



Education and Children's Services Scrutiny Board (2)

Time and Date

2.00 pm on Thursday, 7th January, 2016

Place

Committee Rooms 2 and 3 - Council House

Public Business

1. **Apologies and Substitutions**
2. **Declarations of Interests**
3. **Minutes** (Pages 3 - 8)
 - a) To agree the minutes of the meetings held on 10th December, 2015
 - b) Matters Arising
4. **Progress on the Multi Agency Safeguarding Hub (MASH)** (Pages 9 - 10)

Briefing Note of the Executive Director for People
5. **School Place Planning and Admissions** (Pages 11 - 18)

Briefing Note of the Executive Director for People
6. **Selection, Nomination and Removal of Local Authority Governors**
(Pages 19 - 24)

Briefing Note of the Executive Director for People
7. **Work Programme** (Pages 25 - 34)

Briefing Note of the Scrutiny Co-ordinator
8. **Any Other Business**

Any other items of business which the Chair decides to take as matters of urgency because of the special circumstances involved.
9. **Meeting Evaluation**

To discuss and evaluate the effectiveness of the meeting.

Private Business

Nil

Monday, 21 December 2015

Notes: 1) The person to contact about the agenda and documents for this meeting is Michelle Rose, Governance Services, Council House, Coventry, telephone 7683 3111, alternatively information about this meeting can be obtained from the following web link: <http://moderngov.coventry.gov.uk>

2) Council Members who are not able to attend the meeting should notify Michelle Rose as soon as possible and no later than 1.00 p.m. on 7th January, 2015 giving their reasons for absence and the name of the Council Member (if any) who will be attending the meeting as their substitute.

3) Scrutiny Board Members who have an interest in any report to this meeting, but who are not Members of this Scrutiny Board, have been invited to notify the Chair by 12 noon on the day before the meeting that they wish to speak on a particular item. The Member must indicate to the Chair their reason for wishing to speak and the issue(s) they wish to raise.

Membership: Councillors N Akhtar, S Bains, L Bigham, S Hanson (Co-opted Member), K Jones (Co-opted Member), D Kershaw (By Invitation), J Lepoidevin, C Miks, M Mutton (Chair), H Noonan, J O'Boyle, R Potter (Co-opted Member), E Ruane (By Invitation), P Seaman and S Thomas (By Invitation)

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 Education and Children's Services Scrutiny Board (2)
held at 2.00 pm on Thursday, 10 December 2015

Present:

Members: Councillor M Mutton (Chair)
 Councillor S Bains
 Councillor L Bigham
 Councillor J Lepoidevin
 Councillor C Miks
 Councillor H Noonan
 Councillor J O'Boyle
 Councillor P Seaman

Co-Opted Members: Mrs K Jones

Cabinet Members: Councillor E Ruane (Cabinet Member for Children and Young People)
 Councillor S Thomas (Deputy Cabinet Member for Education)

Employees (by Directorate):

F Doyle, People Directorate
Gosling, People Directorate
J Gregg, People Directorate
G Holmes, Resources Directorate
L Ricketts, Place Directorate
M Rose, Resources Directorate
J Sembi, People Directorate

Apologies: Councillor N Akhtar and D Kershaw
 S Hanson and R Potter

Public Business

34. Declarations of Interests

There were no Disclosable Pecuniary Interests.

35. Minutes

The minutes of the meeting held on 5th November, 2015 were approved.

The Scrutiny Board discussed Matters Arising from the last meeting and further to Minute 28/15 'Quality Assurance – Children's Placements' the Scrutiny Board noted the letter from the Minister of State for Children and Families, received in response to the letter from the Board.

36. **Progress of Recommendations of the Task and Finish Group on Fostering**

Further to Minute 54/14 the Board received a progress report of the Executive Director for People, regarding the recommendations of the Task and Finish Group on Fostering, which were approved by the Cabinet Member for Children and Young People (minute 36/14 refers). The report also included the Annual Report of the Fostering Service 2014/15 updated at Quarter 2 in 2015/16.

The report noted that Coventry had successfully implemented a skills fee per child in April, 2015 and had become a Fostering Friendly Employer in September, 2015. Childcare support for carers whilst on training had been agreed with Workforce Development. The report also noted that work was still in progress regarding the 'staying put' policy and the 'team around the child' approach.

Maureen Flick was welcomed to the meeting. The Board had invited her to the meeting and she spoke on behalf of the Coventry Foster Carers Association. Foster Carers welcomed the new skills fee per child and praised the work so far on the 'team around the child'. Foster Carers felt that "staying put" in foster placements should be normal practice for vulnerable young people and suggested that it be promoted with young people. They also felt that social workers should be assigned for longer and during vulnerable young people's transition to adult services i.e. not just until they were 18.

The Fostering Annual Report and update summarised service activity and highlighted the challenges of recruiting and supporting the number and type of carers who could meet the children's needs. The report recognised that foster carers were our most respected and valued resource.

The Board questioned the officers and the Cabinet Member for Children and Young People on aspects of the reports which included:

- Whether the skills fee per child had made a difference and attracted Foster Carers since April, 2015
- Praise for becoming a Foster Friendly Employer and ways to encourage engagement of other businesses in the city to also become Foster Friendly employers

RESOLVED that the Board:

- 1. note progress against the recommendations and support the work needed to achieve the outstanding recommendations**
- 2. request a further update in 6 months on the 'Staying Put' Policy**

37. **Early Help and Partnership Working**

Further to Minute 53/14 the Scrutiny Board noted a progress report of the Executive Director for People regarding Early Help. The high service demand and financial challenges in Coventry, underlined the importance of delivering effective Early Help. Early Help was defined as reaching children, young people and families when a need first emerged and intervening when we could have the most impact. Appended to the report were performance data and a troubled families (now known as strengthening families) programme update.

The report set out that effective Early Help was the responsibility of everyone in Coventry and how organisations including Coventry City Council would work together with families and how we would measure effectiveness. The graduated approach to service delivery provided different types of service to different levels of vulnerability. The Service delivery included:

- the Acting Early (0-5) initiative
- implementing the Strengthening Families programme (formally Troubled Families) Phase 2
- integrating early years services in 'hubs'
- meeting government participation targets for 2,3 and 4 year olds
- focussing on the toxic trio (domestic violence, alcohol and drug abuse)
- building on strong partnerships between schools, early help services and families
- strengthening the parenting offer
- developing a new model for mental health and emotional wellbeing support
- Phase 2 of the Special Educational Needs and Disabilities (SEND) Reforms "lifting the cloud of limitation"
- delivering 'Ignite' – building on working with families to build capacity to manage problems and develop networks
- delivering effective health promotion and positive lifestyle choices

Officers highlighted the guiding principles of Early Help, the importance of working together and listening to the 'voice of the child' when assessing the family needs. Officers also discussed changes to services and measuring performance indicators.

The Board were very supportive of the name change to Strengthening Families.

The Board questioned the officers and the Cabinet Member for Children and Young People on aspects of the reports which included:

- changes to services and working in 'hubs'
- supporting schools
- working with neighbourhoods and local Councillors
- the Early Help approach referred to those 0-19 years old and up to 25 years old for young people with Special Educational Needs and Disabilities, members asked who was responsible for the decision to intervene when the young person was over 18
- Ignite
- Strengthening Families targets
- Tracking families
- Case studies
- Empowering Communities
- Families not engaging
- Agencies leading on Common Assessment Framework's (CAFs)

Officers reported that a consultation on 'Connecting Communities' was underway which would impact on decisions about how services would change along with an

assessment of needs and skills. The aim of 'Connecting Communities' was to get the right services in the right areas of the city.

RESOLVED that the Board:

- 1. note the report and requested a report back in 6 months to update members on Early Help**
- 2. request case study examples of Early Help support**

38. Children's Services Spend and Use of Agency Staff

Further to Minute 32/15 the Board considered a report of the Executive Director for People regarding Children's Services Spend and Use of Agency Staff.

The report noted that Ofsted had identified a number of priority actions and areas for improvement and as a result an additional £5.6million for 2014/15 had been allocated to Children's Service's to improve, recruit and retain an effective workforce. Following the appointment of the Director for Children's Services the Children's Workforce Strategy would be revised and would be presented to the Board in February, 2016. The Strategy would aim to fulfil the requirements of the Improvement Plan and would include use of agencies and a model for the future. A revised offer for retention, alternative methods of recruitment and training would also be included.

In January 2015, 14 local authorities had agreed a protocol on capped rates for several levels of social work after Chief Executives and Directors of Children's services had raised concerns regarding escalating hourly rates. Work was also in progress to create a bank of references between local authorities to enable effective monitoring.

The report detailed the current use of agency staff which represented 25% of the workforce. Agency spend to date was £3.8 million and the forecast for agency spend in 2015/16 was £5.8million, a table detailed how agency spend was reducing however, 2014/15 included a £2million one off spend.

The 'Do it for Daniel' recruitment campaign had resulted in 47 appointments, however 13 had since withdrawn from the roles and a new campaign was underway. The Council had Social Worker Retention Scheme which would be reviewed to ensure it was fit for purpose and regionally competitive.

The Board questioned the officers and the Cabinet Member for Children and Young People on aspects of the reports which included:

- The Council's agency contract
- Successes that had resulted in Agency spend reducing
- The attraction of working for an agency and making the Council more attractive

RESOLVED that the Scrutiny Board note the report and welcome the opportunity for consideration of the Children's Workforce Strategy in February, 2016.

39. **Improvement Board Progress Report from 18 November 15**

Further to Minute 31/15 the Scrutiny Board noted a joint briefing note which detailed progress on the Children's Services Improvement Plan, reported to the Children's Services Improvement Board on 18th November, 2015 based on data from October, 2015. The next Improvement Board would be held on 6th January, 2016.

The progress report included an update on the six themes aligned to the Department for Education (DfE) notice and an update on the Local Safeguarding Children's Board as well as outcomes from the Local Government Association (LGA) Peer Review.

The Cabinet Member for Children and Young People also updated the Board on the outcomes of the Peer Review.

The Board questioned the Cabinet Member and officers on performance management. Further to Minute 2/15 the outcomes of the Education and Children's Services Scrutiny Board (2) Performance Management Task and Finish Group (now known as Supervision of Social Care Workforce) would be reported back in the New Year.

RESOLVED that the Board:

- 1. note the progress to date and would receive regular updates**
- 2. note the outcomes from the LGA Peer Review**

40. **Work Programme**

The Board noted that further to minute 42/14, an Adult Education update on the impact of actions taken, to improve the number of learners living in deprived neighbourhoods accessing Community Learning courses, had been circulated and as members had no further questions would now not be a future agenda item.

The Board also discussed future issues that would be added to the work programme and an additional discussion with Scrutiny Board (5) regarding Child and Adolescent Mental Health Services (CAMHS) following the Joint Meeting held on 25th November, 2015.

RESOLVED that the following issues would be added to the work programme:

- Staying Put**
- Early Help – 6 month update**
- Changes to the Library Service – March, 2015**

41. **Any Other Business**

There were no other items of business.

(Meeting closed at 3.35 pm)



Coventry City Council

Briefing note

To: Education and Children's Services Scrutiny Board (2)

Date: 7th January 2016

Subject: Progress on Multi-Agency Safeguarding Hub (MASH)

1 Purpose of the Note

- 1.1 The purpose of this note is to inform members of the Education and Children's Services Scrutiny Board of the content of a presentation to be received at the meeting on 7th January 2015

2 Recommendations

- 2.1 The Education and Children's Services Scrutiny Board is recommended to:
- 1) Note the content of the presentation and progress made
 - 2) Identify any recommendations for the appropriate Cabinet Member

3 Information/Background

- 3.1 During an informal visit to the Multi-Agency Safeguarding Hub (MASH) in December 2014, Members received a presentation on the plans for the MASH, including interagency work and co-operation.
- 3.2 Following this presentation, Members requested a further progress report once the MASH had been in operation for a year.
- 3.3 Members will receive a presentation that will cover the following areas:
- a) Update on the MASH since it was established.
 - b) Contributions from partners.
 - c) Performance data.
 - d) A summary of the actions arising from the MASH review and progress made against them
 - e) Case studies to demonstrate the MASH process and how partners work together to safeguard children and young people.

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Briefing note

To: Education and Children's Services Scrutiny Board (2)

Date: 7th January 2016

Subject: School Place Planning and Admissions

1 Purpose of the Note

To provide an update to the Education and Children's Services Scrutiny Board (2) on admissions to schools and the current/future provision of school places in Coventry.

2 Recommendations

The Education and Children's Services Scrutiny Board (2) are recommended to note and comment on the Council's approach to school place planning and specifically the challenges faced through changing Government policy.

3 Information/Background

- 3.1 Local Authorities are under a statutory duty section 14 of the 1996 Education Act to secure sufficient education provision within their areas and to promote higher standards of attainment. In its strategic role as commissioner of school places, the City Council must respond to changes in demand over time by increasing or removing capacity. This can be achieved in a number of ways, including:
- commissioning new schools with the approval of the Secretary of State for Education;
 - extending existing school;
 - reducing places at existing schools;
 - reorganisation, including amalgamating, relocating or closing schools, changing the age range or range of special needs of the school; and
 - catchment area reviews.
- 3.2 The range of educational provision for children and young people is now both broad and complex in terms of the number of providers involved, and also their roles. Indeed the City Council, has parallel responsibilities as both direct provider (in maintained or voluntary controlled schools) and also as commissioner of other providers.
- 3.3 The city's demographic information has been collected for many years and then projected to enable forecasts to plan for future infrastructure requirements. As well as city wide projections, groupings of schools are also used to forecast where places are required. More detailed individual school projections are also produced.
- 3.4 Funding for the provision of additional school places, or removal of surplus places, in community and voluntary controlled schools is included in the City Council's Capital Programme. The Capital Programme is determined annually by the City Council, which gives the highest priority to meeting basic need through Primary and Special School Basic Need and Secondary Schools' Basic Need allocations. Under the coalition Government's or Voluntary Aided schools legislation, brand new schools must be opened as free schools or academies and, only if no free

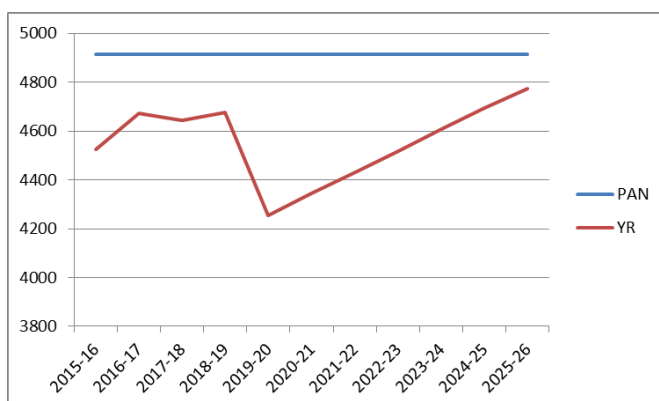
school sponsor can be found, opened as Local Authority maintained school. In this instance, funding is made available from the Department for Education (DfE). Academy funding comes direct from central government, from the Education Funding Agency (EFA).

- 3.5 The allocation of the funding for each local authority is based on information each local authority supplies to DfE in an annual return called the SCAP (School Capacity Survey). Where additional places are directly as a result of new development the DfE anticipates that the Local Authority will seek planning obligations, either through S106 or a CIL (Community Infrastructure Levy). The Council has not been allocated any basic need funding to 2017/18.
- 3.6 The local education landscape is changing – over half of Coventry secondary schools (12 out of 19) are now academies. Other providers are also establishing new facilities – University Technical College, Studio Schools and Free Schools.
- 3.7 Central Government policy is to increase the number of academies/free schools AND expand successful and popular schools. The City Council's formal policy (December 2011 amended February 2013) is against any school in Coventry being forced by the Government to become a sponsored Academy but where there is no other option for a school eligible to intervention that the DfE will approve, the City Council will work with the Governors and DfE to identify an Academy Sponsor that is local to the City and is committed to working in strong partnership with Coventry and its schools.
- 3.8 The policy also commits to continue to maintain strong and effective partnership working between the Local Authority and schools that have converted to Academies and continue to promote and facilitate structures that enable strong school to school collaboration. This will support the City Council delivering its statutory responsibilities as an advocate and champion for all children and young people across the city, enable the Local Authority to strategically plan and manage education provision and deliver the City's Educational Improvement Strategy.
- 3.9 Population growth in Coventry has seen a significant growth in cohort size, with an increased and increasing birth rate between 2004 and 2014. As these children have got older, extra provision has been required. The Councils preferred strategy has been to expand existing schools, but where there have been concerns over the condition of existing buildings, schools have been rebuilt at larger sizes. Specific Government programmes such as the Priority Schools Building Programme have assisted in funding some of the additional requirement, but selection is based upon competitive bidding and there is therefore no guarantee of future funding

4 Primary School Places

- 4.1 There are currently 86 primary schools in the city comprising 56 Local Authority (LA) maintained schools, 12 Voluntary Aided (VA) schools, 16 academies and 2 free schools (one of which is all through – primary and secondary). In September 2015 these provided a total of 4,900 reception places based upon current Published Admission Numbers (PAN's). In September 2016 the total number of reception places will increase to 4,915 as a result of Templars increasing their PAN from 75 to 90. Since 2008 a total of 7,840 additional YR to Y6 primary school places have been created across 38 schools
- 4.2 There were 29,586 Year R to 6 pupils on roll in Coventry primary schools in September 2015. Forecasts indicate that numbers will rise over the next three years and level out at approximately 32,000 in 2018 to the end of the projection period (Refer to Appendix 1). The projections only include an allowance for housing developments for which planning consent has been secured. At a citywide level therefore there are sufficient primary school places throughout the projection period as shown in graph 1 below:

Graph 1: Comparison of Forecast Citywide Year R Numbers on Roll against PAN



4.3 It is therefore not intended at this stage to bring forward proposals for the creation of any additional primary places, although the position within different part of the city is being carefully monitored. The city is divided into 13 discrete planning areas; in some there is currently overprovision and some a shortfall of places.

4.4 With the proposed expansion of the city, there will be increased pressure on the education infrastructure which may well indeed require additional capacity in some parts of the city. The Council has secured two sites through S106 agreements for new primary schools - Bannerbrook and New Century Park. At present there is insufficient demand to warrant development of either of these two sites but future pressures may mean that these will need to be reconsidered (Bannerbrook is located within the Limbrick Wood catchment area and New Century Park within the Richard Lee catchment area). Under the terms of the respective S106 Agreements the Council will however need to decide whether to exercise an option on either of these two sites – Bannerbrook by 2018 and New Century Park by 2020. If the Council decides not to exercise the option to build a new primary school on either site, then the land would revert back to the developer who is then likely to build further houses.

Primary Admissions

4.5 Appendix 2 gives a key comparative statistics for September 2014 and 2015 Year R admissions. Between September 2014 and 2015, there was a small reduction in the number of Year R applications from 4,475 to 4,460 a reduction of 17(0.4%); the number of first preferences met increased over the same period from 89.5% to 90%.

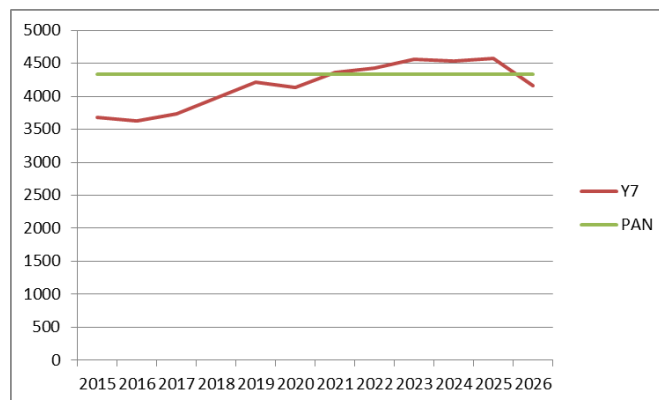
4.6 The number of schools where it was not possible to allocate catchment area applications fell from four to one between 2014 and 2015; in September 2015 Willenhall was the only school in the city where it was not possible to meet all catchment area requests. The number of schools for which it was not possible to allocate siblings fell between 2014 and 2015 from six to four.

5 Secondary School Places

5.1 Coventry currently has 21 secondary schools – 3 trust schools, 14 academies, 2 voluntary aided schools and 3 free Schools. Planning of secondary school places is currently based on five discrete planning areas (see appendix 2). All secondary (including academies, trust, Free and VA) schools have their own individual catchment areas, which are generally co-terminus with the city boundary. Blue Coat Academy has a citywide catchment area, but also admits from neighbouring Warwickshire and Solihull. The WMG Academy for Young Engineers opened in September 2014 catering for 14-19 year olds with a PAN of 160. The academy admits students from Year 10. It is acknowledged that this will impact on the supply of school places in Year 10 and above.

5.2 There are 4,330 Year 7 places available in the city based upon current PAN's. In September 2015 there were 3,676 Year 7 students on roll i.e. 654 (15% unfilled places). Year 7 numbers are forecast to increase over the planning period to 4,575 by 2025 an increase of 899(24%). This leaves a shortfall of some 245 Year 7 places; allowing for a 5% planning margin this would increase the deficit to 460 places. A comparison of forecast NOR against PAN for Year 7 is shown in the graph 2 below:

Graph 2: Comparison of Forecast Citywide Year 7 Numbers on Roll against PAN



5.3 There are therefore sufficient Year 7 places either currently available to accommodate citywide forecast pupils to September 2020. Beyond 2020 we need to plan for a minimum of a further 240 Year 7 places. This however does mask area variances between the five planning areas, where some of these additional places may be required earlier, particularly in the central, north-west and south-east. The only area of the city which will not require additional secondary places (based on current projections) is the south-west.

5.4 Again this target will need to be kept under review in the context of the council's plans to grow the city and potential further free school developments. A feasibility study into expanding existing secondary schools was carried out in 2014. This took into account the opportunities to expand at each school site. The feasibility study identified that there were sufficient opportunities to accommodate the known growth in the majority of the planning areas, although in the central area for example, where an additional five forms of entry will be required, there are limited options for securing these. Furthermore the recent establishment of new free schools in the city, has added additional capacity to the city's stock of places but not necessarily in areas where there is an identified need. This makes school place planning extremely challenging as the local authority has limited opportunity to shape provision with the DfE.

6 Special School Places

6.1 The growth of the city has also seen the increase in the numbers of pupils with Special Educational Needs (SEN). The local authority has a statutory duty to provide appropriate education provision for children and young people with Special Educational needs and Disabilities (SEND). The Council aims to deliver support for children and young people with SEND in the maintained sector where possible, and within their community, to enable them to enjoy the same range of experiences and opportunities as children with no additional needs.

6.2 In July 2005, following a report back on the outcomes of the consultation on the Inclusion and SEN Strategy, Cabinet approved the recommendation to identify school sites for the creation of co-located broad-spectrum special schools. To date, two such schools have been established – Castlewood Primary (co-located with Moat House) and Riverbank Secondary (formerly Alice Stevens – co-located with Ernesford Grange Secondary). A second primary SEN broad spectrum school is now proposed, co-located with Whitley Abbey Primary School, through the redesignation, change in size and transfer of site of Tiverton School.

6.3 The creation of the new school will require a formal statutory proposal to be brought forward by the Council in line with the requirements of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013. This includes a requirement to consult with key stakeholders, which will be undertaken in January 2016.

7 Conclusions

- 7.1 The Council has been proactive in ensuring that there is sufficient primary school capacity citywide over coming years through delivering an extensive primary expansion programme since 2008. Demand in some parts of the city is being monitored to ensure there continues to be local provision and that wherever possible parental preference is maximised.
- 7.2 Although there are currently sufficient secondary school places, numbers are increasing and it is forecast that by 2025, a further 8 forms of entry will need to be provided citywide. The Council has historically applied a 5% planning margin which would effectively increase the additional places required to 15 forms of entry. Some of these places will need to be phased in from as early as 2018/19 in certain areas of the city – central, north-west and south-east.
- 7.3 Plans to grow the city could further increase the demand for places beyond those already set out in this report. Some of this additional requirement may be able to be delivered through the expansion of existing schools, but some new schools may be required.
- 7.4 Further academisation and opening of new free schools may impact on the target number of additional places required.

NAME, DIRECTORATE, TELEPHONE NUMBER

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**Appendix 1
Primary Projections (Based upon September 2015 Actuals)**

Year	YR	Y1	Y2	Y3	Y4	Y5	Y6	YR-Y6
September 2015 (2015-16)	4525	4517	4313	4377	4154	3899	3801	29586
September 2016 (2016-17)	4671	4583	4540	4289	4394	4150	3914	30541
September 2017 (2017-18)	4643	4730	4605	4525	4312	4388	4168	31371
September 2018 (2018-19)	4676	4703	4755	4592	4552	4317	4407	32002
September 2019 (2019-20)	4254	4740	4726	4735	4616	4549	4337	31957
September 2020 (2020-21)	4344	4306	4761	4706	4764	4613	4572	32066
September 2021 (2021-22)	4431	4398	4327	4743	4734	4762	4632	32027
September 2022 (2022-23)	4518	4488	4416	4317	4770	4732	4782	32023
September 2023 (2023-24)	4607	4578	4508	4404	4339	4768	4753	31957
September 2024 (2024-25)	4695	4665	4598	4495	4429	4337	4789	32008
September 2025 (2025-26)	4774	4757	4689	4580	4518	4425	4359	32102

Secondary Projections (Based upon September 2015 Actuals)

Year	Y7	Y8	Y9	Y10	Y11	Y7-Y11	Y12	Y13+	Y12-Y13+	Total
September 2015 (2015-16)	3676	3533	3311	3412	3464	17396	1765	1659	3424	20820
September 2016 (2016-17)	3622	3698	3552	3347	3434	17653	180	1636	1816	19469
September 2017 (2017-18)	3737	3643	3715	3592	3371	18058	1719	1634	3353	21411
September 2018 (2018-19)	3979	3760	3664	3758	3614	18775	1691	1604	3295	22070
September 2019 (2019-20)	4208	4004	3775	3707	3784	19478	1758	1578	3336	22814
September 2020 (2020-21)	4139	4236	4027	3821	3731	19954	1782	1649	3431	23385
September 2021 (2021-22)	4363	4167	4254	4072	3849	20705	1750	1673	3423	24128
September 2022 (2022-23)	4424	4391	4186	4303	4099	21403	1795	1643	3438	24841
September 2023 (2023-24)	4565	4450	4409	4234	4335	21993	1877	1686	3563	25556
September 2024 (2024-25)	4539	4598	4470	4462	4262	22331	1959	1768	3727	26058
September 2025 (2025-26)	4575	4568	4617	4524	4492	22776	1932	1845	3777	26553
September 2026 (2026-27)	4161	4601	4591	4673	4556	22582	1973	1820	3793	26375

Appendix 2: Comparative Information on primary allocation for September 2014 & 2015

Coventry applicants	2014	2015
Number 1 st preference offer	4004	4014
% 1 st preference offer	89.5%	90%
Second preferences	296	291
Third preferences	64	68
Number any preference offer	4364	4373
% any preference offer	97.5%	98%
No offer	0 (111 alternative allocations)	0 (87 alternative allocations)
Total places available (PAN)	4710	4840
Vacancies across city	277 (note St. John Fisher is 1 over)	407
Total number applications	4475	4460
Number full schools	53	52
Schools couldn't offer catchment	Howes, Willenhall, Longford Park, Stoke Heath	Willenhall
Schools couldn't offer siblings	Ernesford Grange, Howes, Longford Park, Stoke Heath, Willenhall, Manor Park. VA = Holy Family unable to offer to all Catholic sibs not in the parish or non-Catholic sibs. Christ the King, Good Shepherd, Sacred Heart, St. John Fisher, St. John Vianney unable to offer to all non-Catholic sibs	Templars, Stoke Heath, Willenhall VA = Holy Family, Sacred Heart, unable to offer to all Catholic sibs All Souls', Christ the King, Good shepherd, St. John Fisher, St Osburg's, unable to offer to all non-Catholic sibs
% online applications	58.8% (2639)	61.3% (2735)
Late apps on offer date	92	67
Most oversubscribed school – how many apps for how many places	Longford Park (58 1 st pref apps for 30 places. Most 1 st pref requests = Frederick Bird (113)	St Elizabeth's (52 1 st pref apps for 30 places) Most 1 st pref requests = Frederick Bird (113)

Notes:

1. Data excludes Sidney Stringer Primary School which was not part of the Councils co-ordinated admission arrangements for September 2015 admissions
2. 2014 Seva free school due to open did not take part in the co-ordinated scheme but offered 50 places.
3. The primary school most oversubscribed for all preferences is Mount Nod with 169 applications for 45 places



Coventry City Council

Briefing note

To: Education and Children's Services Scrutiny Board (2)

Date: 7 January 2016

Subject: Selection, Nomination and Removal of Local Authority Governors

1 Purpose of the Note

- 1.1 At their meeting on 2nd July 2015 the Education and Children's Services Scrutiny Board received a paper on Support to School Governors. The resolution on this item was
- *"Clarification be sought regarding whether there is a policy in place for the process of appointing local authority representatives on governing bodies*
 - *A review into a future policy for appointing Local Authority representatives on Governing Bodies be arranged."*
- 1.2 Following the Trojan Horse report in Birmingham in July 2014, it was considered beneficial to strengthen and formalise the selection and nomination of local authority governors in Coventry.

2 Recommendations

- 2.1 The Education and Children's Services Scrutiny Board is recommended:

To provide any comments or recommendations to the Cabinet Member regarding the proposed procedure for Selection, Nomination and Removal of Local Authority Nominated School Governors

3 Information/Background

- 3.1 The Local Authority (LA) is required by the School Governance (Constitution) (England) Regulations 2012 ("the 2012 Constitution Regulations") to nominate LA governors for appointment to the Governing Bodies of maintained schools for those schools whose Governing Bodies are either constituted under an instrument of government that takes effect on or after 1st September 2012, or whose existing instrument of government is varied pursuant to regulation 30(2) of the 2012 Constitution Regulations.
- 3.2 Where the Governing Bodies of two or more maintained schools have federated in accordance with section 24 of the Education Act 2002, the LA is required by the School Governance (Federations) (England) Regulations 2012 to nominate LA governors to the Governing Body of the federation.
- 3.3 Under both the 2012 Constitution Regulations and the 2012 Federations Regulations, the LA can nominate any eligible person as a LA governor, but it is for the Governing Body to decide whether the LA nominee has the skills to contribute to the effective governance and success of the school and meets any other eligibility criteria they have set. LA's should therefore make every effort to understand the Governing Body's requirements and identify and nominate suitable candidates.
- 3.4 The LA has the right to nominate a representative governor to the Governing Body of an Academy where there is provision in the Academy's Articles of Association for such an appointment.

- 3.5 The number of governors that the LA is entitled to nominate (as appropriate) to the Governing Body of a maintained school is stated in the school's Instrument of Government. Where the Governing Body of either a maintained school or a federation of maintained schools is constituted in accordance with the 2012 Constitution Regulations or the 2012 Federations Regulations, the Governing Body concerned must only include in its number one LA governor.
- 3.6 LA's have the power to remove their nominated governors, but must give written notice of the removal from office to the clerk to the governing body and to the LA governor who is being removed.
- 3.7 This procedure does not cover "additional" governors whom the LA appoints to the Governing Bodies of schools which are "eligible for intervention" under Part 4 of the Education and Inspections Act 2006 (e.g. schools which require special measures or have been given notice to improve by Ofsted).
- 3.8 This procedure also covers the volunteer school governors recommended to governing bodies by the LA for appointment in other governor categories e.g. Co-opted governor.

4 The expectation and commitment required of LA nominated school governors

- 4.1 Statutory guidance on the constitution of maintained school Governing Bodies published in August 2015 states that all governors need a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse, and the willingness to learn. They need good inter-personal skills, appropriate levels of literacy in English (unless a governing body is prepared to make special arrangements), and sufficient numeracy skills to understand basic data. Therefore, all volunteers who wish to be nominated or recommended by the LA for appointment as a school governor are required to provide evidence of these skills and abilities in their application.
- 4.2 All volunteers who wish to be nominated by the LA for appointment as a LA representative school governor, or recommended by the LA for appointment by the governing body as a co-opted governor, must abide by the Nolan principles of public office and adhere to the requirements of the Model Code of Conduct for Governing Bodies.

5 Applying to become a LA nominated school governor

- 5.1 Anyone who wishes to be nominated by the LA for appointment as a school governor, or recommended by the LA for appointment by the governing body as a co-opted governor, must complete an application form and the National Governors' Association (NGA) skills audit form. Both documents are submitted to the LA's Governor Services Manager (GSM).
- 5.2 All sections of the application and skills audit forms must be completed. Where all sections have not been completed, the GSM will inform the individual that the application will not be considered and request resubmission.
- 5.3 The GSM will acknowledge receipt of applications and inform the applicant of the approval process (section 4 of the procedure).
- 5.4 Applications will include the name of one referee who preferably the current or last employer but not a family member, from whom a reference will be requested by the GSM prior to the approval process.

6 The approval process

- 6.1 The GSM will forward completed application forms and references for consideration by the LA School Governor Nomination Committee ("the Committee").
- 6.2 The Committee shall consider the suitability of each application for nomination by the LA as a school governor, using as its broad criteria the expectation and commitment required of LA nominated school governors that is referred to in section 4 of this procedure.

- 6.3 The LA supports the view of the National Governors Association (NGA) that unless there are genuinely exceptional circumstances, it is not good practice for a governor to serve on more than two governing bodies at any one time. It will therefore not approve the nomination of an applicant currently serving on two governing bodies to serve as a LA representative governor.
- 6.4 The Committee shall notify the GSM of the applications it has approved for nomination by the LA as a school governor and or recommendation by the LA for appointment by the governing body as a co-opted governor.
- 6.5 The GSM will inform the individual concerned that their application has been approved and a suitable match will be identified.
- 6.6 The Committee shall notify the GSM of the applications it has declined and the reasons for its decision. The GSM will inform the individual concerned that their application has been declined.
- 6.7 The Committee shall consist of two elected members, (the Cabinet Member and Deputy Cabinet Member for Education) of the City Council, two governors currently serving on the Governing Body of a LA maintained school and two Headteachers of LA maintained schools
- 6.8 The Committee will be chaired by the Cabinet Member for Education.
- 6.9 The Committee will be drawn from a pool of volunteers.
- 6.10 The quorum for the Committee will be one elected member, one governor and one Headteacher.
- 6.11 The Committee will be organised and clerked by a City Council officer.
- 6.12 The Committee shall meet every half-term.

7 Nomination for appointment as a LA representative governor

- 7.1 The GSM manages the process of nomination of school governors by the LA and will only nominate for appointment those volunteers who have been approved by the Committee referred to in section 6 of this procedure.
- 7.2 The specific skills that Governing Bodies need to meet their particular challenges will vary. The GSM will make every effort to understand the Governing Body's requirements and identify and nominate suitable candidates through an open dialogue and by encouraging Governing Bodies to keep them informed, on a regular basis, of the specific skills or experience that the Governing Body ideally requires.
- 7.3 When the GSM has matched an approved volunteer to a vacant governor position, they will contact the volunteer in order to establish their willingness to be considered for appointment to the vacant position that has been identified. Volunteers who do not wish to be considered for appointment to the vacant position identified will be asked to give their reasons.
- 7.4 The Committee shall approve LA governor nominations to academy governing bodies.
- 7.5 The GSM will write to the Clerk to the Governing Body, Chair of the Governing Body and Headteacher of the school and, where applicable, to the Academy Trust, notifying them of the approved volunteer who has been nominated or recommended for appointment by the LA for appointment to the Governing Body, either as the LA representative or to a vacancy in another category. Written notification will refer to the volunteer's willingness to be considered for appointment to the Governing Body and include copies of the completed application form, skills audit, the reference provided and any comments made by the Committee regarding their application.

- 7.6 The GSM will request that the nomination is considered by the Governing Body as soon as is reasonably practicable.

8 Appointment of nominated governors

- 8.1 The Clerk to the Governing Body shall inform the GSM when the nominated governor has been appointed and provide a copy of their letter of appointment. The GSM will update its records and provide the newly appointed governor with relevant information and induction course dates.
- 8.2 The Clerk to the Governing Body shall inform the GSM if the Governing Body decides not to appoint the nominated governor and the reasons for that decision. The GSM will inform the nominated governor of the Governing Body's decision.

9 Re-appointment of LA nominated governors

- 9.1 LA governors at maintained schools normally serve a four year term of office. The GSM monitors all LA appointments that are due to expire one term in advance of the expiry date.
- 9.2 Where appropriate the Committee shall consider the nomination of LA representative governors to serve a further term on the Governing Body of the school concerned.
- 9.3 The GSM shall write to LA governors that are eligible for re-nomination under this procedure to ascertain their willingness to serve for a further term, subject to approval by the Committee. The GSM will also write to the Clerk to the Governing Body, to the Chair of the Governing Body (or vice-chair, if the chair is the subject) and to the Headteacher of the school concerned to establish whether the Governing Body is prepared to appoint the LA representative governor for a further term. Feedback shall be sought from all parties on the contribution made by the LA nominated governor during their term of office, with specific reference to the expectation and commitment required of LA nominated school governors referred to in section 4 of this procedure.
- 9.4 The GSM will refer the Governing Body's response along with any supporting information obtained through LA oversight of the Governing Body to the Committee for consideration.
- 9.5 The Committee shall notify the GSM of the LA governors that it has approved for nomination for a further term. The GSM shall inform the Clerk to the Governing Body of the school concerned that re-nomination has been approved and request that it is informed of the date that the LA nominated governor has been appointed by the Governing Body to serve a further term.
- 9.6 The Committee shall notify the GSM of the LA governors who it has declined to re-nominate and the reasons for its decision. The GSM will inform the individual concerned of the decision and the reasons given.

10 Removal of LA Governors at LA Maintained Schools

- 10.1 LA governors may be removed by the LA from the governing body of a maintained school or federation of maintained schools in accordance with the 2012 Constitution and Federation Regulations.
- 10.2 In such cases the GSM will inform the governor in question and the Chair of the Governing Body, in writing, of the full reasons why removal is proposed, inviting them to make written representations regarding the proposal and stating the deadline for which the written representations are to be received (ten working days).
- 10.3 The proposal to remove and written representations will be referred to the Committee for consideration.
- 10.4 The Committee shall consider whether to approve the proposal to remove the LA governor, requesting whatever additional information it requires in order to make an informed

decision and using as its broad criteria the expectation and commitment required of LA nominated school governors that is referred to in section 4 of this procedure.

- 10.5 The GSM, the governor who is the subject of the proposal and the Chair of the Governing Body concerned shall be informed in writing of the Committees decision within ten working days of the meeting at which the proposal was considered.
- 10.6 The decision of the Committee shall be final and binding on all parties.
- 10.7 The LA must give written notice of the removal from office to the Clerk to the Governing Body and will do so within ten working days of the meeting at which the proposal was accepted.

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Education and Children's Services (2)

Scrutiny Work Programme 2015/16

18 June 2015
Serious Case Review – Child T
Serious Case Review – Child D
2 July 2015
Support to School Governors
Improvement Board Progress Report from 3 June 15
Policy Statement on Delegation Authority for Foster Carers
Progress on ceasing of the school catering service – briefing note update
10 September 2015
Progress on implementing Special Educational Need and Disabilities Reforms
Adoption Annual Report
Improvement Board Progress Report from 26 August 15 – DfE review report
8 October 2015
Pupil Premium Uptake – briefing note update
Free early year education or childcare funding for 2 year olds – briefing note update
Quality Assurance – Children's Placements
5 November 2015 – to take place at President Kennedy School
Y6-Y7 Transition – President Kennedy Bridge Project
Education progress and school improvement
Improvement Board Progress Report from 2 October 15
25 November
CAMHS re-modelling – joint with Health and Social Care Board (5)
10 December 2015
Fostering Task and Finish Group Recommendations – progress report
Early Help and the Children and Families First Service (Early Intervention)
Improvement Board Progress Report from 18 November 15
Spend on agency staff
16 December 2015
Serious Case Review – Child S
LSCB Annual Report
7 January 2016
Progress report of the Multi-Agency Safeguarding Hub
School Place Planning
Process for Appointment of Local Authority Governors
25 February 2016
Children's Social Care Workforce Strategy
School Improvement and Education Progress
Improvement Board Progress Report from 6 January 16

17 March 2016
Proposed changes to the Library Service
Improvement Board Progress Report from 17 February 16
14 April 2016
Improvement Board Progress Report from 30 March 16
Date to be decided
Preparation for Leaving Care
Teen pregnancy and PSHE in schools
Barnardo's project – children missing from care
Voices of Care
Consultation on proposed changes to the school transport service.
Youth Offending Service
Appointment of Local Authority Governors
Performance Monitoring
Serious Case Reviews
Children's Centres Performance
Next Municipal Year 16/17
Staying Put Policy
Early Help Strategy

Date	Title	Detail	Cabinet Member/ Lead Officer	Source	Outcomes
18 June 2015	Serious Case Review – Child T	To review the report of the LSCB to monitor progress on recommendations.	Janet Mokades Cllr Ruane		Recommendations to LSCB re: Housing Providers and functioning boilers.
	Serious Case Review – Child D	To review the report of the LSCB to monitor progress on recommendations.	Janet Mokades Cllr Ruane		
2 July 2015	Support to School Governors	To review the changes to the service provided to support school governors, particularly around training. Changes to be made in September.	Paul Weston Dave Willis Cllr Kershaw	Meeting 23 April 15	A review meeting with Cabinet Member and officers to look in more detail at the policy for appointing local authority governors
	Improvement Board Progress Report from 3 June 15	On-going monitoring of progress against the action plan. To include the numbers of children looked after and those discharged from care.	Yolanda Corden Cllr Ruane	Council 10/4/14	Enquire about holding a meeting at President Kennedy school to find out more about their work on transitions.
	Policy Statement on Delegation Authority for Foster Carers	A recommendation from the task and finish group on Fostering	Jivan Sembi Cllr Ruane	Meeting 26/3/15	
	Progress on ceasing of the school catering service – briefing note update	To consider the progress of the transfer of schools catering from the local authority to other providers as well as considering the option of a social enterprise	Pauline Reading/ Cllr Kershaw	Meeting 12 th Feb 15	Further update following a half term implementation of the new arrangements.
10 September 2015	Progress on implementing Special Educational Need and Disabilities Reforms	A further progress report on the affect that the changes have made.	Jeanette Essex Adrian Coles Cllr Kershaw	27th Nov 2014 SB2 meeting	Members to be involved in young people’s shadow board and pre-consultation events
	Adoption Annual	Progress on Adoption Services	Yolanda Corden		

Date	Title	Detail	Cabinet Member/ Lead Officer	Source	Outcomes
	Report		Cllr Ruane		
	Improvement Board Progress Report from 26 August 15 – DfE review report	On-going monitoring of progress against the action plan. To include the numbers of children looked after and those discharged from care and the DfE review report.	Yolanda Corden Cllr Ruane	Council 10/4/14	
8 October 2015	Pupil Premium Uptake – briefing note update	To consider whether the improved communications with schools to encourage parents to apply for the Pupil Premium has been successful.	Ashley Simpson Cllr Kershaw	Meeting 12 th Feb 15	
	Free early year education or childcare funding for 2 year olds – briefing note update	Progress update on uptake of free early years education	Amanda Reynolds, Angela Harley Cllr Kershaw	Meeting 27 th November 2014	
	Quality Assurance – Children’s Placements	To review performance of Children’s Homes that Coventry children are placed in and procedures for what happens if a home is judged inadequate by Ofsted.	Pete Fahey/Sally Giles Cllr Ruane	Chair	
5 November 2015 – to take place at President Kennedy School	Y6-Y7 Transition – President Kennedy Bridge Project	To find out more about how transition from Primary to Secondary schools is supported at President Kennedy.		Meeting 2 July	
	Education progress and school improvement	To look at the attainment of children at Coventry schools from EY to post 16. Also to consider the refreshed improvement strategy and how academies are supported	Kirstin Nelson Anne Brennan Cllr Kershaw	Agenda conference 11/9/15	

Date	Title	Detail	Cabinet Member/ Lead Officer	Source	Outcomes
	Improvement Board Progress Report from 2 October 15	On-going monitoring of progress against the action plan. To include the numbers of children looked after and those discharged from care.	John Gregg Cllr Ruane	Council 10/4/14	
25 November	CAMHS re-modelling – joint with Health and Social Care Board (5)	To look at the proposals for the new structure following the re-modelling exercise. A joint meeting with SB5 and to invite the Chair of Warwickshire health scrutiny board.	Jacqueline Barnes Harpal Sohal Cllr Ruane	Meeting 12 th Feb 15	
10 December 2015	Fostering Task and Finish Group Recommendations – progress report	Progress on the recommendations to Cabinet Member for improvement to Fostering Services – to include recruitment and retention information and the Annual Report on Fostering	Jivan Sembi Cllr Ruane	Meeting 26 March 15	
	Early Help and the Children and Families First Service (Early Intervention)	To look at what the local authority is doing to deliver services to those families with low level needs to prevent escalation. Report to include update on Troubled Families phase 2	Francean Doyle Louison Ricketts Cllr Ruane		
	Improvement Board Progress Report from 18 November 15	On-going monitoring of progress against the action plan. To include the numbers of children looked after and those discharged from care. To include contribution from Claire Burgess an advisor to the DfE	John Gregg Cllr Ruane	Council 10/4/14	
	Spend on agency staff	To investigate further the spend on agency staff within the children’s social care work force	John Gregg Cllr Ruane	Chair	
16 December 2015	Serious Case Review – Child S	To review the report of the LSCB to monitor progress on recommendations.	Cat Parker Cllr Ruane		

Date	Title	Detail	Cabinet Member/ Lead Officer	Source	Outcomes
	LSCB Annual Report	The Annual Report from the Coventry Safeguarding Children's Board, with progress following the Ofsted inspection. Members requested that the report comes in a timely manner. October/November.	Janet Mokades Cat Parker Cllr Ruane	Meeting 26 March 15	
7 January 2016	Progress report of the Multi-Agency Safeguarding Hub	Feedback on the findings of the evaluation of the implementation of the Multi- Agency Safeguarding Hub – ensure links with Scrutiny Co-ordination Committee and CSE.	John Gregg Cllr Ruane	May 2014 discussion with Service leads	
	School Place Planning	To look at allocation of school places, and also how the Council plan for the sufficiency of school places.	Ashley Simpson Cllr Kershaw	Agenda conference 11/9/15	
	Process for Appointment of Local Authority Governors	To consider recommendations for a policy on the appointment of elected members to governing bodies.	Cllr Kershaw	Meeting 2 July 2015	
25 February 2016	Children's Social Care Workforce Strategy	To consider the workforce strategy for the social care workforce and to review the impact the position of Principal Social Work has had on the social work workforce. A task and finish group to look at performance management for social care workforce.	Vicky White John Gregg Cllr Ruane	Informal meeting 18/6/15	
	School Improvement and Education Progress	Following their meeting on 5 Nov 15 Members requested a further update on School Improvement work. To also look at the attainment of children at Coventry schools who are risk of underachievement including LAC and	Kirston Nelson Cllr Kershaw	Meeting 5/11/15	

Date	Title	Detail	Cabinet Member/ Lead Officer	Source	Outcomes
		Roma children			
	Improvement Board Progress Report from 6 January 16	On-going monitoring of progress against the action plan. To include the numbers of children looked after and those discharged from care.	John Gregg Cllr Ruane	Council 10/4/14	
17 March 2016	Proposed changes to the Library Service	With the proposed changes to library provision, Members would like to know more about the proposals and responses to the Connecting Communities public consultation	Kirston Nelson Peter Barnett Cllr Kershaw	Meeting 23 April 15	
	Improvement Board Progress Report from 17 February 16	On-going monitoring of progress against the action plan. To include the numbers of children looked after and those discharged from care.	John Gregg Cllr Ruane	Council 10/4/14	
14 April 2016					
	Improvement Board Progress Report from 30 March 16	On-going monitoring of progress against the action plan. To include the numbers of children looked after and those discharged from care.	John Gregg Cllr Ruane	Council 10/4/14	
Date to be decided	Preparation for Leaving Care	The Voice of the Child Task and Finish Group raised the issue of independence training and the Chair suggested that it be looked at separately. To include input from foster carers and care leavers as well as Route 21	John Gregg Cllr Ruane	End of Year Review 3rd April 2014	
	Teen pregnancy and PSHE in schools	To consider what schools are doing to support the Teenage Pregnancy Strategy and how the Council is supporting them	Kirston Nelson, Nadia Ingliss Judith Simmonds		
	Barnardo's project –	To look in more detail at this	John Gregg	Meeting 12 th	

Date	Title	Detail	Cabinet Member/ Lead Officer	Source	Outcomes
	children missing from care	commissioned project.	Cllr Ruane	Feb 15	
	Voices of Care	To receive an update on activity by the Voice of Care council for Looked After Children at an additional meeting for the VOC to identify.	Sheila Bates Cllr Ruane		
	Consultation on proposed changes to the school transport service.	Following the change in timescales to implementation of changes Members requested that the Board considers the new proposals as part of the new consultation process.	Isabel Merrifield Cllr Kershaw	Meeting 23 April 15	
	Youth Offending Service	An update on progress of the Youth Offending Service	Angie Parks Cllr Kershaw	Meeting 23 April 15	
	Appointment of Local Authority Governors	To consider recommendations for a policy on the appointment of elected members to governing bodies	Cllr Kershaw	Meeting 2 July 2015	
Performance Monitoring					
	Serious Case Reviews	SB2 can request progress on action plans following serious case reviews.	Cllr Ruane		
	Children's Centres Performance				
Next Municipal Year 16/17	Staying Put Policy	To look in more detail at the Staying Put Policy, involving representation from the Foster Carers Association. The report should cover promotion of the policy with young people, children social work support at 18, financial support to Foster Carers.	John Greg Jivan Sembi Cllr Ruane	Meeting 9 December 2015	

Date	Title	Detail	Cabinet Member/ Lead Officer	Source	Outcomes
	Early Help Strategy	To receive a progress report on the Early Help Strategy including the Strengthening Families. Also to include hard to engage families (see SCR recommendations)	John Gregg Fran Doyle Cllr Ruane	Meeting 9 December 2015	

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