

Notice of Meeting

Cabinet Member for Schools and Learning Decisions



SURREY
COUNTY COUNCIL

Date & time

Tuesday, 3
December 2013 at
10.00 am

Place

Room 109, County
Hall, Kingston-upon-
Thames

Contact

Anne Gowing
Room 122, County Hall
Tel 020 8541 9938
anne.gowing@surreycc.gov.uk

Chief Executive

David McNulty

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This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Anne Gowing on 020 8541 9938.

Cabinet Member for Schools and Learning
Mrs Linda Kemeny

AGENDA

1 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

2 PROCEDURAL MATTERS

2a Members' Questions

The deadline for Member's questions is 12pm four working days before the meeting (27 November 2013).

2b Public Questions

The deadline for public questions is seven days before the meeting (26 November 2013).

2c Petitions

The deadline for petitions was 14 days before the meeting, and no petitions have been received.

3 EARLY YEARS AND CHILDCARE SERVICE - AUTHORISATION OF CAPITAL FUNDING

(Pages 1
- 8)

In accordance with the county council's Financial Regulations, Cabinet Member approval is required to purchase early learning resources for children accessing Free Early Education for Two Year Olds (FEET) in Surrey settings.

4 LANGSHOTT INFANT SCHOOL, HORLEY

(Pages 9
- 16)

Surrey County Council, in cooperation with the Governing Body of Langshott Infant School, has consulted on a proposal to alter the upper age range of Langshott Infant School so that the School becomes a Primary School from September 2014.

5 WEST BYFLEET INFANT AND JUNIOR SCHOOLS: EXPANSION

(Pages
17 - 22)

There is increasing pressure for primary school places in Woking. In addition to the demand generated by an increasing birth rate, there is a need to provide more school places in the Borough as a result of additional housing and net inward migration. The Local Authority has recently consulted on the proposed expansion of West Byfleet Infant and Junior Schools in partnership with the Governing Bodies of both schools.

David McNulty
Chief Executive

Published: Monday 25 November 2013

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SURREY COUNTY COUNCIL

CABINET MEMBER FOR SCHOOLS & LEARNING

DATE: 3 DECEMBER 2013

LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR OF CHILDREN, SCHOOLS AND FAMILIES

SUBJECT: APPROVAL TO PURCHASE EARLY YEARS LEARNING RESOURCES FOR TWO YEAR OLDS



SUMMARY OF ISSUE:

In accordance with the county council's Financial Regulations, Cabinet Member approval is required to purchase early learning resources for children accessing Free Early Education for Two Year Olds (FEET) in Surrey settings.

The funding is available as part of the £2.8m capital allocation in the 2013/18 Medium Term Financial Plan for Early Years Schemes.

RECOMMENDATIONS:

It is recommended that the Cabinet Member for Schools and Learning approve the provision of early learning resources to settings across Surrey at a cost of £210,000.

REASON FOR RECOMMENDATIONS:

In order to meet the statutory duty of building sufficient places for two year old children entitled to access Free Early Education, the Early Years and Childcare Service (EYCS) is working with providers across Surrey.

The aim of the service is to encourage providers to offer places to FEET children, ensuring they have resources which promote a quality early learning environment.

EYCS has managed to grow the market to 1100 places without any capital investment as there is already some capacity to pick up these two year olds, combined with some direct work provided by EYCS. EYCS is now at the point where further incentives are required to build capacity to 3000 places by September 2014. The gap in provision is 1,900 places and investment in the market is needed in order to bridge the gap.

By investing £630 with 340 settings, each provider will commit to providing places for two year olds so that the target of 3000 places can be achieved. This represents good value as there is an investment of £630 per setting with the potential to achieve between five and six places per setting.

The equipment that is being purchased is of the highest quality and providers will undertake a specific training programme regarding providing a high quality environment for two year olds before they are allocated any resources.

DETAILS:**Background**

1. The Childcare Act 2006 places a statutory duty on local authorities to assess the local childcare market and to secure sufficient childcare for working parents. The level of childcare provision is only deemed to be sufficient if it meets the needs of the community in general and, in particular, those families on lower incomes and those with disabled children.
2. The county council has a further statutory duty to provide access to free early education for all three and four year old children in Surrey, their entitlement of up to 15 hours/week for 38 weeks/year. Over 19,000 three and four year olds took up their entitlement in the Summer Term of 2013.
3. From September 2013, the county council had an additional statutory duty to ensure that 20% of the most disadvantaged two year old children in Surrey, including looked after children, can also access free early education for up to 15 hours/week. This currently equates to more than 1700 children, and on 1 September 2014, the duty will increase to 40% of all two year olds - for Surrey around 3000 children.
4. Prior to September 2012 there were 199 two year olds in places. As at 1 October 2013, there were 1100 two year olds placed in Surrey settings.
5. The Early Years and Childcare Service (EYCS) regularly assesses early years provision in Surrey to ensure that there are sufficient childcare places available and to identify those areas in the county where there is a need to work with the sector to build capacity.
6. Sufficiency must be assessed in terms of two, three, and four year old places in order to make sure that families can access the full range free entitlement in settings of their choice. Places for two year olds cannot be delivered at the expense of places for three and/or four year olds. Further, parents of two year olds have indicated that they would wish their children to continue their free entitlement at the same setting on reaching their third birthday, rather than move to an alternative setting.
7. There are areas in Surrey where the capacity does not meet the demand for three and four year old places and this lack of places has also been impacted by the new statutory duty around two year olds. The service is beginning to realise its efforts in building places for two year olds with more than 1100 children now placed.
8. Further capacity must be built so that the statutory duty is met and the service is working with the sector to establish ways in which this additional capacity can be found. Initiatives, other than the play equipment, have to date included encouraging child minders to place their contact details on the Surrey County Council Childcare Finder, and the provision of training.
9. As well as building the capacity, the service must ensure that all provision is of a good quality and promotes physical and creative development for two year olds, and that the provision is sustainable.

10. One of the options considered as a means of building places is to “award” settings a set of early learning resources, suitable for two year olds and in keeping with the quality environment principle.
11. Following a procurement exercise the service identified resources supplied by Community Playthings, via the Yorkshire Purchasing Organisation (YPO) framework agreement (number 000201), and a discount of 2% on the catalogue prices was achieved as a result.
12. Settings are able to apply for a set of resources but will be required to attend a specific training programme around working with two year olds, and also commit to offering places for funded FEET children for a sustained period of time. There are six packages available and settings can choose which package they wish to apply for. The cost of each package is circa £630. **Annex 1** gives details of the equipment in each package. To date, around 275 settings have attended the workshops.
13. The Department for Education allocated capital funding to the county council to support capacity building and this underpins the £2.8m currently allocated to Early Years in the 2013/18 capital programme. This is the funding source for the purchase of the early years resources. The Procurement Review Group and the Investment Panel have both approved the business case.

CONSULTATION:

14. The Investment Panel considered and approved the business case on 5 September 2013 and a report was taken to the Procurement Review Group on 17 September 2013, and approved.
15. A number of Surrey settings which have previously purchased resources from Community Playthings were approached and asked if they considered that the resources were of good quality and suitable for the proposed use. They agreed that they represented good value for money.

RISK MANAGEMENT AND IMPLICATIONS:

16. Early years providers will be required to undertake a specific training programme regarding providing a high quality environment for two year old children before they are allocated a set of equipment.

Financial and Value for Money Implications

17. The equipment has been sourced via the Yorkshire Purchasing Organisation (YPO) framework agreement (number 000201) and a discount of 2% on the catalogue prices was achieved as a result.
18. Each set of resources has a ten year guarantee.

Section 151 Officer Commentary

19. The section 151 officers confirm that the funding for this scheme (£210,000) is available in the 2013/18 Medium Term Financial Plan as part of the approved capital allocation for the Early Years service of £2.8m. It is acknowledged that the service has negotiated a 2% discount on the published catalogue prices and that the Provider is a recognised supplier. It is

understood that the County Council will not be responsible for the maintenance of this equipment.

Legal Implications – Monitoring Officer

20. There are no specific legal implications arising from this report.

Equalities and Diversity

21. There are no direct equalities implications arising from this report and the service has not carried out an Equality Impact Assessment.

Corporate Parenting/Looked After Children implications

22. Looked after children are eligible for a place providing they meet the FEET eligibility criteria and, where being offered, an early education place is in line with their care plan.

WHAT HAPPENS NEXT:

- Workshops for providers commenced October 2013
- The equipment will start to be delivered from November – December 2013
- Evaluation of training and resources November 2013
- Phase 2 – Two additional sessions will be offered to settings not in a position to access the packages in October 2013
- The service will continue to monitor the levels of FEET places available across the county.

Contact Officer:

Phil Osborne
Head of Early Years and Childcare Service
01372 833861

Consulted:

Surrey County Council Investment Panel
Surrey County Council Procurement Review Group
Early years settings in Surrey – sample.

Annexes:

Community Playthings – supporting your two year olds brochure

Supporting your two-year-olds

Surrey 2013



1. Creative floor easel and shelf

Includes:

Mini floor easel
 Craft shelf 3
 Tool corner
 Paper corner
 Small Tulip apron



Shelf comes with six baskets as shown unless you request clear totes.

2. Creative role play

Includes:

Compact drama centre
 Cradle
 Rocking chair



3. Floor easel and riding toys

Includes:

Mini floor easel
 PushCart
 Push me-pull me
 Large artic
 Village vehicle D610
 More villagers D613



4. Large muscle – blocks and riding

Includes:

Mini Hollow blocks B405

PushCart

Push me-pull me



5. Active play – climb and roll

Includes:

High and Over Toddlebox set

Large fire engine

Kiddie car T17

More villagers D613



6. Messy play and riding toys

Includes:

Small sand and water A635

Push me-pull me

PushCart

Large artic



Ordering information

Email sales@communityplaythings.co.uk

Phone 0800 387 457

Fax 0800 387 531

Post a photocopy of this form to Community Playthings,
Robertsbridge, England TN32 5DR

Invoice address

If an organisation, please name

Post code

Special delivery instructions

We provide free inside delivery on all orders. Let your customer service representative know if you need to make special delivery arrangements.

Ordered by:

Name

Date

Daytime phone number

Email address

Title

Delivery address (if different from invoice)

If an organisation, please name

Post code

Delivery contact information

Name

Phone number

Ordering deadline: XXXX

Choose your set:

- 1. Creative floor easel and shelf
(Shelf comes with six baskets unless you request clear totes.)
- 2. Creative role play
- 3. Floor easel and riding toys
- 4. Large muscle – blocks and riding
- 5. Active play – climb and roll
- 6. Messy play and riding toys

SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS AND LEARNING****DATE: 3 DECEMBER 2013****LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR FOR CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: LANGSHOTT INFANT SCHOOL, HORLEY****SUMMARY OF ISSUE:**

Surrey County Council, in cooperation with the Governing Body of Langshott Infant School, has consulted on a proposal to alter the upper age range of Langshott Infant School so that the School becomes a Primary School from September 2014.

Subsequent to this consultation the Cabinet Member for Schools and Learning approved the publication of a statutory notice stating the intent of the Council to implement this proposal.

The Cabinet Member is asked to review the comments received during the statutory representation period and on that basis determine the Statutory Notice.

RECOMMENDATIONS:

It is recommended that the Cabinet Member approves the Statutory Notices determining that the upper age limit of Langshott Infant School is increased so that it becomes a Primary School from September 2014.

REASON FOR RECOMMENDATIONS:

This action is reflective both of an increasing demand for school places in the Horley area, resulting from an increase in birth rate and significant house building, and an opportunity to provide primary school structure throughout the town.

The provision of additional junior places both meets the increased demographic pressures in the area and will allow the Council to admit those people who name the school as their preferred option, thus meeting the wider statutory duty to offer all applicants a school place.

It will enable a diversity of provision to be maintained within the Horley area and be part of a strategy that enables Horley residents access to a local Primary School.

A programme of building works at the school will improve the general fabric of the school buildings and enhance the learning experience for pupils, parents and staff.

DETAILS:**The Proposal**

1. Currently Langshott Infant School has permanent accommodation for 180 pupils from Reception to Year 2. The school has a published admission number of 60 thus admitting 60 pupils each year in two classes.

2. Surrey County Council, in partnership with the governing body of Langshott School, Smallfield Road, has proposed to;
- enlarge the school from a 180 place Infant School, 60 places from reception to Year 2, to a 420 place primary school, 60 places from reception to Year 6.
 - retain the Published Admission Number (PAN) at 60, with pupils already at the school transferring from Year 2 to Year 3 and continuing their education at the school until the end of Year 6
 - allow the school to grow incrementally year by year so that it the school would reach capacity in September 2017
 - provide the additional classrooms and ancillary space required through a building project
 - that the enlargement would be effective from 1 September 2014

Reasons for the proposal

3. Pupil numbers have been steadily rising across Reigate and Banstead Borough since 2006. Much of the increase is as a result of the rise in the local birth rate; a significant amount is also due to housing development and inward migration. This is specifically the case in Horley which has been identified for large-scale housing developments to the North East and North West of the Town. The North East sector development is being built with new houses being occupied. The Council needs to take account of these trends and provide more school places in the area where they are needed.
4. Historic birth rates for Reigate and Banstead and Surrey are included below.

Borough	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	% Change 2002-2010
Reigate & Banstead	1446	1572	1523	1491	1711	1754	1768	1775	1880	1,871	29.4
Surrey Total	11626	12304	12283	12303	13085	13628	13710	13626	14237	14,097	21.3

5. Langshott Infant and Nursery school is located in the Horley planning area which is served by six schools: Meath Green Infant and Junior, Horley Infant, Yattendon Junior, Manorfield Primary, and Langshott Infant.
6. The Council's pupil projections for the Horley planning area are shown in the table over leaf. The 'PAN' is the planned admission number for Reception Year. The 'spare' columns show the projected shortfall in Reception places and in Year 3 when children transfer into junior provision (Key Stage 2).

Year	PAN	1pref	InfPI	Spare	%	YR	Y1	Y2	JunP	JSpa	Y3	Y4	Y5	Y6	J	Total	Cap	Surplus	%
2010	240	241	240	5	2.1	235	229	241	240	16	224	191	203	198	816	1521	1590	69	4.3
2011	240	296	300	15	6.3	285	233	229	210	-1	211	216	194	207	828	1575	1590	15	0.9
2012	250	280	280	13	5.2	267	293	231	210	2	208	208	214	195	825	1616	1590	-26	-1.6
2013	250	261	250	-11	-4.4	261	250	269	210	13	197	188	190	196	771	1551	1590	39	2.5
2014	250		250	-14	-5.6	264	246	232	210	-21	231	180	174	176	761	1503	1590	87	5.5
2015	250		250	-24	-9.6	274	250	230	210	8	202	211	168	162	743	1497	1590	93	5.8
2016	250		250	-34	-13.6	284	260	235	210	9	201	186	197	158	742	1521	1590	69	4.3
2017	250		250	-45	-18.0	295	270	244	210	4	206	185	175	184	750	1559	1590	31	1.9
2018	250		250	-54	-21.6	304	279	252	210	-2	212	189	173	164	738	1573	1590	17	1.1
2019	250		250	-57	-22.8	307	287	260	210	-8	218	194	176	161	749	1603	1590	-13	-0.8
2020	250		250	-55	-22.0	305	288	265	210	-12	222	197	179	162	760	1618	1590	-28	-1.8
2021	250		250	-48	-19.2	298	285	264	210	-14	224	199	179	164	766	1613	1590	-23	-1.4

7. As evidenced above, there is a demand for additional school places in the local area. This proposal, by providing 240 additional junior places within Horley, will enable the authority to meet the rising demand as part of school organisation changes in the area. This also includes supporting the establishment of a new 1 form entry primary school in the area from September 2014.
8. In addition, this proposal would enable the benefits of primary education to be experienced in Horley and provide for an easier Infant and Junior transfer within the town for all parents.
9. The proposal also supports the Councils preference for primary organisation. Whilst not denying the advantages of separate Infant and Junior Schools, this proposal supports the specific advantages of primary organisation including:
 - a seamless transition from Key Stage 1 (Infants) to Key Stage 2 (Juniors)
 - greater opportunities for curriculum development
 - greater opportunities for staff development
 - greater flexibility with a larger budget to deploy staff and curriculum resources effectively
 - greater opportunities for staff recruitment and retention
10. Expanding the school will also allow the Governors and the Council to admit children whose parents who would like the school as their preferred option at junior level. It will also enable more children to attend a local primary school and more closely match parental preference within the town.
11. A programme of building works will improve the general fabric of the school buildings and enhance the learning experience for pupils and the working environment for staff.
12. The school is a vital part of the Council’s education offer in the local area. Retaining and expanding the number of school spaces within Horley is essential in ensuring that the County Council performs its statutory duty of educating all resident pupils who request a school place.

Planning and capital considerations

13. The school has capacity to expand in its existing location. A building programme is required to provide the permanent facilities to allow for this increase. Appropriate capital has been approved to achieve this through the primary capital programme. Detailed work has been undertaken with the Governing Body, Surrey County Council Property Services and consultants to develop a scheme of works to provide the additional accommodation needed in an appropriate manner and a separate planning application has been submitted pursuant to this.
14. The Scheme was granted full planning permission on 16 October 2013 by Surrey County Council Planning and Regulatory Committee
15. The programme of works received business case approval from Cabinet on 22 October 2013.

<u>CONSULTATION:</u>

16. A detailed pre-consultation was undertaken with relevant stakeholders including issuing the consultation documentation and the holding of two public meetings, which were well attended.
17. School Governors, the local school community (through the Horley Local Partnership) and the local member have been regularly consulted both during the consultation process and throughout the development of proposals.

Comments Received during pre-consultation

18. There has been a high level of support for the proposal from consultees. 14 formal written responses were received of which 12 (86%) agreed with the proposal one disagreed and one did not know. All respondents had children of school or pre-school age. Those supporting the school expansion referenced its existing positive outcomes and ethos. Acknowledgement was given to how this proposal will ease transfer within the town and prevent children having to change schools during their primary education.
19. Some themes and concerns were evident in the consultation process both in formal responses received and comments made at the public meetings. The issue raised by the highest proportion (29%) of respondents was whether appropriate consideration was being given to transport and access to the site as part of the programme of expansion. Respondents reported existing congestion at entrance and exit routes that should be addressed in the development.
20. Respondents expressed a desire that appropriate consideration is given to the development of the future Key Stage Two curriculum within the school and whether there was capacity with the existing Leadership and Governance structures to enable the change to progress effectively.
21. Respondents referenced the need to ensure that the programme of works included the necessary facilities to aid junior education. This included the provision of appropriate outdoor play space and specific Key Stage Two classroom space.

- 22. Specific concern was also raised by parents within the first cohort of children to go through the change that it would be appropriately managed with children receiving the necessary support.

Responses to comments

- 23. The development of the programme of building works has been undertaken in consultation with the planning Authority and Highways Department. The planning application has drawn out specific responses to the access issues and proposed enhancements across the Langshott and Oakwood School sites. Appropriate provision within the programme has also been made to make reasonable adjustments to the existing school fabric and provide new permanent accommodation to meet the increased demands of the additional pupils and the Key Stage Two curriculum.
- 24. The existing school governors and Acting Head Teacher have been making use of the Surrey School Support Service to develop appropriate curriculum models. In addition, the school has also been consulting with other junior providers to ensure that an effective curriculum, leadership and governance structure is in place to enable the expansion to take place effectively. The school will also use the expertise within the Horley Learning Partnership to ensure that plans are tested and refined.

Statutory Notice

- 25. Following Cabinet Member approval on the 11 September 2013 statutory notices were published on 27 September 2013. The representation period was valid for six weeks from that date.
- 26. One response was made to the Statutory Notice requesting further details of the proposal. No other comments were received.

RISK MANAGEMENT AND IMPLICATIONS:

- 27. A project to deliver the new school buildings for September 2014 is required and as such there are risks associated with this proposal. There is a risk that the project will not complete within the timescales outlined above and there may be site abnormalities not identified as part of the initial feasibility exercise. A risk register is being maintained and updated on a regular basis by the schools consultants.
- 28. Should the approval of additional school places not be granted there is the risk that Surrey would fail to meet its statutory duty in providing sufficient school places, without mitigation at another site.

Financial and Value for Money Implications

- 29. The building project resultant from this proposal is included in the County Council's school basic need capital programme as part of the 2013/2018 Medium Term Financial Plan. A scheme of works has been developed by Property Services.

Section 151 Officer Commentary

30. The Section 151 Officer confirms that this scheme is listed in the approved 2013/18 MTFP capital programme. The full revenue and capital cost implications were considered in the October Cabinet report.

Legal Implications – Monitoring Officer

31. Section 13 of the Education Act 1996 places a general duty on local education authorities to secure that efficient primary education is available to meet the needs of the population of their area. Section 14 of the Education Act 1996 places a duty on local education authorities to secure that sufficient schools for providing primary education are available in their area. Section 5 of the School Standards and Framework Act 1998 places a duty to promote high standards. There is a duty to provide efficient education and sufficient schools to do so.
32. The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 contains the regulations that apply to prescribed alterations. The former DCSF, now DfE published two pieces of Guidance relating to prescribed alterations: Expanding a Maintained Mainstream School or Adding a Sixth Form and Making Changes to a Maintained Mainstream School (Other than Expansion). These contain both statutory guidance (i.e. guidance to which proposers and decision makers have a statutory duty to have regard) and non-statutory guidance on the process for making changes to school provision.

Equalities and Diversity

33. This action will enhance educational provision and be open to all children in the community served by the school. No group with any protected characteristics under Equalities legislation will be affected by this proposal as increased provision for all children will be made. As a result no EIA has been produced. However, with the increase in provision being open to all applicants with the highest priority given to Looked After Children and pupils on the SEN register and/or who would benefit from a statement of educational need, this proposal will support our most vulnerable children.

Corporate Parenting/Looked After Children implications

34. This action is key to ensuring that the appropriate numbers of school places are provided to meet the demand of our residents. All places provided have the highest priority given to children in the care of the local authority.

Safeguarding responsibilities for vulnerable children and adults implications

35. The Council has a duty to promote and improve educational outcomes for all children, particularly for vulnerable and disadvantaged children. The provision of school places is essential in meeting this duty.

Climate change/carbon emissions implications

36. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change. The provision of junior provision on the site will reduce number of

journeys required by parents and children who would otherwise need to travel to a different site for junior education.

WHAT HAPPENS NEXT:

38. The next steps are:

- Should the Cabinet Member determine the Statutory Notices positively the proposal will be confirmed and the Langshott Infant School upper age limit would be raised as per the proposal from September 2014.

Contact Officer:

Nicholas Smith, School Commissioning Officer 020 8541 8902

Consulted:

Nick Wilson, Strategic Director for Children Schools and Families
Dorothy Ross-Tomlin, Council Member Horley East
Horley Learning Partnership
Public and Parents

Sources/background papers:

- Langshott Consultation Document
 - Statutory Notice
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SURREY COUNTY COUNCIL

CABINET MEMBER FOR SCHOOLS AND LEARNING

DATE: 3 DECEMBER 2013

LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR FOR CHILDREN SCHOOLS AND FAMILIES

SUBJECT: PROPOSED EXPANSION OF WEST BYFLEET INFANT AND JUNIOR SCHOOL FROM 2 TO 3 FORMS OF ENTRY



5

SUMMARY OF ISSUE:

There is increasing pressure for primary school places in Woking. In addition to the demand generated by an increasing birth rate, there is a need to provide more school places in the Borough as a result of additional housing and net inward migration. The Local Authority has recently consulted on the proposed expansion of West Byfleet Infant and Junior Schools in partnership with the Governing Bodies of both schools.

RECOMMENDATIONS:

It is recommended that the Cabinet Member for Schools and Learning determine to publish statutory notices indicating the Local Authority's intention to expand the schools from two to three forms of entry from September 2015.

REASON FOR RECOMMENDATIONS:

The Local Authority has a statutory duty to ensure that there are sufficient school places in Surrey. Permanent expansions have been recently commissioned at a number of primary schools in Woking including Maybury Primary School, Beaufort Primary School, Goldsworth Primary School, Brookwood Primary School, The Marist Primary School and St Dunstan's Primary School. Even with these additional places, most primary schools in Woking are expected to be full and to continue to be full in the future and more schools places are needed. This is the case in the West Byfleet and Byfleet primary planning area.

DETAILS:**The Proposal**

1. Surrey County Council, in partnership with the Governors of West Byfleet Infant School and West Byfleet Junior School, is proposing that both schools expand from two to three forms of entry with a new Published Admission Number of 90. This would increase the capacity of the infant school from 180 to 270 and the capacity of the junior school from 240 to 360 pupils. The proposal would be effective from September 2015.

Rationale

2. Demand for school places – Demand for school places has increased significantly in Woking in recent years. In 2011 the County Council commissioned over a thousand additional school places in the Borough,

permanently expanding primary schools including Maybury Primary School, Westfield Primary, Beaufort Primary, St Dunstan's Primary, The Marist Primary and Goldsworth Primary. Even with these expansions, all primary schools in Woking are expected to be full and to continue to be full in the future. Three further projects are being planned in the Woking area with the West Byfleet Infant and Junior expansion proposal being one of those projects.

3. There are a number of different factors that can affect the demand for school places in an area. The most important is the birth and fertility rates in an area. Based on figures provided by the Office for National Statistics, births in Woking dipped from 1997 to a low point in 2001. Births then rose quite sharply year on year to 2007 before flattening out through to 2008. Births then rose again in 2009 and 2010. It should be noted that the recent increases in applications are unlikely to be the result of the number of births alone. There are other factors such as additional pupils from housing growth, inward and outward migration, parental preferences and the changing percentage of parents applying for independent or private provision - all of which can affect the number of applications in any given year making applications more difficult to model.
4. Housing development in the Borough - Woking Borough Council is the responsible authority for housing, it is for Surrey County Council to ensure there is sufficient infrastructure associated with population growth from housing. Between the period 2010 and 2027 Woking Borough Council are looking to provide just short of 5000 additional homes in the Borough to meet its housing targets – 35% of this will be affordable housing. Most development will be on previously developed land and although the expected additional units in West Byfleet are likely to be modest there is anecdotal evidence of additional units in the area being generated from the existing housing stock (larger houses being divided into two or three units).
5. On top of an increasing birth rate and additional housing, it would appear that Woking has in the past couple of years experienced net inward migration (more people moving into the area than out) which is consistent with the profile of Woking as an urban area with good employment opportunities and transport links to London.
6. In light of the above, it is clear that Woking's population is growing - it is second only to Epsom and Ewell in Surrey in terms of population growth since the last census but its 0-4 population has grown significantly more than any other Borough. There are about 1600 more 0-4 year olds now than in 2001 - a 28% increase. It is crucial that sufficient educational provision is commissioned in the Borough to keep pace with the growing population of school age children.
7. Parental Preferences - the Local Authority has a duty to secure diversity in the provision of schools and to increase opportunities for parental choice when planning the provision of schools. West Byfleet Infant School and West Byfleet Junior School are both popular schools and have been heavily oversubscribed against their published admission number of 60 for the last 7 years by about a class of children. The Local Authority has a presumption to expand popular and successful schools where the demand for those places are demonstrable.

8. Location of pupils – The presumption to expand successful schools is not an absolute. The Local Authority must also consider the location of pupils in relation to schools as it also seeks to plan provision as close to the pupil population as possible so that local pupils can attend local schools. In mapping the location of all 2013 applicants looking for a reception place in Woking this year (and those that will be seeking junior provision in 2016) there were 75 children living within 0.5 miles of the school with 197 pupils living within a mile of the school. The figures were very similar in 2012 with 70 children living within half a mile of the school and 189 living with a mile. There is therefore a large number of pupils within good proximity to the school with a high percentage of those pupils with the potential to walk, scoot or cycle into school.

CONSULTATION:

9. Public consultation was undertaken on this proposal at the start of the academic year. A consultation document was published to all statutory stakeholders including parents and local residents. The document was published on 17 October 2013 with consultation responses required by 21 November 2013. In addition to this, two public meetings were held at the schools on 11 November 2013 – both at the infant and junior schools. This was an opportunity for parents, pupils, school staff and local residents to learn in a bit more detail what the proposals are and to ask questions to the school and the Local Authority.
10. The public meetings were relatively well attended with 80-90 people attending in total but there has been little response to the consultation with only 16 responses received during the four week period. This includes all written responses either in response form, email or petition format. A breakdown of responses is given below.
- Parent (Nursery, pre-school or main school) – 12
 - Parent of a child who may go to these schools / other school – 6
 - Pupil - 2
 - Local Resident - 1
11. Of those that responded, nine people agreed that more school places were needed in the area, three did not answer either way, and one person disagreed. On the second question, eight people agreed that West Byfleet Infant and Junior School should expand, two people disagreed and the remaining six people didn't offer a view either way or raised concerns without clearly stating their answer to the question.
12. In broad terms, there was very little disagreement with the need for more places – most parents and residents accepted that more school places are needed in the area. However there were concerns raised by parents and residents, the main issues raised are captured below.
- The majority of the concerns related to the nature of the building solution – particularly around whether existing provision would be lost, the nature of the existing buildings (old, small and cramped in places) the sizes of current teaching spaces and central support areas including kitchens and the disruption on site as a result of new building works. There was an acceptance that the proposal was needed but it needed 'to be done properly'.

- (although not subject to the consultation), the next biggest issue raised was about the school admitting a bulge class in the existing ICT suite ahead of permanent expansion on the grounds that this is a very small space and on the grounds that it feels as though this is being 'rushed through'. Some parents felt that 2015 for expansion is OK but that an additional class in 2014 would be too soon.
 - There was significant concern raised about the traffic issues that already affect the school and how this would be exacerbated by an expansion. Camphill Road is a busy road with an existing 'chicane' system that manages flow of traffic outside the school. There were a mixture of views on whether this should be removed or retained and more general views that mitigation measures would be important for this proposal to be successful – possibly by providing parking elsewhere but near to the site.
13. Other concerns / issues raised but less frequently in the responses where the following
- Level of consultation and further opportunities to comment on the proposals as they progress.
 - Why new school provision is not being considered.
 - Whether this is needed in light of recently proposed West Byfleet Free School and proposed expansion at Pyrford Primary School.
 - Potential distraction from the school and leadership and management focus on improving / maintaining good standards.
 - Concerns relating to the construction phase in terms of management, construction traffic, remaining use of land between the two school sites, car parking on the site and impact on local amenity.
14. Given that there are just short of 420 pupils at the two schools, the response rate to the consultation was low but not untypical for consultation exercises of this nature. There was a reasonable number of people in total who attended the public meetings and there was plenty of discussion in these meetings with parents making their views known there. It may be that following this meeting that parents didn't feel a need to formally respond to the consultation based on the information and responses provided at these meetings.
15. Given the response rate, the results of the consultation cannot be said to be representative but all stakeholders have been given the opportunity to make their views known. It is the officer's view that the low response probably reflects general approval for the proposal in principle but there is clearly more work to do to address the building and traffic / transport related issues that were raised in the consultation. It also reflects the high level of informal consultation that has taken place with schools prior to the formal consultation. It is probably fair to say that of the parents that responded they were more comfortable with expansion in 2015 but not happy about the school admitting a bulge class in 2014.

RISK MANAGEMENT AND IMPLICATIONS:

16. Surrey County Council will be delivering and managing this project. The in house project management team will have compiled a project risk register and will monitor and update this document on at regular intervals. West Byfleet Infant and Junior School are on a very large site but located tightly to

the highway with challenging access arrangements. The current strategy involves creating new staff parking facilities from Leisure Lane which is not currently in the County Council's ownership which is a significant risk. Early discussions have taken place with the owners of this road which have proved positive but there are no formal agreements at this stage. It will be important that the school, contractor and SCC project management work closely together to manage the risks in this regard to ensure the site is safe, the compound and access points are sensible and that pupil safety is paramount.

17. Other risks relate to the capital budget and programme for the scheme. A full planning application has not yet been submitted so it is not yet clear that mitigation measures might be necessary in terms of local amenity and traffic as well as the capital budgets that might be required for their implementation. This risk will be managed by ensuring a contingency sum is budgeted as part of this project. In terms of timescales, September 2015 is considered achievable and there is some allowance in the programme for delays with the planning application or during the construction phase.

Financial and Value for Money Implications

18. The full business case detailing the financial and value for money implications will be completed as part of the tendering and contracting phase. This scheme is included in the 2013/18 medium term financial plan.

Section 151 Officer Commentary

19. The Section 151 Officer confirms that this scheme is included in the current 2013/18 medium term financial plan and that the full financial implications will be detailed in the business case prior to contract tender.

Legal Implications – Monitoring Officer

20. Section 13 of the Education Act 1996 places a general duty on local education authorities to secure that efficient primary education is available to meet the needs of the population of their area. Section 5 of the School Standards and Framework Act 1998 places a duty to promote high standards. Therefore, there is a duty to provide efficient education and sufficient schools to do so.

Equalities and Diversity

21. A full equalities impact assessment has not been undertaken on this proposal as it is unlikely that the proposal would have a negative impact on any groups with protected characteristics. The school does serve both traveller families and families from the armed services but this proposal ensures that there will be sufficient places for children from these groups to attend school in the future. The proposal does not change the nature of the admissions criteria for the school.
22. The new school building will comply with all DDA (Disabilities Discrimination Act) regulations. The expanded school will provide additional employment opportunities in the area.

23. The school will be for children in the community served by the school. If there is sufficient provision available, then it would be beneficial for all children, including vulnerable children.
24. The school will be expected to contribute towards community cohesion and will be expected to provide the normal range of before and after schools clubs as are provided in a typical Surrey County Council school.

Climate change/carbon emissions implications

25. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change. The new buildings will comply or exceed Building Regulations. The contractor will be required to provide a Site Waste Management Plan.

WHAT HAPPENS NEXT:

26. If statutory notices are published for this proposal a further four weeks of representations will be allowed for any final comments to be made from members of the public, local business and other relevant organisations.
27. A final report will go to the Cabinet Member for Schools and Learning on 12 February 2014 whereupon a final decision will be made on the proposal (which will remain subject to the successful approval of a full planning application and approval on the feasibility cost of the scheme).

Contact Officer:

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Consulted:

All schools in Woking (including New Haw and the Grange)
 Pupils and parents of West Byfleet Infant and Junior School
 The Governing Bodies of West Byfleet Infant and Junior School
 Local Residents
 Local Members

Sources/background papers:

- Proposal to expand West Byfleet Infant and Junior School, October 2013. A copy of this report can be found here on the SCC website by navigating to, or clicking on, the following: [Learning > Schools > Education Consultation and Plans](#)