



Minutes of meeting on Thursday 24th November 2010 at Four Oaks PDC, Nailsea

Present

Peter Binding	Foundation Trust Schools
Justin Templer	Diocese of Clifton
Caroline Hostein	VA Catholic Primary Schools
Sally Varley	Local Authority (Planning and Access)
David Gradwell	Community SEN
Jack Dagnall	Governor (Secondary)
Cllr Anne Kemp	Local Authority Councillor
Bill McEntee	NSC Admissions Policy Officer (Secretary)
Ann-Marie Heath	NSC Choice Advice
Gary Lewis	Foundation Schools
Tony Pearle	NSC School Organisation
Eurfron Parry	Methodist Church
Lucy Amos	VC Primary Schools
Lynne Packer	NSC SEN Manager
Cate Hill	Special Schools
Clair Sepulveda	Bristol City Council
Terri Knowlton	NSC Admissions and Transport Team
Geoff Flynn	NSC Assistant Locality Leader
Theresa Gale	Bath and Wells Diocese (Chair)
Julie Bishop	NSC for minutes

1. Apologies

Julie Fox, Liz Tunnard, Chris Hustwick, Fola Kudehinbu

2. Minutes of the previous meeting

Minutes of meeting held on 4 October 2010.

Caroline Hostein had emailed to say that the minutes did not accurately reflect the opinion of the Schools Adjudicator (in relation to the case he considered re St Francis school policy). However as the minutes did reflect what was said at the meeting it was decided not to alter them but to add a footnote stating what the actual decision of the Adjudicator was. The minutes were agreed to be signed and the footnote was added.

3. Actions and Matters arising

We were short of a special schools rep, but the 3 schools have agreed to take it in turn each year. The Church of England VA rep Gillian Quick has resigned, Lucy Amos has volunteered to represent the VC schools. We still need a VA rep. At Bill's request Chris

Hustwick contacted governors to request a volunteer to be a governor rep – however no-one has come forward. All other matters are on today's agenda.

4. Draft Co-ordinated Admission Schemes and consultation group for 2012-13

In addition to the proposed list of consultees at Appendix 2a, the forum added the Cabot Learning Federation and Cllr Isles for Yatton Infant School as it is a Durban Trust school to the list. It was agreed Bill could amend the list as necessary.

There are no major changes from last year and we have adopted BANES dates for co-ordinating between neighbouring authorities.

Appendix 2, There was a discussion on fraudulent addresses and the checks the Admissions team make.

Pt 47, Sally stated that it would need to clarify what is 'normal'. What proof is needed to confirm proof of submission may need to be added. Could we add that an appeal may be considered under exceptional circumstances?

Pt 57, Caroline Hostein queried the statement (re admissions over number having to be agreed with LA) and requested that it include Church Diocese. Sally explained that any permanent change in Admission Numbers would be under consultation with the diocese and that for any individual case for an increase in numbers there is no consultation with the diocese, only with the school and the Admissions team.

Appendix 3, there are no major changes. P28, the letter to parents, Pete Binding said the letter wasn't clear with the statement that living in the area does not guarantee a place at that school and asked that the letter be amended. Bill to look into.

Appendix 8, No significant changes from last year.

It was agreed Bill could amend the schemes as necessary.

5. Draft Admission policies and Admission Numbers for Community and VC schools for 2012-13

Wyvern School – there will be an increase in Admission Number if they change to an Academy and Sally explained that there is an increase in home building within Weston and we need more capacity. Another option is to increase Broadoak's numbers. A copy of the executive report was circulated to the forum for later consideration on the agenda.

Appendix 1, there are no significant changes from last year.

Appendix 4, a minor change to last year amending an error.

Appendix 7, no major changes to the entry criteria. One minor change to the map on the Chew Valley border.

It was agreed by the Forum that Bill would make any changes to policies as necessary.

6. Draft Admission policies for Foundation and Trust Schools for 2012-13

Churchill and Gordano - Gary Lewis explained there were no material changes from last year. Page 2 paragraph 2 (of Churchill Sixth Form policy) - it is not lawful to be able to make decisions based on attendance for allocations. LA to take advice/check Code on putting this sentence into the policy. It was confirmed that schools must have regard for the advice of the Forum.

Trust Schools – No major changes

Priory – there is a minor change to the border.

Wyvern – Hans Price academy membership of the Forum – Academies have the right to have a representative on the Forum.

7. Draft Admission policies for VA CE/Methodist/Baptist/Anglican Primary Schools for 2012-13

No real changes from last year. There was a discussion on the proof parents are required to provide before they can be considered for admission on faith grounds. It was explained by Tess that they need to be regular church attendees before application. Proof from the vicar is required on church attendance. Supplementary Information Forms may be used by schools. Jack queried what has it got to do with Education and that it (priority based on religion) is discriminating on denominational grounds. Tess explained that you can apply under locality to the school.

Tess and Bill to look at the policies before consultation.

8. Draft Admission policies for VA Catholic Primary Schools for 2012-13
Bill has received all the policies and they have made very few changes and will discuss with the schools concerned.

9. In-year Fair Access protocols (standing item)

Permanent Exclusions and Managed Transfers (standing item)

In 2009-10 and Term 1 of this year, there was a fair distribution of pupils.

Terri is reviewing the Fair Access Protocol and trying to rearrange a meeting to discuss this.

Geoff to go through the numbers with the Forum and to explain the process.

10. Adjudicator's Decision – re St Francis School

This has been looked at by the Adjudicator who upheld the LA view although the School had already agreed to change their policy before the Adjudicator's decision.

11. Confidential Report on Wyvern Community School/Hans Price Academy

Sally updated the Forum and handed out the results of the consultation and a copy of the confidential report that will go to the Executive at the end of February.

The forum took a vote on whether to accept the next step to support the recommendation. Results of the vote were 8 to accept with 3 abstentions.

12 - 15. All other items on the Agenda

It was agreed that all other items to be added to the agenda of the next meeting.

Next Meetings

20 January 2011	9.30 – 11.30	The Campus
17 March 2011	1.00 – 4.00	The Campus
28 April 2011	1.00 – 4.00	The Campus
7 July 2011	1.00 – 4.00	Four Oaks