



Cabinet Member (Education)

Time and Date

2.00 pm on Tuesday, 10th March, 2015

Place

Committee Rooms 2 and 3 - Council House

Public Business**1. Apologies****2. Declarations of Interest****3. Minutes** (Pages 3 - 6)

(a) To agree the minutes of the meeting held on 20th January 2015

(b) Matters arising

4. Library Petitions (Pages 7 - 14)

Report of the Executive Director of People

To consider a number of petitions relating to local library services. The Councillors supporting the petitions have been invited to the meeting for the consideration of this item along with the respective petition organisers.

5. Proposed Finham Park 2 Free School: e-Petition (Pages 15 - 22)

Report of the Executive Director of People

To consider the above petition, bearing 446 signatures, which has been submitted by a Woodlands Ward Residents who, as petition organiser, has been invited to the meeting for the consideration of this item.

6. Adult Education Service Fees Strategy - Academic Year 2015-16
(Pages 23 - 36)

Report of the Executive Director of People

Please note: A briefing note detailing the Education and Childrens Services Scrutiny Board (2)'s consideration of this matter and its recommendations to Cabinet Member for Education is appended to the report.

7. **Coordinated School Admission Scheme for 2016 and Community and Voluntary Controlled School Admission Policies for 2016** (Pages 37 - 58)
Report of the Executive Director of People
8. **Services to Schools Pricing Strategy for 2015-2016** (Pages 59 – 66)
Report of the Executive Director of Resources
9. **Appointment of Authority Governors** (Pages 67 - 68)
Report of the Executive Director of People
10. **Outstanding Issues** (Pages 69 - 71)
Report of the Executive Director of Resources
11. **Any Other Items of Public Business**
Any other items of public business which the Cabinet Member decides to take as matters of urgency because of the special circumstances involved.

Private Business
Nil

Chris West, Executive Director of Resources, Council House, Coventry

Monday, 2 March 2015

Note: The person to contact about the agenda and documents for this meeting is Michelle Salmon Governance Services, Tel: 024 7683 3065, E-mail: michelle.salmon@coventry.gov.uk

Membership: Councillors D Kershaw (Cabinet Member) and D Chater (Deputy Cabinet Member)

By invitation: Councillors J Blundell

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting
OR if you would like this information in another format or language please contact us.

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Coventry City Council
Minutes of the Meeting of Cabinet Member (Education) held at 2.00 pm on
Tuesday, 20 January 2015

Present:

Members: Councillor Kershaw (Cabinet Member)
 Councillor D Chater (Deputy Cabinet Member)
 Councillor J Blundell (Shadow Cabinet Member)

Other Members: Councillor Crookes (for the matter in Minute 29 below)
 Councillor Innes (by invitation)
 Councillor Sawdon (for the matter in Minute 29 below)

Employees (by Directorate):

People J Applegarth, I Merrifield, A Simpson, D Wallis, P Weston

Resources E Atkins, M Salmon

Apologies: There were no apologies

Public Business

27. Declarations of Interest

There were no declarations of interest.

28. Minutes

The minutes of the meeting held on 12th November 2014 were agreed and signed as a true record. There were no matters arising.

29. Petition - Finham Library

The Cabinet Member for Education considered a report of the Executive Director of People that responded to a petition that had been received, bearing 446 signatures and organised by a Wainbody Ward resident and sponsored by Councillor Sawdon, requesting that the Council re-consider making cuts to Finham Library. Councillor Sawdon and the Wainbody Ward resident, and petition organiser, attended the meeting and spoke in support of the petition. Councillor Crookes, a Wainbody Ward Councillor, also attended the meeting for this item.

The petition organiser outlined the concerns of local residents should the Finham Library close indicating that the Library had become a community facility that offered more than the usual library services. For many residents it had become a meeting place, an opportunity to engage in group sessions and activities such as 'Knit and Natter' and the Play Reading Group, and for reading the daily newspapers, and for some it offered the only contact they had with other residents. The Library was a very well used Community Building with a variety of activities and events for all ages that the local residents were keen to retain in their area.

The report indicated that the City Council currently operated a Library Service comprising Central Library plus 16 community libraries, a mobile service and an at home service. Finham Library, located in Finham Green Road, was one of the City's long-standing Community Libraries. As a result of reducing resources from cuts to Council finances made by Central Government, the Local Authority had decided that all Council services would be reviewed with a view to identifying the most efficient way of delivering services, particularly those that protect the most vulnerable. There was currently no proposal to change the configuration of library services in the City. The way in which library provision was provided across the City may be considered within service reviews and at this formative stage, and prior to any decisions being made, a full consultation exercise would be undertaken.

RESOLVED that the Cabinet Member for Education notes the petition and agrees that the petition organisers, other interested local residents and relevant officers and Elected Members, be invited to form a consultation group to discuss proposals for the future of the Finham Community Library, for formal consultation.

30. **Petition for Additional External Works to Clifford Bridge Primary School**

The Cabinet Member for Education considered a report of the Executive Director of People that responded to a petition that had been received, bearing 223 signatures and organised by a Wyken Ward resident, requesting that following the expansion of Clifford Bridge Primary School in September 2014, a ramp be installed connecting the Key Stage 1(KS1) and Key Stage 2(KS2) playgrounds. The Wyken Ward resident, and petition organiser, attended the meeting and spoke in support of the petition.

The petition organiser indicated that the current arrangements were not sufficient to accommodate the community needs or to enable pupils in the different key stages to get into classrooms on time as parents and carers could not safely access both KS1 and KS2 playgrounds without a long divert around the exterior of the school perimeter. The external works of the new build had created a hazardous situation that had already resulted in an accident. The proposed alternative arrangements did not fulfil the original build brief had created additional hazards by blocking emergency escape routes and requiring significant traffic flow through or round a car park where there was little space to negotiate pushchairs.

The report indicated that the new building was now occupied and fully operational and all the school buildings were on the same level, however, the playing field and the KS1 playground were at a higher level. Access to the upper KS1 playground was through the building or externally by using steps or a pedestrian gate from Bracadale Close. The cost of a new ramp had been estimated in the region of £50,000, but this would be dependent upon whether contaminated materials were found in the ground.

The Cabinet Member considered the existing infrastructure and access arrangements and the options to address the issues for parents and carers with pushchairs who needed to access different parts of the school when dropping off or collecting pupils. The Cabinet Member noted that it was anticipated that the school population would continue to grow by 30 extra pupils a year for the next 4 years.

The Cabinet Member agreed that the option to create an alternative path around the school, as shown in Appendix 2 to the report, would provide another route to the left hand side of the school building from the main school entrance giving a level access linking the main entrance with the Key Stage 1 and Foundation stage external area. The proposal was easily achievable with minimal risk and disruption.

RESOLVED that the Cabinet Member for Education notes the petition and agree to measures to improve the pedestrian circulation around Clifford Bridge School grounds, as recommended in Option 2 of the report.

31. **The Attainment and Progress of Coventry Pupils by Ages 5, 7, 11, 16 and 18 in 2014**

The Cabinet Member for Education considered a report of the Executive Director for People that detailed the outcomes of the Early Years Foundation Stage (EYFS), Key Stage 1 (KS1), Key Stage 2 (KS2), Key Stage 4 (KS4), and Key Stage 5 (KS5) and recommended priorities for improvement at each Key Stage.

The report had also been considered by the Education and Childrens Services Scrutiny Board (2) at their meeting on 8th January 2015, who note the information contained in the report and the implications for the Local Authority, endorsed the key priorities for further improvements in standards and achievement in Coventry schools and academies, and had not further recommendations or comments for consideration by the Cabinet Member for Education.

The report has been completed using the latest data available at December 2014, data for EYFS and KS1 having been finalised in October 2014 and August 2014 respectively and KS2 data having been published in the form of national performance tables by the Department for Education on 11th December 2014. In Coventry for 2014 a 1% point change represented approximately 43 children in a cohort of 4293 at EYFS, 42 of 4181 at KS1, 37 of 3705 at KS2, and 34 out 3433 at KS4.

The Cabinet Member thanked the Head of Education Standards and Improvements, his Data Team and Advisors, for the clarity and depth of this detailed report.

RESOLVED that the Cabinet Member for Education endorses the evaluation of EYFS, KS1, KS2, KS4 and KS5 outcomes for 2014 and approves the key priorities for the 2014-15 improvement cycle outlined in the report.

32. **Appointment of Authority Governors**

Resolved that, having met the Local Authority criteria for the appointment of Local Authority school governors, the Cabinet Member approves the appointment and re-appointment of the persons listed below for the schools and terms of office indicated:-

Authority Governor: New Appointments

Name	School	Term of Office
Jane Goodyer	Hillfields Nursery	19 January 2015
Patricia Cox	St Osburgs Catholic Primary	19 January 2015

Authority Governor: Re-Appointments

Name	School	Term of Office
Councillor D Howells	St Christopher Primary	3 November 2018
Mr Steven Cooke	Manor Park Primary	18 January 2019
Mrs T Sargeant	Mount Nod Primary	27 February 2019
Mrs S Cranfield	Park Hill Primary	19 February 2019
Councillor S Bains	Stoke Park School	15 January 2019

33. **Outstanding Issues**

RESOLVED that the Cabinet Member notes a report of the Executive Director of Resources that identifies an issue on which a further report is requested and is outstanding, so that progress can be monitored.

34. **Any Other Items of Public Business**

There were no other items of public business.

(Meeting closed at 3.05 pm)



Cabinet Member for Education

10th March 2015

Name of Cabinet Member:

Cabinet Member for Education – Councillor D Kershaw

Director Approving Submission of the report:

Executive Director for People

Ward(s) affected:

All

Title: Library Petitions

Is this a key decision?

No, as the report doesn't contain any proposals that would significantly affect residents of the City.

Executive Summary:

A number of e-petitions and written petitions have been presented to the Council asking for the Council to reconsider making cuts to local library services. These include a petitions specifically related to the community libraries in Canley, Coundon, Earlsdon, Tile Hill, and Willenhall, and a further petition related more generally to the Library Service across the City. In accordance with the City Council's procedure for dealing with petitions, those relating to library issues are heard by the Cabinet Member for Education.

Recommendations:

It is recommended that the Cabinet Member for Education:-

- 1) Notes the petitions and requests that Officers write to the petition organisers to advise them of the Council's current position and assure them that the petitioners will be encouraged to participate in any discussions in relation to the future of library services in Coventry.

List of Appendices included:

None

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title: Library Petitions

1. Background

- 1.1 An e-petition “Keep Earlsdon Library Open” was presented to the Council on 8th January 2015 with 10 signatures (subsequently increased to 1396), organised by an Earlsdon Ward resident on behalf of the joint Earlsdon Neighbourhood Associations and sponsored by Councillor Ken Taylor OBE asking:-

“We, the undersigned, hereby urge Coventry City Council to retain the valuable and popular Earlsdon Library, which provides a range of good quality facilities for the benefit of all ages in the local community.”

This petition has been supplemented by a similarly worded written petition of 1,649 names.

- 1.2 An e-petition “Save Coundon Library was presented to the Council on 9th February 2015 with 10 signatures (subsequently increased to 35), organised by a Radford Ward resident and sponsored by Cllr Skipper asking:-

“We, the undersigned, hereby urge Coventry City Council to retain the valuable and popular Coundon Library, which provides a range of good quality facilities for the benefit of all ages in the local community.”

- 1.3 An e-petition “Save Tile Hill Library” was presented to the Council on 4th February 2015 with 10 signatures (subsequently increased to 53), organised by a Woodlands Ward resident asking:-

“We, the undersigned, protest at the cuts planned by Coventry City Council including closing virtually every library, children and family centre, adult education and community centre, making cuts in transport for disabled children and sacking all lollipop men and women, reducing street cleaning and road maintenance, and axing another 1000 jobs that will then never be available to the young people of our city.

We particularly object to the plan to close Tile Hill Library on Jardine Crescent which has been used for many years by families and especially children in our area. Libraries are an essential safe space, open new doors and horizons to enquiring minds, and are central to healthy, local communities.”

- 1.4 An e-petition “Against Library Closures” was presented to the Council on 4th February 2015 with 10 signatures (subsequently increased to 148), organised by the Coventry City Branch of UNISON asking:-

“We the undersigned oppose the City Councils “City Centre First” strategy as referenced in the current budget proposal that would see Council run Libraries reduced from 17 to 5. We call upon the Council to keep all our Libraries open; to maintain a high quality and fully accountable Public Library Service, without replacing employed professional and well trained staff with Volunteers.”

This petition has been supplemented by a similarly worded written petition of 2,253 names.

- 1.5 A written petition “Save Canley Library” containing 136 signatures was submitted to the Council meeting held on 24th February 2015 organised by a local resident and sponsored by Cllr Skinner asking:

“We the undersigned protest at the cuts planned by Coventry City Council including closing virtually every library, children and family centre, adult education and community centre, making cuts in transport for disabled children and sacking crossing wardens, reducing street cleaning and road maintenance and axing another 1000 jobs that will then never be available to the young people of our city.

We particularly object to the plan to close Canley Library on Prior Deram Walk, Canley which has been used for many years for families and especially children in the area. It is a welcoming and pleasant library offering many activities and opportunities to study for all in the area. Libraries are an essential safe space, open new doors and horizons to enquiring minds especially in deprived areas of the city such as Canley. They are central to the heart of healthy communities.”

- 1.6 A written “Petition to save Willenhall Library” containing 405 signatures was presented to the Council meeting held on 24th February 2015 by Cllr Lakha asking:

“We the undersigned residents of Willenhall and Binley are worried about the closure of Willenhall library because of the reports in local newspapers. Willenhall library is a great resource for the local community and is well used. We request the City Council to protect this library from closure for the residents of this area.”

- 1.7 The City Council currently operate a Library Service comprising Central Library plus 16 community libraries, a mobile service and an at home service. Whilst the UNISON petition requests that the City Council protect the Library Service as a whole other petitions refer to individual libraries:

- Earlsdon Library, located in Earlsdon Avenue North, is one of the city’s three Carnegie Community Libraries that celebrated their 100th year anniversary in 2013.
- Canley Library, located in Prior Deram Walk Canley was originally built by the US Air Force and donated to the City over 60 years ago.
- Coundon Library, located in Moseley Avenue celebrated its 70th anniversary in 2014.
- Tile Hill Library and Learning Centre, located in Jardine Crescent, is a modern library and a venue for Adult Education classes and has strong links to the adjacent Children’s Centre.
- Willenhall Library is located in Remembrance Road in the Willenhall central shopping parade. The building is not owned by the City Council.

- 1.8 The petitions relates to genuine concern from local residents regarding the level of service reductions that may need to be considered by Coventry City Council. It is a reality that the City Council has to make significant reductions in the amount of money it spends as a result of Government funding reductions. These reductions have required the Council to carefully consider all the various services it spends money on and this must include libraries.

- 1.9 The way in which library provision is provided across the city may be considered within service reviews. The challenges faced by the City Council present the opportunity to reflect on changing patterns of library use, and the changing needs of library users. The Council is currently exploring whether there are any alternative models of delivery which may retain services but deliver significantly reduced costs to the Council. Options will include the co-location of different services and opportunities to co-operate with statutory and non-statutory partners in the City.

1.10 No decisions have been taken regarding the closure of any of the city's libraries. Any future proposals to make changes to the library service will be subject to public consultation. Officers will work over the coming months with the various groups and individuals who have expressed an interest in library services to see if they can work with the Council to deliver a better service at reduced cost.

2. Options considered and recommended proposal

2.1 There is no current proposal to close any community libraries therefore, there is no further action that Officers are recommending to take in terms of this request.

2.2 The Cabinet Member is recommended to request that Officers write to the petition spokespersons to advise them of the Council's current position and assure them that residents and petitioners will be encouraged to participate in any future discussions in relation to library services in Coventry.

3. Results of consultation undertaken

3.1 No consultation has been undertaken. Any future proposals about the provision of library services in the future will at a formative stage and prior to any decisions being made be the subject of a full consultation exercise.

4. Comments from Executive Director for Resources

4.1 Financial implications
There are no financial implications as a result of this report.

4.2 Legal implications
There are no legal implications as a result of this report.

5. Other implications

5.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

Not applicable.

5.2 How is risk being managed?

None

5.3 What is the impact on the organisation?

None

5.4 Equalities / EIA

None

5.5 Implications for (or impact on) the environment

None.

5.6 Implications for partner organisations?

None

Report author:

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Directorate:

People

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Enquiries should be directed to the above person.

Contributor/ approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors: Isabel Merrifield	Assistant Director for Safeguarding, Performance and Quality	People	19 February 2015	20 February 2015
Michelle Salmon	Governance Services Officer	Resources	26 February 2015	26 February 2015
Names of approvers for submission: (Officers and Members)				
Diane Jones	Lead Accountant – Business Partner	Resources	20 February 2015	23 February 2015
Julie Newman	Senior Solicitor, Legal Services	Resources	20 February 2015	23 February 2015
Councillor D Kershaw	Cabinet Member for Education	-	19 February 2015	19 February 2015

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Cabinet Member for Education

10 March 2015

Name of Cabinet Member:

Cabinet Member for Education - Councillor D Kershaw

Director Approving Submission of the report:

Executive Director of People

Ward(s) affected:

Bablake, Westwood, Woodlands and Wainbody

Title:

Proposed Finham Park 2 Free School: e-Petition

Is this a key decision?

No

Executive Summary:

Finham Park 2 has applied to the Secretary of State to establish a new free school in the south west of the city. The school will provide 800 places comprising 600 11-16 year old places and 200 post 16 places. The proposed admission number is 120. An e-Petition was registered with the City Council on 10th December 2014 which requested the Council to provide information in support of the petition regarding "the negative impact Finham Park 2 will have on surrounding schools, the Council will then supply this information to the Secretary of State under Section 9 of the Academies Act 2010." This report sets out the Council's position with regards to the proposal as set out in a letter to the Secretary of State dated 28th January 2015.

Recommendations:

The Cabinet Member is requested to:

- 1) Note the e-Petition
- 2) Request that officers write to the organiser of the petition to advise them of the City Council's current position in relation to Finham Park 2.

List of Appendices included:

Appendix 1: Finham Park e-Petition

Background papers:

None

Other useful documents:

None

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title:

1. Context (or background)

- 1.1 An application was made to the Secretary of State in May 2014 to open a new free school for 800 students comprising 600 11-16 year old and 200 post 16 places. In October 2014 the Secretary of State approved the application to move to the 'pre-opening' stage of the free school process and thereby to set up Finham Park 2 to open in September 2015. The location of the new school is as yet to be determined but will be between Broad Lane and Charter Avenue, West of the A45. It is likely that the school will initially be accommodated at a temporary location pending determination of a permanent site.
- 1.2 Where the Secretary of State is deciding whether to enter into academy arrangements in relation to a new educational institution, or arrangements in respect of an existing educational institution which will provide education for pupils at a wider range of ages, section 9 of the Academies Act 2010 (the Act) requires that the Secretary of State take into account the likely impact of entering into the arrangements on maintained schools, Academies, FE institutions and alternative provision in the area in which the provision is proposed to be , or is, situated. Section 10 of the Act requires that the person entering into the academy arrangements with the Secretary of State, consult as they determine appropriate, as to whether they should enter into academy arrangements. Consultation has been undertaken and the decision now rests with the Secretary of State.
- 1.3 An e-Petition with 446 signatures has been registered with the City Council (refer to appendix 1), which states that "We require the council to provide information in support of this petition regarding the negative impact Finham Park 2 will have on surrounding schools, the council will then supply this information to the Secretary of State under Section 9 of the Academies Act 2010." The e-Petition closed on 23rd January 2015.

2. Options considered and recommended proposal

- 2.1 The City Council submitted its Section 10 comments to the Secretary of State on 28th January 2015, which are outlined in paragraph 2.2 of this report.
- 2.2 The City Council is currently developing a strategy for addressing the anticipated shortfall of secondary places over coming years. In summary:
 - 2.2.1 Planning of secondary places is currently based upon a citywide approach. There will be a projected shortfall of approximately 660 (22 forms of entry - FE) Year 7 places by September 2024. This allows for a 5% planning margin to enable a reasonable degree of parental preference to be exercised.
 - 2.2.2 Additional secondary Year 7 places will not be required until September 2018 when only one additional FE will be required, although this could probably be accommodated by maintaining a slightly lower planning margin than the 5%.
 - 2.2.3 The most acute need for additional secondary places will be during the period 2019 to 2022. In September 2019 a minimum of an additional 9 FE of Year 7 places will be required; rising to a further 4FE in 2021 and 7FE in 2022. No decisions have yet been taken in relation to how these additional places will be delivered – either when, how or in what locations within the city. Ultimately rising rolls will impact on all areas of the city and with the potential development of housing this could lead to a significant increased demand for places.

2.2.4 Concern has also been raised with the City Council regarding the proposed location in the south west and the short to medium term impact on three neighbouring schools – Tile Hill Wood, Woodlands and Westwood – which are academies. At this stage it is impossible to measure the specific impact this proposal may have on these and other secondary schools in the city. We are aware however, that Finham Park 2 has received 186 applications for the 120 Year 7 places available. Of these, 142(76%) of the applicants reside in either the Tile Hill Wood / Woodlands or Westwood catchment areas. The full impact can only be assessed once the allocations process has been completed and the 120 places offered – this of course cannot happen until the site for the new Finham Park 2 is confirmed. It is therefore unfortunate that the Education Funding Agency has been unable to confirm this within the consultation period. At this stage therefore it can be reasonably assumed that if the proposal were to go ahead it would result in Year 7 numbers reducing at neighbouring schools although for the reasons stated above it is not possible to calculate the exact quantum at this stage.

2.2.5 The position in October 2014 regarding numbers on roll (NOR) / surplus places at schools in the south west of the city, was as follows:

Academy	Year 7 PAN	Year 7 (October 2014)	Actual Surplus	Surplus %	Net Capacity	Total NOR October 2014	Actual Surplus	Surplus %
Finham Park	240	238	2	0.8	1,484	1,500	-16	-1.1
Tile Hill Wood	237	169	68	28.7	1,356	1,009	347	25.6
Westwood	157	113	44	28.0	864	565	299	34.6
Woodlands	210	145	65	31.0	1,199	799	400	33.4
Total	844	665	179	21.2	4,903	3,873	1,030	21.0

2.2.6 These figures do not take into account the recently opened Warwick Manufacturing Group Academy for Young Engineers adjacent to Westwood Academy which currently has 230 Year 10 to Year 13 students on roll. (There is also a Catholic Secondary School – Bishop Ullathorne – serving this area. In September 2014 there were approximately 24% surplus places at this school).

2.2.7 The figures demonstrate that schools in the south west of the city are currently carrying an average of 21% surplus places and therefore there is no current requirement for additional places in this part of the city.

2.2.8 Historically a number of pupils from the Westwood, Tile Hill Wood and Woodlands catchment areas have opted for schools outside of the city, Kenilworth and Heart of England in particular. Both have recently increased their published admission numbers (PAN's) providing between them an additional 60 Year 7 places per annum. A total of 113 Year 7 places were allocated at these two 'out of area' schools for September 2014 admissions from those living within the Westwood (45), Tile Hill Wood (27) and Woodlands (41) catchment areas.

2.2.9 Should this proposal be approved, then the Governing Bodies of each of the schools will need to prepare a plan to effectively manage/mitigate the impact of a reduced intake over the next 4 years. Secondary schools have already been effectively managing the implications of falling rolls over recent years, resulting from a falling birth rate. The three schools most directly affected would need to manage the situation over the short term because it the City Council's view that they will continue to be an essential part of school provision in the south west of the city.

2.2.10 The City Council's adopted policy with respect to new secondary schools is clear in that if any free school, Academy or University Technology College (UTC) is established in the City, the City Council will seek to engage with the providers in order to minimise the detrimental effects on other schools in the city and to encourage collaboration with existing schools and the Local Authority, and to encourage that school to work in a positive and constructive way with other schools in the city.

2.2.11 The Council acknowledges the high quality of provision that the current Finham Park School provides and partnership working with the Local Authority in supporting other schools to raise standards. We therefore have confidence that such a provision, if approved, will be of high quality and enable more young people to attend an outstanding school.

3. Results of consultation undertaken

3.1 Under Section 9 of the 2010 Academies Act the Secretary of State must take into account what the likely impact of establishing the additional school will be on maintained schools, academies, institutions within the further education sector and alternative provision in the area in which the additional school is (or is proposed to be) situated. The DfE wrote to the Council on 7th January 2015 inviting comments on the proposal. These are set out in paragraph 2 of this report.

3.2 Free schools are legally Academies and as such subject to the consultation requirements set out in Section 10 of the 2010 Academies Act and therefore should 'consult such persons as the person thinks appropriate' on 'whether the arrangements should be entered into.'

3.3 In this case, the 'Academy arrangements' refer to the Funding Agreement which the Academy Trust needs to enter into with the Secretary of State, before a Free School can open. This is essentially a form of contract, which sets out the conditions under which a Free School will be funded by the Education Funding Agency (EFA).

3.4 The Section 10 Finham Park 2 consultation ran from 8 December 2014 until 30 January 2015 inclusive and provided an opportunity for key stakeholders to feedback via the website and through attendance at 'drop in' sessions. All responses received are currently being considered by the Trust directors, and will be documented in the summary of the consultation. This will be submitted to the Secretary of State in order to allow her to consider it as she draws up the Funding Agreement for the school. The outcome of this consultation has not yet been published by the school.

4. Timetable for implementing this decision

4.1 Subject to the Secretary of State deciding to enter a funding agreement the new Finham Park 2 free school would open in September 2015, initially admitting up to 120 Year 7 students.

5. Comments from Executive Director of Resources

5.1 Financial implications

The three schools most likely to be affected – Westwood, Woodlands and Tile Hill Wood – all became academies in 2011 and therefore receive their funding directly from central Government.

5.2 Legal implications

The City Council has a statutory duty under Section 14 of the 1996 Education Act to provide sufficient school places.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

In the long term this proposal will assist the City Council to fulfil its statutory responsibilities regarding the provision of school places.

6.2 How is risk being managed?

There are no direct risks to the Council. Should this proposal be approved, then the Governing Bodies of each of the three schools affected will need to prepare a plan to effectively manage/mitigate the impact of a reduced intake over the next 4 years. It the Council's view that they will continue to be an essential part of school provision in the south west of the city.

6.3 What is the impact on the organisation?

None.

6.4 Equalities / EIA

Public authority decision makers are under a duty to have due regard to 1) the need to eliminate discrimination, 2) advance equality of opportunity between people who share a protected characteristic and those who do not 3) foster good relations between persons who share a relevant protected characteristic and people who do not (public sector equality duty - s 149(1) Equality Act 2010). The applicable protected characteristics are disability, gender reassignment; race, religion or belief, sex; sexual orientation, pregnancy or maternity.

Decision makers must be consciously thinking about these three aims as part of their decision making process with rigour and with an open mind. The duty is to have "due regard", not to achieve a result but to have due regard to the need to achieve these goals. Consideration being given to the potential adverse impacts and the measures needed to minimise any discriminatory effects.

6.5 Implications for (or impact on) the environment

None.

6.6 Implications for partner organisations?

None.

Report author(s):**Name and job title:**

Paul Weston, Head of Education Standards and Effectiveness

Directorate:

People

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Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
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Lara Knight	Governance Services Team Leader	Resources	16/02/15	17/02/15
Ashley Simpson	Capital Programme Manager	Place	16/02/15	17/02/15
Elaine Atkins	Solicitor, Legal Services	Resources	16/02/15	17/02/15
Sue Heawood	Admissions and Benefits Manager	People	16/02/15	17/02/15
Names of approvers for submission: (officers and Members)				
Tina Pinks	Finance Officer	Resources	16/02/15	26/02/15
Elaine Atkins	Solicitor, Legal Services	Resources	16/02/15	17/02/15
Neelesh Sutaria	Human Resources Manager	Resources	16/02/15	
Paul Weston	Head of Education Standards and Effectiveness	People	16/02/15	19/02/15
Brian Walsh	Executive Director	People	16/02/15	17/02/15
Councillor D Kershaw	Cabinet Member for Education	-	16/02/15	17/02/15

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Finham Park 2 – ePetition

“We the undersigned are of the opinion that the proposed location of Finham Park 2 will have a negative impact on Tile Hill Wood School and Language College and Woodlands and Westwood Academies.

The establishment of Finham Park 2 will affect the viability of the schools listed, by reducing pupil numbers, which will impact on funding and staffing levels directly affecting the education of current and future pupils.

We require the council to provide information in support of this petition regarding the negative impact Finham Park 2 will have on surrounding schools, the council will then supply this information to the Secretary of State under Section 9 of the Academies Act 2010.”

Petition Organiser: Woodlands Ward Resident

End Date: 23 January 2015

Number of Signatures: 446



Education and Children's Services Scrutiny Board (2)
Cabinet Member for Education

12 February 2015
10 March 2015

Name of Cabinet Member:

Cabinet Member for Education – Councillor D Kershaw

Director Approving Submission of the report:

Executive Director of People

Ward(s) affected:

All

Title:

Adult Education Service Fees Strategy – Academic Year 2015-16

Is this a key decision?

No – although the strategy affects all wards of the City, it is not expected to have a significant impact on communities.

Executive Summary:

Based on the requirements of Skills Funding Agency (SFA) funding and following the changes approved on 17 June 2014 in relation to Adult Education Service (AES) fees for 2014-15 academic year, this report makes recommendations for course fees for the academic year 2015-16.

The proposed amendments to the fee structure relates to:

- accredited courses funded through the SFA's Adult Skills Budget (ASB):
 - classroom based (non-loans)
 - Advanced Learning Loans for learners aged 24 plus
 - workplace based courses
 - apprenticeships

- non-accredited Community Learning (CL) courses:
 - full fees
 - Passport to Leisure and Learning (PTLL) fees
 - 60 plus fees
 - single session workshops
 - courses requiring additional resources
 - currently non-chargeable courses in confidence building, assertiveness and short introductory courses in vocational subjects

Recommendations:

1. The Education and Children's Services Scrutiny Board (2) is recommended to note and consider this report and make any comments to the Cabinet Member for Education.

2. The Cabinet Member for Education is recommended to:
- i. Consider comments from the Education and Children’s Services Scrutiny Board (2);
 - ii. Approve the Fee Strategy for the academic year 2015/16.

List of Appendices included:

Appendix 1: Key to abbreviations

Background papers

None

Other useful documents:

Department for Business Innovation & Skills, Skills Funding Statement 2013-2016, February 2014,

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/278529/bis-14-p172a-skills-funding-statement-2013-2016.pdf

Skills Funding Agency, Funding Rules 2014/2015, Version 2, May 2014,

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/308105/funding_rules_2014_to_2015_version_2.pdf

Adult Education Service fees strategy – academic year 2014-15,

<http://democraticservices.coventry.gov.uk/documents/s17348/Adult%20Education%20Service%20Fees%20Strategy%20Academic%20Year%202014-15.pdf>

Has it been or will it be considered by Scrutiny?

Yes – Education and Children’s Services Scrutiny Board (2), on 12 February 2015.

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No.

Will this report go to Council?

No.

Report title: Adult Education Service Fees Strategy – Academic Year 2015-16

1. Context (or background)

1.1 Coventry Adult Education Service (AES) provides accredited courses for learners aged 16 plus who are not in full-time education, and non-accredited courses for learners aged 19 plus.

1.2 The Department for Business, Innovation and Skills (BIS) modified its funding for further education courses with effect from August 2013, including a reduction in the SFA contribution for learners on accredited courses, as explained in the AES fee policy for 2013-14. There is also a requirement providers of Community Learning (that is, learning to help people to acquire new skills, reconnect with learning, follow an interest, prepare to progress to formal courses, or learn how to support their children better) to collect fee income from people who can afford to pay and use this where possible to extend provision to those who cannot.

1.3 Accredited courses

1.3.1 Learners on accredited courses are eligible to have their course either fully paid for or part paid for, or are expected to pay full costs if they do not meet SFA eligibility guidelines. AES currently receives funding from the SFA for any eligible learners at rates set annually by the SFA.

1.3.2 For learners on accredited courses who are only eligible for part funding, providers (AES included) are expected to make up additional monies by charging fees to these learners. Providers can charge a fee which is deemed appropriate.

1.3.3 AES is awaiting publication of the SFA funding rates for 2015-16. This paper is based on the expectation that the levels of funding from SFA for accredited courses remain similar to those in 2014-15. In the event of any announcement of significant changes by SFA after Cabinet Member approval, then further appropriate approval will be sought .

1.4 Non-accredited (CL) courses

1.4.1 AES receives an annual allocation from the SFA to fund CL programmes. This paper is based on the expectation that SFA funding for CL programmes remains the same as for 2014-15, and that SFA's objectives remain the same, that is to focus public funding on turning around the lives of local people and maximise the impact of public funding on the social and economic wellbeing of individuals, families and communities, particularly those who are most disadvantaged and, importantly, add value to the public funding for this provision.

1.4.2 In considering fees for 2015-16, AES has also had to take into account the following:

- the impact of the AES fees strategy 2014-15;
- the impact of the introduction of online enrolments for non-accredited CL programmes in September 2014;
- the rate of non-take up of courses by Passport to Leisure and Learning (PTLL) holders;
- retention rates amongst PTLL holders.

1.4.3 Non-accredited fees will need to be increased where possible, taking account of the need to support disadvantaged people and those unable to afford to pay fees and to increase fees for those who can afford to pay for their learning.

2. Options considered and recommended proposal

2.1 Accredited courses – classroom based (non-loans), Advanced Learning Loans for learners aged 24 plus, workplace based courses, apprenticeships

2.1.1 Classroom based courses (non-loans)

2.1.1.1 The majority of learners enrolling for these courses are eligible for full fee remission because of their financial circumstances and low level of existing qualifications, and of the relatively small number who are required to pay a fee, most face financial barriers, with many vocational courses supporting progression into or within sectors where wages are relatively low (such as care, support for teaching and learning in schools, and administrative roles). It is a requirement for AES to achieve learner number targets in order to maintain funding. AES proposes to increase the currently agreed fee rates for these courses for the academic year 2015-16 by 2.7% (and appropriately rounded up to the nearest round figure), in line with agreed City Council policy.

2.1.2 Advanced Learning Loans for learners aged 24 plus

2.1.2.1 AES offers Level 3 courses in Children and Young People's Workforce, Support for Teaching and Learning in Schools, Education and Training, Computer Skills and Business Skills. Learners aged 19 plus are fully funded for their first Level 3 vocational course, whilst other learners aged 24 plus who enrol for Level 3 vocational courses are eligible for loans administered by the Student Loans Company to pay for their fees. The government introduced these loans in August 2013, and to date there has been no increase in SFA funding rates. Learners are not required to start repaying their loans until they start to earn at least £21,000 per year.

2.1.2.2 AES proposes to maintain the 2014-15 model for fees for Level 3 courses of 10% below the SFA fully funded rate to attract learners in 2015-16, as previously approved by Cabinet Member in June 2014.

2.1.3 Workplace based courses

In addition to classroom based vocational provision, AES delivers vocational qualifications through workplace based courses. These are currently charged using the same methodology as for classroom based vocational courses but with course fees being reduced on a pro rata basis to reflect the reduced number of teaching hours delivered within this context. AES proposes to maintain the 2014-15 model for fees for workplace based courses, taking into account SFA funding rates.

2.1.4 Apprenticeships

AES offers apprenticeship training at intermediate and advanced levels within its existing range of vocational subject areas. Apprenticeships are a priority in relation to AES's funding as they are the only growth area being funded by the SFA, and AES aims to increase this area of its provision. Due to the differing nature of apprenticeships with different employers, AES proposes to maintain the 2014-15 model of negotiating appropriate arrangements with individual employers.

2.2 Non-accredited CL courses – full fees, PTLL fees, 60 plus fees, single session workshops, courses requiring additional resources, currently non-chargeable courses

2.2.1 Table 1 – CL enrolments: comparison between autumn 2013 and autumn 2014

Fee rate	Total CL enrolments autumn 2013	Total CL enrolments autumn 2014	Percentage increase/decrease
Full fee	814	950	+ 16.7%
PTLL	1,522	1,432	- 5.9%
60 plus	742	891	+ 20.1%
Total	3,078	3,273	+ 6.3%

2.2.2 Full fees

In line with the SFA objectives mentioned above, AES proposes an increase from £3 to £3.10 per hour, in order to generate additional fee income whilst maintaining affordability for adult learners, in line with the City Council's 2.7% increase and rounded up to the nearest round figure. For a ten week course of two hours per week, this would be an increase from £60 to £62.

2.2.3 Passport To Leisure and Learning fees

- 2.2.3.1 Following the introduction of a fee for PTLL learners, the percentage of PTLL learners who enrolled but did not take up their place on their course reduced from 13.1% in autumn 2013 to 6.9% in autumn 2014 (compared to 6% for learners as a whole. Pending final collation of data, the indicative retention rate amongst PTLL learners in autumn 2014 was 92.1%, compared with 93.8% overall retention in Community Learning. This represents an increase in relation to autumn 2013 retention, which was 79.7% for PTLL learners and 84.3% overall.
- 2.2.3.2 The overall number of PTLL enrolments in autumn 2014 reduced by 90 (5.9%) compared with autumn 2013. This may be linked to a reduction in the number of people eligible to purchase a PTLL, with a 12% decrease in the number of people claiming out-of-work benefits in Coventry between the year ending June 2013 and year ending June 2014, and a decrease in income of 19% in citywide PTLL sales comparing the August to October quarters in 2013 and 2014.
- 2.2.3.3 However, there was a fall in the number of learners on CL courses living within the 30% most deprived neighbourhoods in the city, with only 25.9% of total CL learners in autumn 2014 living in these neighbourhoods, compared with 37.2% in autumn 2013. In order to ensure that courses remain financially accessible to PTLL learners, and in line with AES's on-going commitment to targeting those facing disadvantage and barriers to learning, AES recommends maintaining PTLL fees at the current rates.

2.2.4 60 plus fees

AES recommends that the fee for learners aged 60 plus is increased from £2.25 per hour to £2.35 per hour (maintaining the same proportion of 75% of the full fee rate as in 2014-15), which for a ten week course of two hours per week would be an increase from £45 to £47. Some 60 plus learners are eligible for a PTLL and would therefore be eligible for the higher PTLL discount. As with full fee payers, this increase represents a 2.7% increase, rounded up to the nearest round figure.

2.2.5 Single session workshops

- 2.2.5.1 Single session workshops are offered to encourage learners to try new subjects for which this is the most appropriate length and format, and to encourage learners to progress on to longer courses in related subjects. A higher hourly fee is broadly in line with the higher fees for single session workshops charged by similar providers, and reflects the fact that the relative administrative costs in setting up single session workshops are higher than for longer courses.
- 2.2.5.2 AES therefore recommends an increase from £5 per hour to £5.15 per hour for single session workshops. This equates to £20.60 for a typical four hour workshop. AES recommends maintaining the current flat rate £2 fee for single session workshops for PTLL holders, and to increase the fee for learners aged 60 plus from £3.75 to £3.90 per hour (£15.60 for a four-hour workshop) maintaining the same level of discount as for longer courses. In addition, AES proposes that a Service Manager would be entitled to exercise a flexible approach by maintaining the offer of special discounted rates on the proposed £5.15 per hour for single session workshops in order to incentivise people to attend one-off sessions and promote progression to longer courses. This increase also represents a 2.7% increase, rounded up to the nearest round figure.

2.2.6 Courses for which equipment or rooms necessitate limited numbers and courses requiring additional staffing

- 2.2.6.1 AES proposes to increase the higher hourly rate for certain courses which are more expensive to run, from £4.50 to £4.65 per hour (£3.40 to £3.50 for learners aged 60 plus), and retain the current fee of 40 pence per hour for those with a PTLL, subject to a minimum PTLL fee of £2.
- 2.2.6.2 In such cases the charge for a ten-week course would be £93 rather than the proposed £62 for other ten-week courses and the proportionate reduction for learners aged 60 plus would still apply (£75 for a ten-week course), with the PTLL rate remaining the same as in 2014-15 for these courses, at £8 for a ten-week course. Examples of courses that would incur the higher rate are:
- courses with limited places due to availability of space or resources, such as Studio Photography, where the space and equipment requirements currently available to AES would limit the course to eight people;
 - courses incurring additional costs due to their specialist nature, for example, a life drawing course would require a life model in addition to a tutor at each lesson.
- 2.2.6.3 Other additional costs for learners are explained in course information forms, for example materials, equipment and ingredients.

2.2.7 Non-chargeable courses in self-confidence, assertiveness and short introductory courses in vocational subjects

- 2.2.7.1 AES delivers free courses in Family Learning and in subjects such as confidence building and assertiveness and introductory courses in vocational subjects. Coventry is in line with other local authorities in delivering Family Learning courses without charge. It has offered other nominated courses free to encourage learners to move into programmes which will lead to employment and for those taking their first steps back into learning. The fee increases for other Community Learning courses have generated additional income which will enable AES to maintain these courses free.

2.2.7.2 However, following the introduction of online enrolments for Community Learning courses in September 2014, although AES proposes to continue to offer Family Learning courses free of charge, it proposes to introduce a nominal £2 flat rate fee for self-confidence, assertiveness and short introductory courses in vocational subjects as this will enable people to enrol online for these courses.

2.2.8 Online courses

2.2.8.1 AES is not currently delivering online courses independently of wider vocational programmes. However, if AES reintroduces these courses, the current model of a reduced fee based on the reduced tutorial hours required per learner would be applied. The respective PTLL and 60 plus rates would be calculated on the same basis for online CL courses.

2.2.9 Table 2 - Coventry City Council Adult Education Service course fees – summary of current 2014-5 and recommended 2015-16 rates

Course type	Current fee 2014-15	Recommended fee 2015-16
Accredited (ASB) courses		
Classroom based courses (non-loans)	Variable based on SFA funding rates; full fee remission for many based on financial circumstances and existing qualifications	2.7% increase in line with Council policy, rounded up to nearest round figure
Advanced Learning Loans for Level 3 courses	Variable based on SFA funding rates	Maintain the 2014-15 model for Level 3 courses
Workplace based courses	Variable based on funding rates; full fee remission for many based on financial circumstances and existing qualifications	Maintain the 2014-15 model for workplace based courses, taking into account SFA funding rates
Apprenticeships	Variable – appropriate rates payable by employer	Maintain the 2014-15 model for apprenticeships
Non-accredited (Community Learning) courses		
Courses - full fee	£3 per hr	£3.10 per hr (£62 for 20 hrs)
Courses - PTLL	25 pence per hr (min £2)	No change
Courses - 60 plus	£2.25 per hr	£2.35 per hr (£47 for 20 hrs)
Single session workshops - full fee	£5 per hr	Increase to £5.15 per hr
Single session workshops - PTLL	£2 flat rate	No change
Single session workshops - 60 plus	£3.75 per hr	Increase to £3.90 per hr
Courses for which equipment or rooms require limited numbers; courses requiring additional staffing	£4.50 per hr	£4.65 per hr (£92 for 20 hrs)
Courses for which equipment or rooms require limited numbers; courses requiring additional staffing – PTLL	40 pence per hr	No change
Courses for which equipment or rooms require limited numbers; courses requiring additional staffing – 60 plus	£3.40 per hr	£3.50 per hr (£70 for 20 hrs)
Currently non-chargeable courses in confidence building, assertiveness and short introductory courses in vocational subjects	Free	£2 flat rate

Online courses	Reduced fees based on reduced teaching hours	Increase as per above fee increases, based on reduced teaching hours
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3. Results of consultation undertaken

- 3.1 A Community Learning Learner Survey was undertaken by BIS in 2012, on which a report was produced in March 2013, providing positive feedback from learners across the country on their objectives regarding fees. There have been no further consultations on non-accredited (CL) fees since the BIS survey in 2012, and whilst fees have increased since then, they remain very competitive in relation to those of similar providers, and enrolments amongst people paying full/60 plus fees have increased, and there has been no critical feedback by PTLL learners since the introduction of the nominal £5 fee. AES promoted the survey amongst its own learners at that time. Discussion has taken place with colleagues within AES to agree the proposed fee structure for 2015-16, taking account of the funding levels and requirements of the SFA and any impact of the fee changes implemented in September 2013. As reported to Scrutiny Board (2) on 27 February 2014, there was no discernible impact on enrolments that could be specifically attributed to changes in fees. The effect of the changes to enrolment fees for CL enrolments between autumn 2013 and autumn 2014 is shown in Table1 above.

4 Timetable for implementing this decision

- 4.1 Implementation: fee increases to be implemented with effect from 1 September 2015.
- 4.2 Monitoring: termly and at the end of the academic year.

5 Comments from Executive Director of Resources

5.1 Financial implications

- 5.1.1 The report proposes fee rates for accredited (ASB) courses for 2015-16 to be in line with current AES fee policy, which is connected to the SFA funding rates, as shown in Table 2 above. Fees for apprenticeships will continue to be set taking into account the SFA funding rates and will be negotiated on an individual basis depending on the nature of the apprenticeship being offered to employers.
- 5.1.2 Fee rates for non-accredited (CL) courses will increase as set out in the main body of this report and provide a balance between generating increased fee income and the need to maintain learner numbers on these courses. The increases are in line or above the City Council's policy of 2.7% except for PTLL, which is being maintained at the 2014-15 rate, as shown in section 2 (PTLL) above.
- 5.1.3 For all courses, minimum numbers of enrolments are specified for courses to run, and this will continue in order to avoid courses running with insufficient enrolments. The fee rates, modes of delivery, and the financial sustainability of all programmes will be reviewed during the year, taking account of market conditions, to enable the Service to make appropriate changes to provision and fee rates for future years.
- 5.1.4 The increase in income for the 2015-16 academic year based on these proposals is expected to be in the region of £7,000, assuming similar levels of activity to previous years. The increase in income will be reinvested within AES to extend provision to people who cannot afford to pay in accordance with SFA grant guidance.

5.2 Legal implications

- 5.2.1 The public sector Equality Duty requires all the Local Authority decision makers to consider all individuals when carrying out their day-to-day functions, including when shaping policy, and in respect of the delivery of services. The public sector equality duty requires the Local Authority to have due regard to the need to eliminate discrimination; advance equality of opportunity; and to foster good relations between different people when carrying out their activities, and to identify the steps needed to achieve this by applying a rigorous analysis to any proposals, their potential adverse impacts and the measures needed to minimise any discriminatory effects.

6 Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

AES provides vocational opportunities that allow adult learners to gain skills and qualifications to improve their job prospects and career progression, supporting economic activity in the city. The range of qualifications offered are in vocational areas where there is an identified need within the city. The impact of CL courses also includes the development of skills to improve job prospects and career progression, as well as skills that learners apply to volunteer within their communities or support their children and families. Many CL courses contribute to learners' improved health and fitness and improved self-confidence and wellbeing. The proposed changes maintain fee levels that remain affordable for Coventry residents and that are competitive in relation to similar providers. A substantial ESOL programme supports large numbers of learners facing disadvantage and barriers to learning to improve their English language skills in order to play a fuller role within their local communities.

6.2 How is risk being managed?

The fee rate is being set for the academic year 2015-16 taking into account current SFA funding levels and methodology and the need to maintain affordability for learners, in order to maintain learner numbers and thereby achieve funding targets. It is not anticipated that the proposed increases in income would result in any significant decrease in enrolments.

6.3 What is the impact on the organisation?

None.

6.4 What is the impact on the organisation?

None.

6.5 Equalities / EIA

An EIA was completed May 2013 in relation to the 2014-15 fees strategy, with no negative impacts identified. An analysis of learner enrolments in autumn term 2014 shows an increase in enrolments by full fee payers and learners aged 60 plus compared with autumn term 2013.

There was a decrease of 90 enrolments (5.9%) by PTLL learners compared with autumn term 2013, which may be linked to a 12% decrease in the number of people claiming out-of-work benefits in Coventry between the year ending June 2013 and the year ending June 2014 and a decrease in income of 19% in citywide PTLL sales comparing the August to October quarters in 2013 and 2014.

However, there has been a fall in the number of learners on CL courses within the 30% most deprived neighbourhoods in the city, with 25.9% of CL learners in autumn 2014 living in these neighbourhoods, compared with 37.2% in autumn 2013. AES is undertaking further investigation into the reasons for this in order to ensure that courses continue to meet the needs of, and remain accessible to, those living in deprived neighbourhoods.

6.5 Implications for (or impact on) the environment

None.

6.6 Implications for partner organisations?

None.

Report author(s):**Name and job title:**

Simon Brake, Director of Primary Care Sustainability and Integration

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People

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
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Names of approvers for submission: (officers and Members)				
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Brian Walsh	Executive Director	People	23.01.2015	29.01.2015
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Councillor D Kershaw	Cabinet Member for Education	-	23.01.2015	29.01.2015

This report is published on the council's website: www.coventry.gov.uk/councilmeetings

Appendix 1: Key to abbreviations

AES	Adult Education Service
ASB	Adult Skills Budget
BIS	Department for Business, Innovation and Skills
CL	Community Learning
PTLL	Passport to Leisure and Learning
SFA	Skills Funding Agency

To: Cabinet Member for Education

10 March 2015

Subject: Adult Education Service Fee Strategy – Academic Year 2015-16

1 Purpose of the Note

- 1.1 To inform the Cabinet Member of the outcome of the Education and Children's Service's Scrutiny Board meeting to consider the report on the Adult Education Service Fee Strategy – Academic Year 2015-16.

2 Recommendations

The Cabinet Member for Education is recommended to:

- i) Approve the fee strategy for the academic year 2015/16
- ii) Look at areas where the Adult Education Service can be better used for Council in-house training
- iii) Investigate further the drop in enrolments from 30% most deprived neighbourhoods in September 2014 and to identify action to address it.

3 Information/Background

- 3.1 At their meeting on 12 February 2015 the Education and Children's Service Scrutiny Board (2) considered the report on the Adult Education Service Fee Strategy – Academic Year 2015-16.
- 3.2 Members questioned officers particularly on whether the Council use Adult Education Service for their in-house training and whether there is flexibility in the service to be able to adapt to changes in demand for courses.
- 3.3 Members were concerned about the reduction in learners from the 30% most deprived neighbourhoods of the city following the introduction of fees for passport to leisure and learning users.
- 3.4 Members would be interested in a further report to come to the Board in November, specifically looking at enrolments in the 30% most deprived neighbourhoods.

Gennie Holmes
Scrutiny Co-ordinator
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Tel: 024 7683 1172

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Cabinet Member for Education

10 March 2015

Name of Cabinet Member:

Cabinet Member for Education – Councillor D Kershaw

Director Approving Submission of the report:

Executive Director of People

Ward(s) affected: All

Title: Co-ordinated school admission schemes for 2016 and community and voluntary controlled school admission policies for 2016.

Is this a key decision? No as proposals are not expected to significantly impact on communities

Executive Summary:

Each year the Department for Education requires Local Authorities to determine the co-ordination schemes for school admissions in their areas and the admissions policies for community and voluntary controlled schools which are the responsibility of the local authority by 15 April.

In April 2006, Cabinet agreed that consideration of reports on school admission arrangements would be delegated to the appropriate Cabinet Member in years where there were no significant changes to admission arrangements. (minute number 196/06 refers)

All schemes and policies referred to in this report were considered by the School Admissions Forum on 6 February 2015. As there have been no significant changes to the schemes and policies since the 2013 policies, no consultation is required by the School Admissions Code 2014.

Recommendations:

The Cabinet Member for Education is recommended to:

- 1) Approve the co-ordinated admissions scheme for primary, infant and junior schools in Coventry for 2016/17 and the admissions policy for community and voluntary controlled primary, infant and junior schools for 2016/17 as set out in Appendix 1 to the report.
- 2) Approve the co-ordinated admissions scheme for secondary schools in Coventry for 2016/17 as set out in Appendix 2 to the report.

List of Appendices included:

Appendix 1 - Primary, Infant and Junior School Co-ordinated Admissions Scheme, and
Community and Voluntary Controlled School Admissions Policies 2016/17
Appendix 2 - Secondary School Co-ordinated Admissions Scheme 2016/17

Background papers

None

Other useful documents:

School Admissions Code 2014 available at
www.gov.uk/government/publications/school-admissions-code--2

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

Yes - School Admissions Forum 6 February 2015

Will this report go to Council?

No

Report title: Co-ordinated School Admission Schemes for 2016 and Community and Voluntary Controlled School Admission Policies for 2016

1. Context (or background)

- 1.1 The School Admissions Code 2014 requires admissions authorities to consult on admission arrangements every 7 years or more frequently where any significant changes are proposed. No significant changes are proposed to the scheme or the admissions policies for community and voluntary controlled schools since the last consultation for admission in September 2013. Therefore no consultation is required for 2016.
- 1.2 Schools were notified in November 2014 that arrangements including published admission numbers for community schools would remain the same.
- 1.3 The publication of a new School Admissions Code in December 2014 did require changes to be made to include the process for requesting admission out of the normal age group. As this is a mandatory change required by the Schools Admissions Code no consultation on these changes is required.

2. Options considered and recommended proposal

- 2.1 As detailed in point 1.1 no significant issues have been identified which require changes to the admission arrangements since the consultation carried out for the 2013 policies.
- 2.2 Templars primary school governing body have requested an increase in their admission number from 75 to 90. This request was considered but when taking into account levels of demand for places at the school, availability of places in neighbouring schools and strategic planning for school expansions in the city it has been rejected and the PAN remains the same at 75. The governing body have the right to object to the Schools Adjudicator where the PAN is set lower than they wish it to be by 30 June 2015.
- 2.3 The first proposal is to determine the co-ordinated admissions scheme for primary, infant and junior schools in Coventry for 2016/17 and the admissions policies for community and voluntary controlled schools for 2016/17 (see appendix 1).
- 2.4 The second proposal is to determine the co-ordinated admissions scheme for secondary schools in Coventry for 2016/17. (see appendix 2)

3. Results of consultation undertaken

- 3.1 There has been no requirement to undertake consultation as detailed in point 1.1 of the report.

4. Timetable for implementing this decision

- 4.1 The Local Authority is required to notify the Department for Education that co-ordinated schemes and admissions policies have been determined by 15 April 2015. All admissions arrangements will apply to school admissions from September 2016
- 4.2 Admission arrangements are reviewed on an annual basis with the next consultation due to take place within 4 years. The School Admissions Forum will continue to consider existing and proposed admission arrangements, in particular how they serve the interests of local parents and children collectively. The Forum will consider how admission processes operate during each year and an annual report will be produced from the Local Authority to the Department for Education on the effectiveness of admission arrangements.

5. Comments from Executive Director of Resources

5.1 Financial implications

There are no financial implications.

5.2 Legal implications

The local authority is the admission authority for community and voluntary controlled schools. Regulation 11 of the School Admissions (Admission Arrangements and Co-Ordination of Admission Arrangements) (England) (Amendment) Regulations 2014 requires every admission authority to determine their admission arrangements for 2016-17 by 15 April 2015. The local authority is also required to formulate a qualifying scheme for co-ordinating admission arrangements for primary and secondary schools in its area. The local authority must notify the Secretary of State that a co-ordinated scheme for admissions in 2016 has been adopted by 15 April 2015.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

The proposed admission arrangements support the aims of ensuring that children and young people are safe, achieve and make a positive contribution, and developing a more equal city with cohesive communities and neighbourhoods.

6.2 How is risk being managed?

The School Admissions Forum will continue to consider existing and proposed admission arrangements and monitor their effectiveness

6.3 What is the impact on the organisation?

The proposed admission arrangements support the aims of the City Council in respect of corporate parenting through providing all children with access to education in accordance with their needs. The arrangements support the partnership and strong working relationships between all schools and types of schools across the City.

6.4 Equalities / EIA

An equality impact assessment was undertaken in September 2010 on admissions arrangements and no changes are identified in these proposals.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

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This report is published on the council's website: www.coventry.gov.uk/councilmeetings

Appendix 1

Coventry Primary, Infant and Junior School Co-ordinated Admissions Scheme: 2016/17

Introduction

1. This primary co-ordinated scheme is published in accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulation 2012.

The scheme

2. Coventry City Council are the responsible authority for co-ordinating the arrangements for the admission of pupils to primary junior and infant schools in the Local Authority area.
3. The scheme shall apply to every primary, junior and infant school in the Local Authority area (except special schools) and shall take effect for the admissions process leading to admissions into primary, junior and infant schools in September 2016.

The scheme complies with the DfE School Admissions Code December 2014.

The details of the scheme are set out in Schedule 1 and Schedule 2 of this document.

SCHEDULE 1

PART 1 – THE SCHEME

1. The application process will be available online via the Local Authority website or via a paper common application form.
2. The online application and the Common Application Form will be used as a means of expressing preferences for the purposes of Section 86 of the School Standards and Framework Act 1998, by parents resident in Coventry wishing to express a preference for their child to be admitted to a maintained primary, junior or infant school or an Academy/free school.
3. When applying the parent will be able to:
 - a. express **three** preferences, in rank order of preference.
 - b. give their reasons for each preference.
4. The parent will receive no more than one offer of a school place and:
 - (i) a place will be offered at the highest ranking nominated school for which they are eligible for a place; and
 - (ii) if a place cannot be offered at a nominated school, a place will be offered at the nearest available school following consultation with own admission authorities where appropriate.

5. The Local Authority will make appropriate arrangements to ensure that:
 - the online application system and the Common Application Forms are available
 - A written explanation of the co-ordinated admissions scheme is available on the Local Authority website and from the Local Authority.
6. During September 2015 all maintained primary, junior and infant schools and academies/free schools in Coventry will receive information for parents who wish to apply for admission to a Coventry primary, junior or infant school at the normal age of entry in 2016. Information will also be made available in nurseries and other early years provision, and in other general community settings such as libraries and GP surgeries.

Supplementary Information Forms

7. All preferences expressed on the Common Application Form or via the online process are valid applications. The governing body of a school which is its own admission authority (eg voluntary aided schools or academies) school may ask parents who wish to nominate, or have nominated, their school through this process to provide additional information on a supplementary form for the governing body to apply their oversubscription criteria to the application. If parents complete a supplementary form, this must be returned to the Local Authority, along with any evidence, so that the relevant forms can be passed to the school/s.
8. Where a school receives a supplementary form from a Coventry resident it will not be regarded as a valid application unless the parent has also completed an online application or Common Application Form and the school is nominated on it. Where supplementary forms are received directly by schools which are their own admission authorities the school must inform the Local Authority immediately so the Local Authority can verify whether an application has been received from the parent and, if not, contact the parent and ask them to complete one. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form.

Processing of Common Application Forms

9. Parents can complete the online application by 15 January 2016. An email confirming receipt of the application will be received once the application has been submitted. Alternatively parents can return a completed Common Application Forms to a primary, junior or infant school or to the Local Authority by 15 January 2016. The Local Authority will issue a receipt within 14 days for all Common Application Forms received. The receipt letter is the only valid proof that an application has been received by the Local Authority. Applications received after 15 January 2016 will be treated in accordance with the procedure for late applications.
10. The primary, junior or infant school should forward any Common Application Forms received directly onto the School Admissions Team by 15 January 2016 at the latest.

Determining Offers

11. The Local Authority will act as a 'clearing house' for the allocation of places by the relevant admission authorities in response to the online applications and Common Application Forms. The Local Authority will only make a decision with respect to a preference expressed where-
 - (a) it is acting in its separate capacity as an admission authority, or
 - (b) an applicant is eligible for a place at more than one school, or

(c) an applicant is not eligible for a place at any school that the parent has nominated.

12. **By 5 February 2016 Coventry** Local Authority will apply the individual admissions policy on behalf of community & voluntary controlled primary schools. Where the governing body is the admission authority, Coventry Local Authority will notify the admission authority for each of the schools of every application that has been made for that school, regardless of ranking. All relevant details and any supplementary forms received which schools require in order to apply their oversubscription criteria will be forwarded to the governing body together with any evidence.
13. **By 25 February 2016** the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria (if appropriate) and provide the Local Authority with a list of those applicants 'ranked' according to the school's oversubscription criteria. Where the number of applicants exceeds the number of places available at the school by a significant amount, the admission authority need 'rank' only as many as it agrees with the Local Authority to be necessary, allowing for the fact that some of those who could be offered a place might be offered a place at another school.
14. The Local Authority will match this 'ranked' list against the 'ranked' lists of the other schools:
 - (a) Where the child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
 - (b) Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
 - (c) Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy, following consultation with own admission authorities where appropriate.
15. By 4 March 2016 the Local Authority will commence the exchange of information with other Local Authorities on potential offers of places in Coventry schools. Similarly other Local Authorities will notify Coventry Local Authority of potential offers available to Coventry residents.
16. Following this Coventry and other Local Authorities will compare potential offers and provisionally allocate places. This information will then be exchanged between Local Authorities, and this work will be completed by 30 March 2016.

17. It should be noted that all children with statements of special educational needs or education, health and care plans that name a school must be admitted to that school before all other applicants.

Decision Letters

18. **On 16 April 2016** Coventry Local Authority will post letters to parents by second class post notifying them of the primary / junior / infant school place that has been allocated to their child. Emails will also be sent on this date to those parents who have applied on-line. Both will contain the following information:
 - The name of the school at which a place is offered;
 - The reasons why the child is not being offered a place at each of the other schools nominated on the application;

- Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
- Contact details for applicants to lodge an appeal when they have not been offered a place at a school.

PART 11 – LATE APPLICATIONS

17. The closing date for applications in the normal admissions round is **15 January 2016**.
18. All applications received after **15 January 2016** will be late and will only be considered after all those who applied on time.

Waiting Lists

19. After the initial allocation on **16 April 2016** the Local Authority will establish waiting lists for community & voluntary controlled primary, junior and infant schools, and these will operate up until the end of the Autumn term in **2016**. Parents who wish to have their child's name on a waiting list for a community or voluntary controlled school after this date should contact the Local Authority.
20. Voluntary Aided schools and academies will be responsible for maintaining their own waiting lists in conjunction with the Local Authority. Parents, who wish for their children to continue to be considered for any places at these schools after the end of the Autumn term, must contact the schools direct.
21. Waiting lists are kept in admissions criteria order and this is the basis for deciding where a child is placed on a list. The date of application does not affect the position on a waiting list.

Applications outside the normal admissions round

22. The Local Authority co-ordinates in year admissions for all community, voluntary controlled, and voluntary aided schools and academies/free schools within Coventry unless the school has indicated otherwise in their admission arrangements. Contact Admissions and Benefits Team for the most up to date information. Applications are made on a standard application form for all schools. Applicants for Coventry Voluntary Aided Church of England schools will need to complete a supplementary information form but only if they are applying on priority faith grounds. Admissions decisions by own admission authority schools will be made within 5 school days in most circumstances. Decision letters will be issued by the Local Authority on behalf of all schools within the co-ordinated scheme and these will include appeal information where an application was unsuccessful. Waiting lists for all Coventry schools will be notified to the Local Authority. Voluntary Aided schools/Academies/free schools will be responsible for maintaining their own lists in conjunction with the Local Authority. Parents, who wish for their children to continue to be considered for any places at these schools after the end of the Autumn term must contact the schools direct. The Local Authority will maintain lists for community and voluntary controlled schools. Children will remain on these waiting lists for the term in which they apply, but failure to confirm continued interest in a school within 14 days of the beginning of each term will result in removal from waiting lists. Where a parent/carer seeks a place for their child outside their normal age group they must notify their intention on the application. Parents/carers will then be contacted to discuss the matter further as each case will be considered individually on the circumstances of each case and in the child's best interests. There are no guarantees that such applications will be agreed. Parents will be provided with a letter setting out the decision on their application and the reasons for the decision.

SCHEDULE 2

Primary / junior / Infant Coordinated Admissions Scheme Timetable

15 January 2016	National closing date for making an online application or returning Coventry Common Application Forms
5 February 2016	Details of preferences expressed will be sent to Coventry Voluntary Aided schools for "ranking".
25 February 2016	Coventry Voluntary Aided schools will provide the Local Authority with a "ranked" list of applicants.
4 March 2016	From this date onwards Coventry Local Authority will compare provisional offers data and finalise the allocation of places.
16 April 2016	Coventry Local Authority will notify its schools which parents have been offered places. On this date letters will be sent out by second class post notifying parents of the school place offered to their child(ren). Parents who have applied on-line will be notified on this date by email.

Community and Voluntary Controlled Primary and Infant School Admissions Policy 2016/17 Oversubscription criteria:

If the number of applications is less than the published admission number then all applicants will be offered a place.

If there are more requests for a school than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below.

- 1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order, child arrangements order or a special guardianship order**

A looked-after child is defined in Section 22 of the Children Act 1989.
- 2. Children who live in the catchment area served by the school, who have a brother or sister attending the school or, in the case of separate infant and junior schools, the corresponding junior school, provided that the brother or sister will continue to attend that school the following year**
- 3. Other children who live in the catchment area served by the school.**
- 4. Children living outside the catchment area with a brother or sister who currently attends the school or, in the case of separate infant and junior schools, the corresponding junior school, provided that the brother or sister will continue to attend that school the following year;**

5. Children by reference to the distance to the preferred school

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests by reference to distance.

Brothers and Sisters

The City Council sees the benefits of children from the same family attending the same school and gives priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where schools are over-subscribed no guarantee can be given that places will be available for brothers and sisters.

Distance

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence - to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the local authority, overseen independently, will select by drawing lots

Home address

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Local Authority that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place

If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.

Children of UK service personnel and other Crown Servants will be treated as meeting the residency criteria for a catchment area once proof of posting has been provided

Catchment area

One of the aims of local schools is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area and details of specific catchment areas are available from the Admissions and Benefits team

Deferred entry into Primary School

Legally a child does not have to be educated until the term after their fifth birthday. Parents may feel their child is young for their age, or there may be other reasons for wanting to delay their entry to school. This is called deferred entry.

In this situation applications for a place should be made in the normal way. The Authority recommends that the parent/carer contact the headteacher of the preferred school to discuss the matter in more detail prior to submitting the application. If the parent/carer then decides to defer entry, a place will be reserved until the child starts as long as they start within the academic year. The Authority cannot allocate it to another child. Parents/carers cannot assume however that an

application for a deferred entry place will be successful. It will be considered alongside all other applications in accordance with the general City Council admissions policy.

Where a parent/carer of a summer born child wishes to defer entry until the following academic year, and wishes their child to start in reception this will mean the child is taught out of their normal age group. They should still make an application at the usual time but must notify us on the application that they will wish to request a place out of the normal age group. Parents/carers will then be contacted to discuss the matter further and should note there are no guarantees that such applications will be successful, but that each case will be considered individually.

Parents may seek a place for their child outside of their normal age group. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school.

Part time attendance

Parents can request that their child attends part time until the child reaches compulsory school age.

Children currently attending Local Authority Maintained Nursery Classes

Parents of children already attending Nursery Classes will also need to complete an application form in order to request a place at their preferred Primary School. The policy of the City Council is not to provide nursery classes at every school, but to provide classes which serve a wider area than the school's catchment area. The number of part-time places available in a nursery class therefore often exceeds the number of places available in the Reception Class in the same school. **The City Council cannot therefore guarantee that a pupil who is admitted to a school's nursery class will be admitted to the same school.**

Waiting List

The Authority cannot always offer places at a preferred school. If this is the case the child's name will be automatically placed on the Waiting List for community and voluntary controlled schools. If places become available, the Authority will allocate the places in accordance with the oversubscription criteria. Applicants may therefore move both up and down the list depending on whether others joining the list meet a higher ranked oversubscription criterion. Waiting Lists will remain in operation until the end of the 2016 Autumn Term. Thereafter, parents will be required to register their interest in the preferred school at the beginning of each term, otherwise they will be deemed to have withdrawn their interest.

Admission Numbers 2016/17

Community and Voluntary Controlled Primary and Infant Schools

The admission number represents the capacity of the school to admit pupils at the normal age of entry in the 2016/17 academic year.

Community and Voluntary Controlled Primary schools	Admission Number 2016/17
Alderman's Green Community Primary	90
Alder Moor Farm Primary	90
All Saints' C.E. Primary (Voluntary controlled)	30
Allesley Primary	60
Allesley Hall Primary	30
Broad Heath Community Primary	90
Cannon Park Primary	30
Charter Primary	45
Clifford Bridge Primary	60
Coundon Primary	90
Courthouse Green Primary	90
Earlsdon Primary	60
Edgewick Community Primary	60
Ernesford Grange Primary	60
Finham Primary	60
Frederick Bird Primary	120
Gosford Park Primary	60
Grange Farm Primary	60
Grangehurst Primary	60
Hearsall Community Primary	60
Henley Green Community Primary	60
Holbrook Community Primary	90
Hollyfast Primary	90
Howes Community Primary	30
John Gulson Primary	90
John Shelton Community Primary	30
Joseph Cash Primary	60
Keresley Grange Primary	45
Limbrick Wood Primary	30
Little Heath Primary	60
Longford Park Primary	30
Manor Park Primary	90
Moat House Community Primary	60
Moseley Primary	60
Mount Nod Primary	45

Parkgate Primary	90
Park Hill Primary	60
Pearl Hyde Primary	45
Potters Green Primary	60
Ravensdale Primary	60
Richard Lee Primary	90
Sir Frank Whittle Primary	45
Southfields Primary	60
Sowe Valley Primary	30
Spon Gate Primary	60
St Andrew's C.E. Infant (Voluntary controlled)	60
St Christopher Primary	60
Stanton Bridge Primary	60
Stivichall Primary	75
Stoke Primary	60
Stoke Heath Primary	60
Templars Primary	75
Walsgrave C.E. Primary (Voluntary controlled)	60
Whitley Abbey Primary	60
Whitmore Park Primary	90
Whoberley Hall Primary	30
Willenhall Community Primary	60
Wyken Croft Primary	120

Eastern Green Junior School Admissions Policy 2016/17 Oversubscription criteria:

If the number of applications is less than the published admission number then all applicants will be offered a place.

If there are more requests for a school than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below.

- 1 Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order, child arrangements order or a special guardianship order**

A looked-after child is defined in Section 22 of the Children Act 1989.
- 2. Children who currently attend St Andrew's Church of England Infant School**
- 3. Children who live in the catchment area served by the school, who have a brother or sister attending the school or St Andrew's Church of England Infant school, provided that the brother or sister will continue to attend that school the following year**
- 4. Other children who live in the catchment area served by the school.**

5. **Children living outside the catchment area with a brother or sister who currently attends the school or St Andrew's Church of England Infant school, provided that the brother or sister will continue to attend that school the following year;**

6. **Children by reference to the distance to the preferred school**

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests by reference to distance.

Brothers and Sisters

The City Council sees the benefits of children from the same family attending the same school and gives priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where schools are over-subscribed no guarantee can be given that places will be available for brothers and sisters.

Distance

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence - to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the local authority, overseen independently, will select by drawing lots

Home address

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Local Authority that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place

If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.

Children of UK service personnel and other Crown Servants will be treated as meeting the residency criteria for a catchment area once proof of posting has been provided

Catchment area

One of the aims of local schools is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area and details of specific catchment areas are available from the Admissions and Benefits team

Waiting List

The Authority cannot always offer places at a preferred school. If this is the case the child's name will be automatically placed on the Waiting List for community and voluntary controlled schools. If places become available, the Authority will allocate the places in accordance with the oversubscription criteria. Applicants may therefore move both up and down the list depending on whether others joining the list meet a higher ranked oversubscription criterion.

Waiting Lists will remain in operation until the end of the 2016 Autumn Term. Thereafter, parents will be required to register their interest in the preferred school at the beginning of each term, otherwise they will be deemed to have withdrawn their interest.

Admissions number

The admission number for the school is 60

Further details on arrangements for late applications and applications outside the normal admissions round or out of the normal age group are in the Coventry Primary, Infant and Junior Admissions Scheme 2016

Appendix 2

Coventry Secondary School Co-ordinated Admissions Scheme: 2016/2017

Introduction

1. This secondary co-ordinated scheme is published in accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements)(England) Regulation 2012.

The scheme

2. Coventry City Council is the responsible authority for co-ordinating the arrangements for the admission of pupils to secondary schools in the Local Authority area.
3. The scheme shall apply to every maintained secondary school and academy in the Local Authority area (except special schools). The following scheme details the admissions process leading to admissions into secondary schools in September 2016.
4. The scheme complies with the DfE School Admissions Code 2014.
5. The details of the scheme are set out in Schedule 1 and Schedule 2 of this document.

SCHEDULE 1

PART I - THE SCHEME

1. The application process will be available online via the Local Authority website or via a paper Common Application Form.
2. The online application and the Common Application Form will be used as a means of expressing preferences for the purposes of Section 86 of the School Standards and Framework Act 1998, by parents resident in Coventry wishing to express a preference for their child to be admitted to a community, voluntary controlled, voluntary aided, foundation or trust secondary school or Academy within Coventry or located in another Local Authority area.
3. When applying the parent will be able to:
 - a. express **three** preferences including, where relevant, any schools outside the Local Authority's area, in rank order of preference.
 - b. give their reasons for each preference.
4. The parent will receive no more than one offer of a school place and :
 - (i) a place will be offered at the highest ranking nominated school for which they are eligible for a place; and
 - (ii) if a place cannot be offered at a nominated school, a place will be offered at the nearest available school following consultation with own admission authorities where appropriate.

5. The Local Authority will make appropriate arrangements to ensure that:
 - a. the online system and the Common Application Forms are available
 - b. a written explanation of the co-ordinated admissions scheme is available on the Local Authority website and from the Local Authority.
6. The Local Authority will take all reasonable steps to ensure that every parent resident in the Local Authority area who has a child in Year 6 in a Coventry primary school receives information on the application process by 12 September 2015.
7. All preferences expressed via the online process or on the Common Application Form are valid applications. The governing body of Voluntary Aided, Trust schools and Academies may request parents who wish to nominate, or have nominated, their school on the Common Application Form, to provide additional information on a supplementary form for the governing body to apply their oversubscription criteria to the application. If parents complete a supplementary form, this must be returned to the Local Authority, along with any evidence, so that the relevant forms can be passed to the school/s.
8. Where a school receives a supplementary form from a Coventry resident it will not be regarded as a valid application unless the parent has also completed an online application or a Common Application Form and the school is nominated on it. Where supplementary forms are received directly by Voluntary Aided schools, Trust Schools or Academies (or foundation in another Local Authority area) the school must inform the Local Authority immediately so the Local Authority can verify whether an application has been received from the parent and, if not, contact the parent and ask them to complete one.

Processing of Applications

9. The closing date for applications is **31 October 2015**. Parents can complete the online application by this date. An email confirming receipt of the application will be received once the application has been submitted. Alternatively parents can return a completed Common Application Forms to a primary, junior or infant school or to the Local Authority by this date. The Local Authority will issue a receipt within 14 days for all Common Application Forms received. The receipt letter is the only valid proof that an application has been received by the Local Authority. Applications received after 31 October 2015 will be treated in accordance with the procedure for late applications
10. **By 5 November 2015** primary schools will forward all applications and any supplementary forms to the Local Authority.
11. **By 18 November 2015** Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents.

Determining offers

12. The Local Authority will act as a 'clearing house' for the allocation of places by the relevant admission authorities in response to the online applications or Common Application Forms. The Local Authority will only make a decision with respect to a preference expressed where:
 - (a) it is acting in its separate capacity as an admission authority, or
 - (b) an applicant is eligible for a place at more than one school, or
 - (c) an applicant is not eligible for a place at any school that the parent has nominated.

13. **By 27 November 2015** the Local Authority will notify the admission authority for each of the schools of every application that has been made for that school, regardless of ranking, including all relevant details and any supplementary form together with any evidence received by this date which schools require in order to apply their oversubscription criteria.
14. **By 18 December 2015** the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria (if appropriate) and provide the Local Authority with a list of those applicants ranked according to the school's oversubscription criteria. Where the number of applicants exceeds the number of places available at the school by a significant amount, the admission authority need rank only as many as it agrees with the Local Authority to be necessary, allowing for the fact that some of those who could be offered a place might be offered a place at another school.
15. The Local Authority will match this ranked list against the ranked lists of the other schools nominated and:
 - Where the child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
 - Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
 - Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy following consultation with own admission authorities where appropriate.
16. **31 December 2015** will be the effective 'cut off' date for parents requesting Coventry Local Authority schools to notify any changes (e.g. home address), which might materially affect their application.
17. **By 8 January 2016** the Local Authority will commence the exchange of information with other Local Authorities on potential offers of places in Coventry schools. Similarly other Local Authorities will notify Coventry Local Authority of potential offers available to Coventry residents.
18. **By 22 January 2016** and again by **5 February 2016** Coventry Local Authority and other Local Authorities will compare potential offers and provisionally allocate places. This information will then be exchanged between Local Authorities.
19. **By 12 February 2016** the Local Authority will complete the exchange of information with other Local Authorities and inform them of places in Coventry schools to be offered to their residents. Similarly other Local Authorities will notify Coventry Local Authority of places in their schools to be offered to Coventry residents.
20. On **1 March 2016** letters will be posted to parents by second class post notifying them of the school their child has been allocated. Emails will also be sent on this date to those parents who have applied on-line. Both will contain the following information:
 - i) The name of the school at which a place is offered;
 - ii) The reasons why the child is not being offered a place at each of the other schools nominated on the application;
 - iii) Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;

- iv) Contact details for the Local Authority (& those nominated Voluntary Aided or Trust schools or Academies where they were not offered a place, so that they can lodge an appeal with the governing body);

21. It should be noted that all children with statements of special educational needs or education, health and care plans that name a school must be admitted to that school before all other applicants.

PART II - LATE APPLICATIONS

22. The closing date for applications in the normal admissions round is **31 October 2016**. After that date, the Local Authority will continue to receive applications but these will be considered to be late and may not be processed until after **1 March 2016**.

PART III – WAITING LISTS

23. After the initial allocation of places on **1 March 2016**, the Local Authority will establish a waiting list for community schools, and this will operate up until the end of the Autumn term 2016. Parents, who wish for their children to continue to be considered for any places that might become available after this time must contact the Local Authority.

24. Voluntary Aided and Trust schools and Academies will be responsible for maintaining their own waiting lists in conjunction with the Local Authority. Parents, who wish for their children to continue to be considered for any places at these schools after the end of the Autumn term must contact the schools direct.

25. Waiting lists are kept in admissions criteria order and this is the basis for deciding where a child is placed on a list. The date of application does not affect the position on a waiting list.

PART IV – APPLICATIONS OUTSIDE OF THE NORMAL ADMISSIONS ROUND

26. The Local Authority co-ordinates in year admissions for all community, trust and voluntary aided schools and academies within Coventry unless the school has indicated otherwise in their admission arrangements. Contact Admissions and Benefits Team for the most up to date information Applications are made on a standard application form for all schools for in year admissions and for school transfers. Applicants for some own admission schools will need to complete a supplementary information form to enable school governors to fully consider their application against oversubscription criteria. Admissions decisions by own admission authority schools will be made within 10 school days in most circumstances. Where a parent/carer seeks a place for their child outside their normal age group they must notify their intention on the application. Parents/carers will then be contacted to discuss the matter further as each case will be considered on the circumstances of each case and in the child's best interests. There are no guarantees that such applications will be agreed. Parents/carers will be sent a letter setting out the decision and reasons for it.

Decision letters will be issued by the Local Authority on behalf of all schools in the co-ordinated scheme and these will include appeal information where an application was unsuccessful. Waiting lists for all Coventry schools will be notified to the Local Authority. Voluntary Aided schools, Trust schools and Academies will be responsible for maintaining their own lists in conjunction with the Local Authority. Parents, who wish for their children to continue to be considered for any places at these schools after the end of the Autumn term, must contact the schools direct. The Local Authority will maintain lists for community schools. Children will remain on these waiting lists for the term in which they apply, but failure to confirm continued interest in a school within 14 days of the beginning of each term will result in removal from waiting lists.

27. For those pupils attending a Coventry secondary school who wish to transfer to another Coventry secondary school:-

The parent /carer will be asked to:

- Meet with the Headteacher or other appropriate staff member to discuss the reason for transfer. This will provide the school with an opportunity to identify any issues that may be capable of resolution and that may negate the necessity for a school transfer. This will ensure that changes of school are not undertaken hastily and without discussions with the parent/carer as to the likelihood of educational disadvantage to the pupil that may arise from transfer
- Complete the form and return it to the school

The Headteacher will:

- i) Seek to resolve any issues that may be causing parents/carers to seek a transfer
- ii) Complete the schools part of the form detailing any action that the school has taken to address the parent/carers concerns and provide the school's views on the transfer request
- iii) Return the form to the Admissions and Benefits Team

28. The Coventry Fair Access Protocol exists to ensure that access to education is secured quickly for children who have no school place, and to ensure that all schools in an area admit their fair share of children with challenging behaviour. Further information is available from Local Authority.

SCHEDULE 2

Timetable of co-ordinated scheme - Secondary Admissions

31 October 2015:	Closing date for the Common Application forms to be returned to the local authority or primary schools.
18 November 2015:	Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents.
27 November 2015:	Details of preferences expressed will be sent to Coventry Voluntary Aided and Trust schools and Academies for "ranking".
18 December 2015:	Coventry Voluntary Aided and Trust schools and Academies will provide the Local Authority with a "ranked" list of applicants.
31 December 2015:	Cut off date for parents requesting Coventry Local Authority schools to notify any changes e.g. home addresses etc.
8 January 2016:	Coventry Local Authority will exchange information with other Local Authorities on potential offers that can be made to parents residing in other Local Authorities who are requesting Coventry schools. Other Local Authorities will also send their potential offers of places available for Coventry parents who have requested a place in another Authorities school.
22 January 2016 and 5 February 2016:	Coventry Local Authority and other Local Authorities will compare potential offers and provisionally allocate places. This information will then be exchanged between Authorities.

12 February 2016:

Coventry Local Authority will again compare provisional allocations from other Authorities and finalise the allocation of places. This information will then be exchanged with other Local Authorities.

1 March 2016:

National Offer Day. On this date Coventry Local Authority will notify its schools which parents have been offered places. On this date letters will be sent by second class post to notify parents of the school place offered to their child(ren). Parents who have applied on-line will also be notified on this date by email.



Cabinet Member for Education

10 March 2015

Name of Cabinet Member:

Cabinet Member for Education – Councillor D Kershaw

Director Approving Submission of the report:

Executive Director of People

Ward(s) affected:

All

Title:

Services to Schools Pricing Strategy 2015/16

Is this a key decision?

No - Although this matter may affect all Wards of the City, the impact of the proposals is not expected to be significant

Executive Summary:

To report on the pricing strategies of those Council services providing services to schools and update on whether these services are achieving full cost recovery.

Recommendations:

In line with the approved charging proposal reports of Scrutiny Co-ordination Committee on 23 January 2013 and the Cabinet Member for Strategic Finance and Resources and Finance and Corporate Services Scrutiny Board (1) on 29 July 2013, the Cabinet Member for Education is requested to:-

- 1) Agree proposed Service Level Agreement charge increases as set out in Appendix 1 of the report.
- 2) Require services that are not achieving full cost recovery to set out a plan and timescale for moving towards full cost recovery.

List of Appendices included:

Appendix 1 – Cost Recovery

Background Papers:

None

Other useful documents:

Scrutiny Co-ordination Committee briefing note 23rd January 2013

Finance and Corporate Services Scrutiny Board (1) report 29th July 2013

Cabinet Member for Strategic Finance and Resources report 29th July 2013

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

1. Context (or background)

The on-going financial situation presents significant challenges to the Council in balancing the revenue budget. Setting the appropriate level for fees and charges is an important element in raising revenue to meet the medium term financial pressures. It is essential that the Council maximises its income to ensure that, wherever possible, it at least recovers its costs for the service that are provided.

In January 2013 Cabinet approved the recommendations from the Council Services to Schools Task and Finish Group of Scrutiny Board 1, which included adopting a consistent charging policy for the delivery of services to all schools, the starting point of which should be that services recover the full cost of service delivery.

Any Council service which provides a service to schools is required to complete the Full Cost Recovery Tool on an annual basis to identify whether full cost recovery is achieved and if not, develop a pricing strategy or cost reduction strategy to move towards full cost recovery.

In identifying any shortfall between forecast income and expenditure, consideration needs to be given to the impact on school buy back if services increase charges by more than inflation. In cases such as this action plans need to include phased increases and/or cost reduction strategies to move towards full cost recovery.

It is recognised that there may be some exceptions where there may be a valid reason why a service should not recover full cost which will require approval. Appendix 1 details those services which are forecast to require a subsidy and do not have an action plan to move towards full cost recovery.

2. Options considered and recommended proposal

Where services are not recovering the full cost of delivering their service they are required to create an action plan to move towards full cost recovery.

This action plan could include phased price increases and/or cost reduction strategies.

If Services are not able to implement plans to move towards recovering the full cost of the service, approval for any subsidy is required.

3. Results of consultation undertaken

As part of the annual budget setting process income budgets were previously inflated automatically by a corporately agreed percentage. Income budgets are now inflated in line with the full cost recovery principles which may result in varying increases between services.

4. Timetable for implementing this decision

As detailed in the Commercialisation and Income Maximisation report of 29th July 2013, Service Managers have undertaken a review of their current service costs using the Full Cost Recovery Tool to identify any forecast shortfall.

The results of any changes to fees and charges, based on any agreed action plan shall be communicated to schools through the on-line Service Level Agreement catalogue. Revised charges will take effect from 1st April 2015.

The financial performance of these services will be monitored through the budgetary control process.

5. Comments from Executive Director of Resources

5.1 Financial implications

The full cost recovery principles will ensure all services are costed on a consistent basis and aims to make charges applied by services comparable with external providers.

Finance officers have developed a costing model which allows traded services to make an assessment of whether they are recovering the full cost of their service.

Full cost has been defined as all direct service costs, an apportionment of central overheads and an appropriate percentage of any relevant directorate overheads, for example, senior management costs.

All managers of traded services with schools were asked to complete the costing tool and compare the costs of their service with their projected levels of income for the 2015/16 financial year to determine whether or not these services were being provided on a full cost recovery basis.

For those services achieving full cost recovery they are required to ensure that price increases for 2015/16 and beyond are sufficient to maintain this position.

For services not achieving full cost recovery, service managers were asked to develop strategies to enable them to move towards full cost recovery. These strategies could include:-

- Increasing prices by more than inflation
- Reducing the cost of providing the service

A service by service analysis of the forecast position for 2015/6 is included at appendix 1 together with any actions.

In summary, the key points to note are:-

- 13 services are covered in the analysis.
- Of the 13 services, 7 are forecast to recovery full cost in 2015/16.
- Of the 6 not achieving full cost recovery:-
 - 5 will be undertaking full reviews of service delivery with the aim of moving towards full cost recovery in 2015/16.
 - 1 Service has funding identified to support the service during 2015/16.

The additional income generated through the exercise will be built into the budget setting process.

5.2 Legal implications

The Local Government (Goods and Services) Act 1970 enables local authorities to supply goods and materials, and to provide administrative professional or technical services for other local authorities and other designated public bodies which includes educational; establishments Section 1(3) of the Act provides in effect that any agreement by the parties relating to the supply of goods or the provision of services may contains terms as to payment for those goods or services.

In procuring goods and services schools will need to comply with their own procurement procedures and the Public Procurement regulations where applicable.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

Increasing fee income within a consistent agreed policy to ensure the full cost of service delivery is recovered, which will enable the Council to better meet key objectives and help to protect frontline services provided to residents and local communities. This also supports the corporate key transformation objective of ensuring that the Council's medium term financial strategy provides the resources to meet its priorities and delivers a balanced budget.

6.2 How is risk being managed?

The key risk associated with any proposal to increase charges is the possible decision by schools not to buy back into the services detailed in this report. Where possible, inflationary increases have been kept to a minimum to only achieve full cost recovery.

If buy back from schools does reduce, services will need to be proactive in reducing direct expenditure costs to ensure full cost recovery is maintained.

6.3 What is the impact on the organisation?

If there is a significant reduction in the buy back position for specific services, then service managers will need to consider both the impact on current staffing levels within the service and the on-going viability of continuing to offer the service to schools. Reductions in staffing levels will require formal consultations with staff and the trade unions, and the Security of Employment Agreement and the Teachers Redeployment Scheme will have to be observed. Provision will also need to be made for any resulting redundancy payments.

6.4 Equalities / EIA

None

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

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Resources

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Enquiries should be directed to the above person.

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Yael Owen-McKenna	Performing Arts Service	People	12/02/15	24/02/15
George Pasternicki	Educational Psychologists	People	12/02/15	24/02/15
Kevin Coughlan	Data Team	People	12/02/15	24/02/15
Isobel Powell	Schools Library Service	People	12/02/15	24/02/15
Bridie Cooper	Learning and Wellbeing Service	People	12/02/15	24/02/15
Sue Newman	SEN Early Years	People	12/02/15	24/02/15
Sharon Cassidy	Work Related Learning	People	12/02/15	24/02/15
	Partnership Centres	People	12/02/15	24/02/15
Alistair Cook	Doly Moch	People	12/02/15	24/02/15
Sandi McKinnon	Speech and Language Service	People	12/02/15	24/02/15
Joanne Appleton	Sensory Support Service	People	12/02/15	24/02/15
Roger Lickfold	Inclusion and Partnership	People	12/02/15	24/02/15
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Councillor D Kershaw	Cabinet Member for Education	-	12/02/15	24/02/15

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Appendix 1

Services forecast to achieve full cost recovery in 2015/16:-

Service	Forecast Exp. £	Forecast Inc. £	Net Position £	Comments
Business Support – Data Team	127,746	(131,487)	(3,741)	2.7% Increase in charges proposed
Children's Sensory Support Service	144,287	(155,901)	(11,614)	2.7% Increase in charges proposed
Educational Psychologists	505,202	(510,138)	(4,936)	2.7% Increase in charges proposed
SEN Early Years	54,610	(55,514)	(904)	2.7% Increase in charges proposed
Speech and Language Service	39,162	(39,788)	(626)	2.7% Increase in charges proposed
Work Related Learning	753,491	(783,580)	(30,089)	2.7% Increase in charges proposed
Performing Arts Service	1,301,006	(1,301,006)	0	Between 0% & 3% Increase in charges proposed

Services not achieving full cost where subsidy agreed:-

Service	Forecast Exp. £	Forecast Inc. £	Net Position £	Comments
Outdoor Education Service	891,502	(861,666)	29,836	1.4% Increase in charges proposed. One off cost of remissions for Summer term due to charges being aligned to academic year. Further work planned to reduce remaining subsidy of approx. £15k.

Services not achieving full cost but service reviews planned to move towards full cost recovery in 2015/16:-

Service	Forecast Exp. £	Forecast Inc. £	Net Position £	Comments
Governor Support Service	418,022	(371,620)	46,402	3% Increase in charges proposed. Part year savings from staff restructure in 2015/16. Review of service delivery proposed to reduce running costs.
Learning & Well Being Service	456,216	(410,695)	45,521	2.7% Increase in charges proposed. Review of service structure proposed.
MGSS	466,857	(340,105)	126,752	Full redesign of SLA for 15/16 which requires further review once school buy-back known to move towards full cost recovery.
Partnership Centres	237,243	(214,300)	22,943	3.4% Increase in charges proposed
Schools Library Service	202,307	(186,452)	15,855	Between 0 and 5.6% Increase in charges proposed.

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Coventry City Council

Cabinet Member for Education

10 March 2015

Authority Governor: New Appointments

Name	School	Term of Office
Councillor R Bailey	Bishop Ullathorne Catholic School	9 March 2019

Local Authority Governor: Recommendations for Appointment

Name	School	Term of Office
Mrs Joy Willoughby	Stoke Primary School	9 March 2019
Mr Mark Monaghan	Stoke Heath Primary School	9 March 2019

Authority Governor: Re-Appointments

Name	School	Term of Office
Mrs Ann Small	Cannon Park Primary School	3 March 2019
Councillor L Bigham	Foxford School and Community College	18 April 2019
Mr Norman Imber	Manor Park Primary	18 April 2019

All the above meet the criteria for appointment as LA Governors set out below:

- Have a commitment to the provision of high quality education and the pursuit of excellence for all children
- Are supportive of the LA's policies, its aspirations for Coventry's children and the partnership between a publicly accountable LA and its schools
- Are able to work as a member of a team.
- Are conscientious and committed to attending meetings regularly.
- Have good communication skills both written and oral.
- Have an interest in and a desire to contribute to improving education outcomes in Coventry.
- Have a willingness to be challenging, supportive and a critical friend to the school.
- Are supportive of public services and of the role of the City Council in the provision of Education.

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Public report Cabinet Member Report

10th March 2015

Name of Cabinet Member:

Cabinet Member (Education) – Councillor D Kershaw

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected:

None

Title:

Outstanding Issues Report

Is this a key decision? No

Executive Summary:

In May 2004 the City Council adopted an Outstanding Minutes System, linked to the Forward Plan, to ensure that follow up reports can be monitored and reported to Members. The attached appendix sets out a table detailing the issues on which further reports have been requested by the Cabinet Member (Education) so he is aware of them and can monitor progress.

Recommendations:

Cabinet Member (Education) is requested to consider the list of outstanding issues and to ask the Member of the Management Board or appropriate officer to explain the current position on those which should have been discharged at this meeting or an earlier meeting.

List of Appendices included:

Table of Outstanding Issues.

Other useful background papers:

None

Has it or will it be considered by Scrutiny?

No

Has it, or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report author(s):

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Names of approvers: (officers and Members)				

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APPENDIX

	Subject	Date for Consideration	Directorate/ Responsible Officer	Proposed Date/Amendment to Date for Consideration	Reason for Request to Delay Submission of Report
*1	Adult Education Service Fees Strategy for Academic Year 2014/2015 - report on the impact of the Strategy be submitted to the Cabinet Member (minute 48/14 refers)	March 2015	Simon Brake, Assistant Director, Policy, Performance, Health, Libraries & Adult Education, People Directorate		

* Identifies items where a report is on the agenda for the meeting.

