availability online of evidence needed to support admission applications;**
- 3) Print-on-demand to be introduced for the Schools Admissions Brochure; and,**
- 4) A further update be provided to the Education PDS Committee in September 2013.**

**34           SCHOOLS' SOCIAL MEDIA POLICY**

This item was withdrawn.

**35           TEACHER APPRAISAL AND CAPABILITY ARRANGEMENTS**

**Report ED12037**

The Committee considered a report outlining revised arrangements to be introduced from 1<sup>st</sup> September 2012 to manage teacher performance and setting out the proposed changes to the Council's existing procedures and policies.

In response to a query from a Member, the Assistant Chief Executive: Human Resources confirmed that the proposed arrangements would also apply to Head Teachers.

**RESOLVED that the General Purposes and Licensing Committee be recommended to:**

- 1) Note Members' comments regarding the Department for Education model policy for teachers' appraisal and capability;**

- 2) **Agree that the model policy be adopted by all Community and Voluntary Controlled schools and in respect of centrally based teacher staff employed by the Local Authority; and,**
- 3) **Agree the minor change to the current Capability Procedure enabling the informal capability process to be dealt with as part of the appraisal process.**

**36 OUTCOMES OF THE EDUCATION SELECT COMMITTEE  
HEARING INTO PROVISION OF SOLD SERVICES TO  
SCHOOLS**

**Report ED12020**

The Committee considered a report outlining the outcomes of the Education Select Committee Hearing into Provision of Sold Services to Schools, which was held on 17<sup>th</sup> July 2012. The aim of the Select Committee Hearing was to explore how sold services were currently delivered across the Borough and to consider how sold services could be delivered in future to support the needs of schools across the Borough. Evidence was presented by a number of witnesses including representatives of the Local Authority, local schools, private providers of sold services and a neighbouring local authority. Councillor Stephen Wells, Portfolio Holder for Education, also represented the Local Authority's Executive.

In considering the Select Committee Hearing, the Chairman thanked all Members and Co-opted Members who attended the Education Select Committee Hearing, and requested that the Portfolio Holder for Education provide an update to the Committee around sold services.

The Portfolio Holder for Education advised the Committee that detailed reports were being developed in respect of a range of sold services, including Human Resources, Audit, Health and Safety and Occupational Health. Progress had also been made in plans to relocate services from the Education Development Centre site to another location in the Borough, with work being undertaken prior to any move to identify if services could be delivered in a different way.

In response to a question from a Co-opted Member, the Portfolio Holder confirmed that following the relocation of services from the Education Development Centre, it was proposed to recommend the site be used to support the delivery of additional primary school places for the local community.

**RESOLVED that:**

- 1) **The conclusions of the Select Committee Hearing be noted;**
- 2) **The Education Portfolio Holder be recommended to support the option of contractor commissioning for sold services where appropriate; and,**

**3) Changes to the future organisation of Select Committee Hearings be agreed.**

**37 TERMS OF REFERENCE FOR THE EDUCATION BUDGET SUB COMMITTEE**

**Report ED12021**

The Committee considered the draft Terms of Reference for the Education Budget Sub-Committee.

**RESOLVED that the Terms of Reference for the Education Budget Sub-Committee be endorsed.**

**38 EDUCATION PROGRAMME 2012/13**

**Report ED12035**

The Committee considered the forward rolling work programme for the year ahead, based on items scheduled for decision by the Education Portfolio Holder and items for consideration by the Education PDS Committee.

In considering the work programme for the Committee, the Chairman confirmed that the two items withdrawn from the agenda for the meeting of Education PDS Committee on 11<sup>th</sup> September 2012 would be considered at the meeting on 6<sup>th</sup> November 2012. These comprised reports on 'Identifying Under Performing Schools and Action to Improve Them' and 'Schools' Social Media Policy'.

The Portfolio Holder confirmed that responsibility for adult education had now been transferred from the Renewal and Recreation Portfolio to the Education Portfolio.

The Chairman announced that an Education Seminar would take place on 15<sup>th</sup> November 2012 for all Members exploring a range of themes and issues that were key to the Education Portfolio. These themes would include Looked After Children – the role of the Virtual Head Teacher, Raising the Participation Age, SEN Strategy and School Places, and the Chairman invited all Members and Co-opted Members of the Education PDS Committee to attend.

**RESOLVED that the Education Programme 2012/13 be noted.**

**39 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006, AND THE FREEDOM OF INFORMATION ACT 2000**

**RESOLVED that the press and public be excluded during consideration of the items of business listed below as it was likely in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present, there would be disclosure to them of exempt information.**

**40 EXEMPT MINUTES OF THE EDUCATION PDS COMMITTEE  
MEETING HELD ON 12TH JUNE 2012**

**RESOLVED** that the exempt minutes of the Education PDS Committee meeting held on 12<sup>th</sup> June 2012 be agreed.

**41 EDUCATION PORTFOLIO HOLDER PART 2 (EXEMPT)  
INFORMATION ITEMS**

The Part 2 (Exempt) Portfolio Holder Briefing comprised one item:

- Part 2 (Exempt) Minutes of the Education Budget Sub-Committee held on 31<sup>st</sup> July 2012

**RESOLVED** that the Part 2 (Exempt) Portfolio Holder Briefing be noted.

The Meeting ended at 8.08 pm

Chairman