

Notice of Meeting

Cabinet Member for Schools and Learning Decisions



Date & time
Thursday, 13 March
2014 at 11.30 am

Place
Room 109, County
Hall, Kingston-upon-
Thames, Surrey, KT1
2DN

Contact
Anne Gowing
Room 122, County Hall
Tel 020 8541 9938

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 (7 March 2014).

2b Public Questions

The deadline for public questions is seven days before the meeting (6 March 2014).

2c Petitions

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

3 PROPOSED EXPANSION OF SAYES COURT PRIMARY SCHOOL FROM 1 TO 2 FORMS OF ENTRY

(Pages 1
- 6)

There is increasing pressure for primary school places in Runnymede. 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. In partnership with the Interim Executive Board, the Local Authority has recently consulted on the proposed expansion of Sayes Court from one to two forms of entry by 2015. The Cabinet Member is asked to consider the results of the consultation and to decide whether to publish statutory notices indicating the Local Authority's intention to proceed with the proposal.

4 PROPOSED ESTABLISHMENT OF A NEW ONE FORM OF ENTRY CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL IN HORLEY

(Pages 7
- 14)

The Southwark Diocesan Board of Education (SDBE), in cooperation with Surrey County Council, has consulted on a proposal to establish a new one form entry Voluntary Aided Church of England Primary School from September 2014.

Subsequent to this consultation the SDBE approved the publication of a statutory notice stating the intent of the SDBE 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.

5 TO DETERMINE A PROPOSAL TO PUBLISH PUBLIC NOTICES TO EXPAND MANBY LODGE INFANT SCHOOL (Pages 15 - 22)

Surrey County Council is putting robust plans in place to ensure that its popular schools meet the increased demand for places. Primary school places in Surrey are in high demand, and Elmbridge is an area that has experienced a particularly significant increase. Weybridge Key Stage 1 planning area currently needs an additional form of entry (or 30 Reception places); Surrey County Council plans to expand Manby Lodge Infant School to meet this demand.

6 TO DETERMINE PROPOSAL TO EXPAND ST ALBAN'S CATHOLIC PRIMARY SCHOOL, EAST MOLESEY (Pages 23 - 28)

Primary school places are in high demand in the Moleseys as a result of the birthrate increasing across Elmbridge Borough by 21.6% in the last decade. Other demographics, such as new housing and inward migration, are also adding to the demand and there is an increasing need for more denominational places in catholic primary schools across the borough and the wider deanery. Working in partnership with the Diocese of Arundel and Brighton, Surrey County Council is proposing to expand St Alban's Catholic Primary School by one form of entry with effect from 1 September 2015.

7 TO DETERMINE A PROPOSAL TO PUBLISH NOTICES TO CLOSE THE STANWELL NEW ROAD BASE OF RIVERBRIDGE PRIMARY SCHOOL IN STAINES (Pages 29 - 34)

Riverbridge Primary School was formed two years ago with the amalgamation of three schools. It has operated on the three existing sites as a split site school. This has become very difficult to manage and resource and the Stanwell New Road site is less popular with parents. The Governing Body is therefore requesting we consolidate the school onto the two sites at Knowle Green.

David McNulty
Chief Executive

Published: 4 March 2014

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CABINET MEMBER FOR SCHOOLS AND LEARNING**DATE: 13 MARCH 2014****LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR
OF CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: PROPOSED EXPANSION OF SAYES COURT PRIMARY
SCHOOL FROM 1 TO 2 FORMS OF ENTRY****SUMMARY OF ISSUE:**

There is increasing pressure for primary school places in Runnymede. 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. In partnership with the Interim Executive Board, the Local Authority has recently consulted on the proposed expansion of Sayes Court from one to two forms of entry by 2015. The Cabinet Member is asked to consider the results of the consultation and to decide whether to publish statutory notices indicating the Local Authority's intention to proceed with the proposal.

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 Sayes Court Primary School from one to two forms of entry by September 2015.

REASON FOR RECOMMENDATIONS:

The Local Authority has a statutory duty to ensure that there are sufficient school places in Surrey. Demand for school places has increased significantly in Runnymede in recent years. Expansions have been commissioned at a number of primary schools in Runnymede including Darley Dene Infant School, Trumps Green Infant School, St Ann's Heath Junior School, Lyne and Longcross Church of England Infant School and Thorpe Church of England Infant School. Even with these additional places, most primary schools in Runnymede are expected to be full and to continue to be full in the future and more schools places are needed.

DETAILS:**The Proposal**

1. The County Council, in partnership with the Interim Executive Board of Sayes Court Primary School is proposing that the school expands from a 1 form entry primary school with a Published Admission Number of 30 (total capacity of 210 pupils), to a 2 form entry primary school with a Published Admission Number of 60 (total capacity of 420 pupils). Subject to consultation, this proposal will become effective from September 2015. Additional accommodation will be provided at the school to cater for the additional pupils joining the school.

Rationale

2. Demand for school places – Demand for school places has increased significantly in Runnymede in recent years. 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 Runnymede dipped from 1996 to a low point in 2001 with about 815 births a year. Births have risen since 2006 to just under a 1000 resulting in an increase in the number of families applying for a school place. It should be noted that the recent increases in applications in Runnymede 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 application yields difficult to model.

Increases in demand are not uniform across the Borough with some areas experiencing more pressure than others. Addlestone is an area where the pressure has increased over the last three or four years. There are eight primary schools in Addlestone with a collective PAN of 270 (the number of places those schools admit at Year R). The total numbers on the roll at year R in these schools has risen from 217 in the academic year 2010/2011 to 285 in 2013/14, with the Local Authority commissioning a bulge class at Sayes Court in 2013 to meet the additional demand. A further 30 places at Year R in the area will help meet the additional demand and provide a small number of space places to enable some degree of parental choice.

3. Housing development in the Borough - Runnymede Borough Council is responsible for housing. They are in the process of consulting on their core strategy which will, among other things, identify how many additional homes may be provided in the Borough in the future. Targets range from a minimum of circa 2400 to a high of 4500 additional dwellings in the Borough by 2026. How many additional dwellings are actually provided will depend on the availability and suitability of land in the Borough. Although the number of houses and the timeframes for when development will take place are not yet certain, it should be noted that all primary schools in the Borough are currently near capacity already. It should also be noted that with the exception of the proposed development at the old 'DERA' site, most of the additional housing is likely to be in the existing urban areas of Addlestone, Chertsey and Egham and it is therefore important to build capacity now and in the future in these areas.
4. 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. Sayes Court was oversubscribed in 2013 for the first time in a few years as the pressure for places has increased. The school requires improvement so it is not clear whether the school will continue to be oversubscribed in the future, however the improvements that the school have made to date, and the support that the school is receiving from the Local Authority as well as the Bourne Academy Trust should stand the school in good stead for the future. Growing to two forms of entry will help the school to improve in the future and offers the following key benefits: (i) increased leadership capacity, (ii) economies of scale and financially more viable, (iii) sharing of teaching expertise and staff retention.

- 5. Location of pupils – Parental preference is important, but the Local Authority is mindful that popularity can be transient and that additional provision, where possible, should be located as local to the demand as possible. Surrey County Council believes that local schools should serve their local communities. Sayes Court is in good proximity to the main pupil population in Addlestone. In 2013 there were 96 reception age pupils living within half a mile of the school against an available 30 places with a similar number in 2014.
- 6. Site and Logistics - Sayes Court was formally a 2FE Junior school so there is some spare capacity in existing buildings which will be important when planning the project. The site is more than large enough for a 2FE primary school with no significant planning policy constraints identified at this stage. Surrey County Council will be able to phase the project avoiding the need for temporary accommodation. Given the nature of the sites that other primary schools occupy there are few alternatives to expanding Sayes Court that are deemed acceptable from a cost and planning point of view.

CONSULTATION:

- 7. Public consultation was undertaken on this proposal in January 2014. A consultation document was published to all statutory stakeholders including parents and local residents. The document was published on 14 January 2014 with consultation responses required by 14 February 2014.
- 8. A public consultation meeting was held at the school on 29 January that was relatively well attended with school governors, parents and local residents in attendance. There has been only a small response to the formal consultation with only 14 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 – 7
 - Local Resident – 4
 - Someone who works at the school / Governor – 1
 - Other / Not specified - 2

- 9. There were two questions asked in the consultation response and the following responses recorded:

Q1. There is a need for more school places in the area:

Agree: 7
 Disagree: 1
 Don't know / not specified: 6

Q2. Sayes Court Primary School should permanently expand to become a 2-form entry primary school from 2015.

Agree: 2
 Disagree: 7
 Don't know / not specified: 5

10. Given the relatively modest response there is little value in breaking down the responses by respondent type however a summary of the main issues raised at the public consultation meeting and in the response forms is given below.
11. The most common issue raised in the consultation was related to traffic and parking concerns. A number of residents (mainly from Orchard Way) responded to the consultation describing their concerns about the expansion and that it would exacerbate further what they see as a problem already. This includes the inappropriate parking practices of some parents (including blocking residents' driveways and parking on kerbs blocking the path), the abusive nature of some parents when they are confronted on this, the lack of parking on the school site, the lack of a pickup and drop off area (which many argued should be reinstated) and the general problems generated by the increase in volume on what is already a busy residential area. It should be noted that these issues were not solely raised by residents, with parents concerned about these issues also. Respondents to the consultation are keen to see how these issues could be addressed as part of the School's Travel Plan and as part of the traffic assessment that is carried out prior to any planning application.
12. Whilst many of the parents that responded to the consultation could see the benefits of the school growing they were concerned about the impact this proposal would have given the recent poor Ofsted report on the school. Some parents felt that this could be a distraction from the improvements that the school needs to make to current standards. There were many other issues cited but to a lesser extent – these included (i) the potential noise and disruption from building work, (ii) the quality of the building work and whether other parts of the school (not just classrooms) would be expanded, (iii) the small school ethos that might be lost.
13. 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 many of the objections to the proposal could be overcome if some of the traffic / transport related issues raised in the consultation are addressed.

RISK MANAGEMENT AND IMPLICATIONS:

14. 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 at regular intervals. The current strategy is to create additional classroom accommodation to the rear of the site which is well screened from existing residential properties. There are no significant planning risks at this stage. It will be important that the school, contractor and Surrey County Council project management team work closely together to manage the construction risks to ensure the site is safe, the compound and access points are sensible, and that pupil safety is paramount.
15. 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.

16. From April 1 2014 Sayes Court is expected to become an Academy as part of the Bourne Academy Trust. Whilst noteworthy, in the case of expansions to meet basic need, the Local Authority is blind to the organisational status of a school when considering where additional places are best provided.

Financial and Value for Money Implications

17. 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 2014/19 Medium Term Financial Plan.

Section 151 Officer Commentary

18. The Section 151 Officer confirms that this scheme is included in the current 2014/19 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

19. 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.
20. The *School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007* contain the regulations that apply to prescribed alterations. The DfE has 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. This Guidance has been followed by the School Commissioning Officer in the development of this proposal.

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. A full business case detailing the financial and value for money implications of this proposal will be completed and submitted to Cabinet for their approval as part of the tendering and contracting phase.

Contact Officer:

Kieran Holliday, School Commissioning Officer (North West), 020 8541 7383.

Consulted:

All schools in Runnymede
Pupils and parents of Sayes Court Primary School
The Interim Executive Board / Bourne Academy Trust
Local Residents
Local Members

Sources/background papers:

- Proposal to expand Sayes Court Primary School, January 2014. 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](#)

SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS AND LEARNING****DATE: 13 MARCH 2014****LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR FOR CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: DETERMINATION OF NOTICES RELATING TO THE PROPOSED ESTABLISHMENT OF A NEW ONE FORM OF ENTRY CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL IN HORLEY****SUMMARY OF ISSUE:**

The Southwark Diocesan Board of Education (SDBE) has consulted on a proposal to establish a new one form entry Voluntary Aided Church of England Primary School from September 2014.

Subsequent to this consultation the SDBE approved the publication of a statutory notice stating the intent of the SDBE 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 proposer, SDBE, establish the Primary School from September 2014, and that subsequent to that approval the proposer, SDBE, asks the Secretary of State to designate the school as one of religious character.

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. It has been consulted in on with the cooperation of Surrey County Council.

The provision of places both meets the increased demographic pressures in the area and will allow the Council to admit those people who name a Church of England faith school as their preferred option. Furthermore it meets the wider statutory duty to offer all applicants a school place.

It will enable a diversity of provision to be enhanced within the Horley area, where there are currently no faith school spaces, and be part of a strategy that enables Horley residents' access to a local Primary School.

A programme of building works, currently underway, will provide a modern teaching environment that will aid the learning experience for pupils, parents and staff.

DETAILS:

The Proposal

1. The Southwark Diocesan Board of Education (SDBE) in partnership with Surrey County Council is proposing that:
 - a new one form entry (1FE) Voluntary Aided Church of England primary school will be provided in north east Horley from 1 September 2014
 - the Published Admission Number (PAN) will be 30
 - from 1 September 2015 a further 26 full time equivalent places will be provided for nursery pupils aged 3 and 4.
 - the School will be proposed and run by Southwark Diocesan Board of Education
 - children will be admitted in Reception each year and the children will progress through the school
 - the school will increase its age range by one year each year and so the school will grow by one year group each year until it is an all through primary school
 - there will be 210 places for boys and girls in September 2020

This is how the places at the school will change over the years:

Proposed Provision	Year	PAN	YR	Y1	Y2	Y3	Y4	Y5	Y6
New North East Sector Primary School	2014	30	30	-	-	-	-	-	-
	2015	30	30	30	-	-	-	-	-
	2016	30	30	30	30	-	-	-	-
	2017	30	30	30	30	30	-	-	-
	2018	30	30	30	30	30	30	-	-
	2019	30	30	30	30	30	30	30	-
	2020	30	30	30	30	30	30	30	30

2. Surrey County Council is building the school on a site that has been allocated in the North East Sector of Horley. The school site is just to the east of Lake Lane and north of Tanyard Farmhouse on Langshott. The north boundary of the school site is Brookfield Drive and the main entrance to the school will be off Brookfield Drive. The housing estate which is being developed in the area where the school site is located is now known as "The Acres".

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, in which the school will be situated, 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 2002-2011
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. The new school would be located in the Horley planning area which is served by six other schools: Meath Green Infant and Junior, Horley Infant, Yattendon Junior, Manorfield Primary, and Langshott Primary School.

6. The Council's pupil projections for the Horley planning area are shown in the table below. 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	6	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 210 additional primary 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 altering of the upper age range of Langshott Infant school so that it becomes a primary school 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. Additionally, the new school would add faith based places into the town, where currently none exists, reflecting the council's duty to consider the diversity of school provision when bringing forward additional provision.

9. A programme of building works will offer a purpose built primary school of high quality offering opportunities for outstanding teaching and learning.

10. The school will form a vital part of the Council's education offer in the local area. Increasing 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

11. A building programme is required to provide accommodation for the new primary school. Appropriate capital has been approved to achieve this through the primary capital programme. Detailed work has been undertaken with Surrey County Council Property Services, SDBE and consultants to develop a scheme of works to provide the new school in an appropriate manner and a separate planning application has been submitted pursuant to this.
12. The Scheme was granted full planning permission on 16 October 2013 by Surrey County Council Planning and Regulatory Committee.
13. The programme of works received business case approval from Cabinet on 24 September 2013.

CONSULTATION:

14. A pre-consultation was undertaken by SDBE and Surrey County Council with relevant stakeholders, including the issuing a consultation documentation and the holding a public meeting, which was well attended.
15. School Governors, the local school community (through the Horley Local Partnership) and the local Members have been regularly consulted both during the consultation process and throughout the development of proposals.
16. Details of the intention to open a new school were included within the Surrey County Council Composite prospectus for school admissions for school entry in September 2014. The Council has been receiving expressions of interest for a school place throughout this academic year. In excess of 30 expressions of interest have been received up to February 2014.

Comments Received during pre-consultation

17. All respondents agreed with the need to provide additional reception places within Horley. A concern was raised that one form of entry would provide for all the future need and further additional spaces need to be considered.
18. At the public meeting some concern was raised that admissions will be determined by faith criteria and therefore not allow for local applicants to be successful in gaining a space at the school.
19. Some concern was expressed that expressing an interest for the school would impact on applications for existing school provision.
20. A desire to ensure that the space provided would be of good quality was expressed and that appropriate staff were appointed.

Responses to comments

21. The provision of additional places on the Horley North East site is part of a suite of proposals to both add and improve the pattern of provision within Horley. It is recognised that potential demand from new housing is greater than one form of

entry. The Council is engaged with detailed negotiations with developers on the North West site to ensure that appropriate capital infrastructure is provided to include additional school places. In addition the Council has approved the expansion of Langshott Infant school by an additional 240 junior places and Meath Green Infant School by an additional 60 infant places. The council will continue to monitor the growth within Horley to ensure that appropriate school places are provided.

- 22. As a Voluntary Aided School the admissions arrangements at the proposed school are controlled by the Governing Body and SDBE. A Governing Body has been established and has given regard to the comments received during pre-consultation, this has also been considered by the SDBE. The concern about ensuring a local intake whilst also maintaining a specific Church of England intake has been given detailed thought by both bodies. The proposed admission arrangements, as detailed in the statutory notice, have been designed to offer a compromise between these two positions. Ten places will be offered on faith based criteria with 20 open spaces for the local community. It is further anticipated that vast majority of faith based places will also be drawn from the local community.
- 23. The application process for places to start in September 2014 has not taken place within the coordinated admissions process for Surrey applicants, as a result no expression of interest for a place at the new school has been considered when determining applications for existing provision that will be reported to parents on 15 April 2014. The allocation of places for entry to the new school in September 2014 will be based on the admission criteria as laid out in the Statutory Notice, this may result in applicants receiving an offer of a school place for two schools. Applicants would then need to decide which school offer to accept.
- 24. The development of the building programme has taken place, in consultation with officers and professionals from both Surrey County Council and SDBE, to reflect current guidance for the provision of new school buildings to include the appropriate provision of external space and play space. SDBE has appointed a headteacher who, subject to notice approval, will take up post in April 2014. The headteacher designate is an existing headteacher within Surrey and is making use of the professional support offered by SDBE, Babcock 4s and Surrey County Council to develop appropriate curriculum models and appoint relevant staff.

Statutory Notice

- 25. Following SDBE approval statutory notices were published on 6 February 2014. The representation period was valid for four 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 2014/2019 Medium Term Financial Plan. A scheme of works has been developed by Property Services and the estimated costs will change as the scheme progresses through the work phases.

Section 151 Officer Commentary

30. The Section 151 Officer confirms that this scheme is listed in the approved 2014/19 MTFP capital programme. The scheme capital cost implications were considered in an Officer report to Cabinet on 24 September 2013.

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 2013 and (Establishment and Discontinuance of Schools) Regulations 2013 that came into force on 28 January 2014 provide statutory and non statutory guidance on the process for making prescribed alterations to schools, including the establishment of new provision. Regulation 36 of these regulations provide for the establishment of a new schools outside of the presumption for the all new provision to be Academy Schools in limited circumstances, of which the establishment of new Voluntary Aided Schools is one.

Equalities and Diversity

33. The governing bodies of voluntary-aided and foundation schools are able to define their own admissions criteria and thus take account of admissions on the basis of faith. Those schools designated by the Secretary of State as having a religious character (faith schools), such as the proposed school, are permitted to use faith-based oversubscription criteria in order to give higher priority in admissions to children who are members of, or who practise, their faith or denomination. This only applies if the school is oversubscribed.
34. The Local Authority has exerted local influence whereby the proposal will give priority for two thirds of the total places to local children. In addition all Church schools must give priority to Looked After Children and children with a statement of Special Educational Need. Voluntary Aided and Foundation schools are also duty bound to consult the Local Authority and schools within Surrey's Relevant Area on an annual basis.

35. With this being an increase in provision no direct disadvantage is being caused to any designated group similarly 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

36. This action is key in 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

37. 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

38. 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 additional school places local to demand, required by parents and children who would otherwise need to travel to a different sites for their education will reduce overall journeys within the council.

WHAT HAPPENS NEXT:

39. The next steps are:

- Should the Cabinet Member determine the Statutory Notices positively the proposal will be confirmed and the SDBE will establish the new school from September 2014.
- Following approval the Council and Governing body of the school will accept formal applications for a reception place at the school starting in 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:

- SDBE Consultation Document
- Statutory Notice

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SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS AND LEARNING****DATE: 13 MARCH 2014****LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR OF CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: TO DETERMINE A PROPOSAL TO PUBLISH NOTICES TO EXPAND MANBY LODGE INFANT SCHOOL****SUMMARY OF ISSUE:**

Surrey County Council is putting robust plans in place to ensure that its popular schools meet the increased demand for places. Primary school places in Surrey are in high demand, and Elmbridge is an area that has experienced a particularly significant increase. Weybridge Key Stage 1 planning area currently needs an additional form of entry (or 30 Reception places); Surrey County Council plans to expand Manby Lodge Infant School to meet this demand.

RECOMMENDATIONS:

In order to meet increased demand for primary school places in Weybridge, it is recommended that:

1. The Cabinet Member approves the publication of Statutory Notices to the effect that:
 - Manby Lodge Infant School is enlarged by 1 form of entry (from 2 FE to 3 FE) on 1 September 2015
 - The school roll will increase by one form each year until September 2017 when its capacity will be 270 pupils
2. An associated building programme goes ahead, in a single phase, to provide appropriate new classrooms and facilitate the removal of all temporary accommodation on site. The new build will improve the overall layout of the school and is intended to provide a modern educational facility which will enhance learning.

REASON FOR RECOMMENDATIONS:

School rolls have been rising steadily across Elmbridge since 2003. Over this period the birth rate has risen by 24.6%; additionally families have chosen to move into the borough, in part due to housing development. Weybridge primary school pupil numbers have reflected this borough trend. In 2007 there were around 220 applications for Reception places; by 2020 this is predicted to rise to 270 places, or 9 forms of entry (9FE); this is one more form of entry (or 30 Reception places) per year than is currently provided.

DETAILS:

Business Case

1. The Weybridge Key Stage 1 school planning area is served by five schools: Oatlands Infant School (which was recently expanded from 2FE to 3FE), Manby Lodge (2FE), St James (2FE) and St Charles Borromeo (1FE); providing 8FE in total. The shortfall is currently being met by some schools accepting 'bulge' classes. However, to consistently provide the requisite 9FE places, Surrey County Council needs to provide an additional form of entry (1FE) in Weybridge.
2. There is a clear need for additional primary school places in the Weybridge planning area as illustrated in the chart below:

	PAN	1pref	InfPI	Spare	YR	Y1	Y2	I	JunPI	JSpare	Y3	Y4	Y5	Y6	J	Total	Cap	%
2007/2008	210	273	210	-14	224	211	196	631	255	18	237	243	237	237	954	1585	1620	2.2
2008/2009	210	222	210	5	205	230	207	642	255	12	243	243	241	233	960	1602	1620	1.1
2009/2010	210	230	240	10	230	206	237	673	240	-2	242	243	238	244	967	1640	1620	-1.2
2010/2011	210	282	270	16	254	237	209	700	240	-4	244	241	240	238	963	1663	1650	-0.8
2011/2012	240	269	240	15	225	250	223	698	240	2	238	238	239	234	949	1647	1680	2
2012/2013	240	306	270	1	269	239	259	767	240	-18	258	239	241	240	978	1745	1680	-3.9
2013/2014	240	287	240	-13	253	275	238	766	270	-16	286	255	238	239	1018	1784	1800	0.9
2014/2015	240		240	-18	258	259	273	790	240	-23	263	283	254	236	1036	1826	1800	-1.4
2015/2016	240		240	-20	260	264	257	781	240	-61	301	260	281	252	1094	1875	1800	-4.2
2016/2017	240		240	-23	263	266	263	792	240	-44	284	298	259	279	1120	1912	1800	-6.2
2017/2018	240		240	-25	265	269	265	799	240	-51	291	281	297	257	1126	1925	1800	-6.9
2018/2019	240		240	-27	267	271	267	805	240	-53	293	288	280	294	1155	1960	1800	-8.9
2019/2020	240		240	-31	271	274	270	815	240	-56	296	290	287	278	1151	1966	1800	-9.2
2020/2021	240		240	-32	272	277	273	822	240	-59	299	293	289	284	1165	1987	1800	-10.4
2021/2022	240		240	-34	274	278	275	827	240	-61	301	295	291	286	1173	2000	1800	-11.1
2022/2023	240		240	-35	275	280	276	831	240	-63	303	297	293	288	1181	2012	1800	-11.8
2023/2024	240		240	-32	272	281	278	831	240	-64	304	299	295	290	1188	2019	1800	-12.2

3. The proposal to expand Manby Lodge forms one part of a wider area strategy for the whole of the Elmbridge borough which will provide five additional forms (1,050 primary places overall) by 2016. The area strategy includes expansion of other schools; some of these are agreed and others are still at the consultation stage (details below).

- **St Charles Borromeo RC Primary:** this is currently a very popular 1 FE school which provides a catholic education and is Voluntary Aided. As such it sets its own admissions criteria and places are allocated to catholic children. The site is small and for these reasons it would not be an appropriate school to expand at present.
- **St James C of E Primary:** this school took a junior bulge class last year and is now at capacity. The school is currently two forms of entry. We have ruled out expansion here at present, largely because of traffic and parking considerations and the restrictions of the site. However, it may be that, in future, we would look again at this school if there is a change in the forecast data which indicated a demand for more primary places. This is also a popular school.

- **Oatlands Infant School:** this highly successful and popular infant school was expanded to three forms of entry in the recent past. The site is now at capacity and cannot be expanded any further other than on a very temporary basis.
 - **Cleves Junior Academy:** this four form entry junior school currently serves Weybridge and, to some extent, Hersham and Walton. The school is popular and academically successful. The local authority is currently in discussion with the Governing Body of Cleves about establishing closer, more formal links between Cleves and the two infant schools in Weybridge in order to secure a greater degree of certainty for parents in terms of securing Year 3 places in the town.
4. Officers have looked at the viability for expansion at all of the five schools in the Weybridge planning area and have concluded that Manby Lodge would be the best option to supply one more form of entry. The school as it stands has permanent accommodation for up to 240 pupils. It is situated in a residential area adjacent to the Weybridge cricket green and has limited parking and vehicular access. It also has a number of tree preservation orders within its grounds.
 5. The main building, known as 'the Lodge', was built in 1919 and used as a doctor's house and surgery in the 1930s. Since the development of the site as an infant school various other buildings have been added, some intended as temporary structures to accommodate increasing pupil numbers in the area.
 6. The Lodge houses the school's caretaker, the administration block, the reception area and headteacher's office (which are both very small). The classrooms, which are on two floors, are not ideal teaching spaces due to the construction of the Lodge as a house, rather than a school.
 7. It is probably fair to say that the site has been developed in a piecemeal fashion over the years in order to provide the required number of places for local families. This has often meant that Manby Lodge Infant School has admitted an additional Reception class as a temporary expansion. Manby Lodge is a popular school and has recently had a new headteacher who is keen to lead the school in its next phase of development, as is its Governing Body.
 8. In the past two years Manby Lodge has taken additional Reception pupils as 'bulge classes'; in other words, it has admitted three forms of entry as a temporary measure. We now believe this arrangement should become permanent.
 9. The current building at Manby Lodge can only accommodate 2FE in every year group, and more classrooms will be needed if it is to permanently provide 3FE. The site covers 7,339 square metres, which although not large, is considered sufficient to support a 3FE infant school based on Department for Education (DfE) guidelines. It is proposed that the new classrooms will be based on or near the existing footprint of the school and the building will encroach as little as possible on the playground area and outdoor space.
 10. The government expects Local Authorities to expand successful and popular schools wherever possible, and this proposal meets that expectation. The

school was judged as providing a good quality of education at its last OFSTED inspection in October 2011 and is a popular school.

11. The school's governing body supports this proposal and in partnership with Surrey County Council held a public consultation in January-February 2014 outlining the reasons for the proposal and inviting responses from stakeholders. This consultation closed on 28 February 2014.
12. This proposal is subject to a planning application which will be submitted in due course.
13. Based on recent forecast figures, one additional form of entry in this planning area would meet the basic need. Expansion of an existing infant and junior school is the logical and most financially prudent response to this issue.
14. The area has historically 'lost' pupils out of the state system at Year 3 when a significant number transfer into the independent sector or move to schools in other areas. If this trend does not continue then a junior form of entry will also be required and plans are in place to provide this, if necessary. However, most Manby Lodge pupils transfer either to Cleves Junior Academy or to St James Church of England Primary School at Year Three, with a few moving into the independent sector or to schools in other areas.

CONSULTATION:

15. A public consultation was carried out between 27 January and 28 February 2014. A consultation document setting out the facts and the proposal was produced and circulated to all parents and other stakeholders and interested parties. In addition, a meeting was held at the school on 25 February; this was attended by approximately 20 parents and staff. The consultation document was also published on the school's website and the local borough and county councillors were sent copies of this.
16. The council has received 47 written consultation responses. An analysis of the consultation response forms is given in the table below. (Please note that many respondents fit more than one category e.g. they are parents who are also local residents, so the numbers may not always add up to 47).

Respondent	Number of Forms	Total respondents Against	Total respondents For	Respondents who Don't Know
Total Response forms received	47	7	35	4
Employee of the school	24	2	22	0
School governor	3	0	3	0
Parents currently at school	19	4	13	2
Possible future parents at school	9	1	7	1
Parents of children at another school	4	0	4	0
Resident	16	3	11	2

17. The governing body plus 32 respondents are in agreement with the proposal. Four people state that they do not know whether or not they are in favour or they have submitted a qualified view; seven respondents who sent in individual forms are against the proposal.

18. The main concerns raised by respondents opposed to this proposal are the volume of additional traffic that an expansion would generate; a desire to keep the school relatively small and a lack of certainty about junior places in Weybridge. There was also concern expressed about the impact of a building project on site while the school remains fully in operation. One former parent feels that the site is unsuitable for further development because of the trees and lack of play space.
19. Officers are aware of the challenges the development of this site offers, however both the Governing Body and the project team are confident that a successful outcome can be achieved without any further loss of outdoor space. Site safety will be of paramount importance throughout the build. The Headteacher feels that the project need not have any adverse impact on standards of teaching and learning if it is managed well.
20. Those people in support of the proposal, including the governing body, recognise the need for more places and welcome the opportunity to provide these at Manby Lodge Infant School in order to benefit the immediate local community.

RISK MANAGEMENT AND IMPLICATIONS:

21. The key risk to this proposal is the dependency on a successful planning application to develop the site which includes mitigation of the impact of additional school traffic as far as possible.
22. If permission to expand the school is denied then there will be insufficient school places in Weybridge, and some parents living in relatively close proximity to Manby Lodge will have to travel further to obtain a school place for their primary age children. This is likely to cause the satisfaction rating based on first preferences to fall.

Financial and Value for Money Implications

23. This scheme is included within the 2014/19 Medium Term Financial Plan. A more detailed business case will be developed prior to contract tender.

Section 151 Commentary

24. There is approved funding for this scheme in the current 2014/19 Medium Term Financial Plan. More detailed costings will be compiled for the business case and Investment Panel approval.

Legal Implications – Monitoring Officer

25. The *School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007* contain the regulations that apply to prescribed alterations. The DfE has 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. This Guidance has been followed by the School Commissioning Officer in the development of this proposal.

26. *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

27. There are no direct equalities implications arising out of the proposal. The increased provision will be open to all applicants irrespective of race, gender, faith, ethnicity or ability. The Admissions arrangements will give the highest priority to Looked After Children and pupils on the SEN register and/or those who would benefit from a statement of educational need, thus supporting provision for our most vulnerable children. Children with siblings will receive the next priority, followed by those children living closest to the school. There is no proposal to amend the Admissions criteria.

Safeguarding responsibilities for vulnerable children and adults implications

28. The school has a robust Safeguarding Policy which is monitored by the designated Child Protection Lead Officer, is regularly reviewed by the governing body and is subject to OFSTED inspection. Site access and security, both during the proposed building programme and afterwards, have been considered and addressed in the planning and design of this building project.

Climate change/carbon emissions implications

29. The county council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change. A safe walking route to the school has been identified for use by children and families and a rear pedestrian entrance to the campus may be re-opened as part of this scheme. A Traffic survey will be done and the School Travel Plan will be updated prior to any planning application. Facilities are already provided on campus for children cycling or using scooters to come to school.
30. The location of additional school provision at Manby Lodge is centred close to the demographic demand and as a result will enable parents and children to attend a local school and thus should reduce either the need for, or length of school journeys.

WHAT HAPPENS NEXT:

- Subject to Cabinet Member approval, Statutory Notices stating the council's intent to expand the school will be published. The Cabinet Member will then receive a further report to determine the proposed expansion within two months of the expiration of the Statutory Notices.
- The outcome of this consultation will be published on the Surrey County Council website and parents of pupils at the school will be notified by letter from the Governing Body.

Contact Officer:

Melanie Harris

School Commissioning Officer NE Surrey tel. 020 8541 9556

Consulted:

Parents of pupils and prospective pupils of Manby Lodge Infant School

Staff and governors of the school; other local schools; local councillors

The Local Surrey County Councillor: Christian Mahne

Local residents via the consultation document delivered to their homes by hand

Annexes: None

Sources/background papers:

School Organisation Consultation Proposal

Consultation responses

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SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS AND LEARNING****DATE: 13 MARCH 2014****LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR OF CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: TO DETERMINE A PROPOSAL TO EXPAND ST ALBAN'S CATHOLIC PRIMARY SCHOOL, EAST MOLESEY****SUMMARY OF ISSUE:**

Primary school places are in high demand in the Moleseys as a result of the birthrate increasing across Elmbridge Borough by 21.6% in the last decade. Other demographics, such as new housing and inward migration, are also adding to the demand and there is an increasing need for more denominational places in catholic primary schools across the borough and the wider deanery. Working in partnership with the Diocese of Arundel and Brighton, Surrey County Council is proposing to expand St Alban's Catholic Primary School by one form of entry with effect from 1 September 2015.

RECOMMENDATIONS:

It is recommended that:

1. The school is permanently enlarged by 1 form of entry (from 1 FE to 2 FE)
2. This expansion would be effective from 1 September 2015
3. The expansion is managed incrementally, starting with an additional Reception class in 2015 and building up a year at a time until the school is 2FE in every year group by 2020
4. That an associated building programme is commissioned to provide additional accommodation to meet the basic need for more classrooms to support the expansion. This will be funded by a Department for Education grant for the project awarded to the County Council as a result of its Targeted Basic Need bid in 2013.

REASON FOR RECOMMENDATIONS:

Additional school places are required in the Moleseys and there is an associated project to expand Hurst Park Primary School in the same timeframe. This expansion, together with St Alban's, would add another two forms of entry, equivalent to 420 primary school places into the planning area. Our analysis of the forecast data indicates that this is the right amount of expansion required to meet the demand for places for the foreseeable future.

There is also a wider need for Catholic school places in Elmbridge, which is served currently by St Alban's (Molesey), St Paul's (Thames Ditton), Cardinal Newman (Hersham) and St Charles Borromeo (Weybridge). All these schools are

oversubscribed, and all but St Alban's have 'space-restricted' sites. The current combined published admission number of the three schools in the eastern side of the Weybridge Deanery (St Alban's, St Paul's, Cardinal Newman) is 150 – a shortfall against the number of baptisms, which has averaged 185 annually.

St Alban's RC Primary is a popular and successful school which serves this area and delivers a high quality education. It was rated good (Grade 2) by OFSTED, at its last full inspection (December 2012). The provision of additional places at St Alban's therefore meets the Government's policy position to expand successful schools in order to meet parental preferences.

DETAILS:

Business Case

1. There is a clear need for additional primary school places in Elmbridge Borough and specifically in the Moleseys Planning Area. This is demonstrated by the Pupil Forecast data which is derived using methodology that takes into account live births in the borough, housing trajectories and recent trends in admissions and parental preferences. When analysing this forecast data the county council is also mindful of the mix of schools and, in this particular planning area, the number of catholic places available. The council works with the appropriate diocese to enhance its analysis using data obtained from baptismal records in the relevant parishes and the deanery as a whole.
2. The Local Authority has a statutory duty to provide sufficient school places and to work with the dioceses to ensure that sufficient faith places are provided across a deanery and wider planning area. Local authorities are encouraged by the Government to be mindful of the mix of schools on offer to parents so that there is a genuine diversity and choice of education wherever possible.
3. There are five primary schools serving the Moleseys: Chandlers Field Primary, Hurst Park Primary, St Lawrence Junior, The Orchard Infants and St Alban's Primary. Not all of the schools are suitable for expansion; some are on very small sites, others have already been expanded. Only St Alban's can provide the catholic places required to satisfy parental preferences for a denominational primary education.

CONSULTATION:

4. Public consultation was carried out between 25 November and 23 December 2013. A consultation document was produced and circulated to all parents, other stakeholders and interested parties. In addition two meetings were held at the school on 26 and 28 November 2013; these were attended by approximately 36 parents and residents. The consultation document was also published on the school's website and the local Borough and County councillors received copies of this.
5. The Council and Governing Body received 14 written consultation responses. An analysis of the consultation response forms is given in the table below:

Respondent	Agree	Disagree	Don't know
Parent of a child attending the school	2	(2*)	0
Potential future parent/child in an Early Years setting	0	0	0

Parent of child at another school	0	0	0
Employee of the school	0	0	0
School governor	0	0	0
Local resident	0	8 (2 of which also parents)	5

6. Two parent respondents are in full agreement with the proposal but do not give reasons why. Five respondents state that they do not know whether or not they are in favour and four of them raise concerns which are summarised below. Eight respondents, all local residents, stated they were opposed to the proposal. A number of them gave detailed reasons why as summarised.
7. The main concerns raised by respondents were parking and traffic considerations. In summary, these are that the speed and volume of traffic on Beauchamp Road already presents a hazard to pedestrians and therefore increasing the size of St Alban's will only exacerbate this situation. One person noted that as more Catholics will be travelling to the school from other areas this would increase car journeys to school. It was noted by a resident that there is no convenient marked crossing point on the road and respondents state that some parents of pupils currently on roll at St Alban's drive or park in a discourteous manner.
8. There is a suggestion that a more robust Travel Plan, following a traffic survey, should be developed and shared with residents. Also, one person feels that on-site parking is a priority if the scheme is to go ahead. A number of concerns were raised regarding unanswered questions relating to operational aspects of the proposal. This is unfortunately inevitable at this stage of the process.
9. One respondent feels that the case has yet to be made that there is a need for additional RC places. One respondent, a governor at Chandlers Field, gave detailed reasons why he opposed the proposal; these were primarily because he believed the impact on his school would be a negative one. He does not believe the forecast data, that there will be sufficient pupils to fill all the Molesey schools. This is not the council's analysis of the forecast data.
10. Permission was given by the Governing Body in January 2014 for Statutory Notices to be published and these appeared on the school's main gate and website on 26 January 2014; on the Surrey County Council website and in the local press the week beginning 27 January 2014. The Notice outlined the details of the proposal to expand the school and responses were invited from the public via the county council's website.
11. The Council received no responses to the Statutory Notice.

RISK MANAGEMENT AND IMPLICATIONS:
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12. The key risk to this proposal is the dependency on a successful planning application to develop the site. Traffic considerations are the most stated reason for opposition to the scheme. The scheme has been discussed informally with planners throughout the design and development process. A planning application will be ready for submission in the spring of 2014.

Financial and Value for Money Implications

13. This scheme is included within the 2014/19 Medium Term Financial Plan and is supported by a Targeted Basic Need grant from the Department for Education. A more detailed business case will be developed prior to contract tender.

Section 151 Commentary

14. The section 151 officer confirms that the high level financial implications have been considered as part of this report and confirms that funding is available for this scheme. The detailed financial and business implications will be considered as part of the next stage.

Legal Implications – Monitoring Officer

15. The *School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007* contain the regulations that apply to prescribed alterations. The DCSF has 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.
16. 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

17. There are no direct equalities implications arising out of the proposal. However, the increase in provision will be open to all applicants with the highest priority given to Looked After Children and pupils on the SEN register and/or those who would benefit from a statement of educational need, thus supporting provision for our most vulnerable children.

Safeguarding responsibilities for vulnerable children and adults implications

18. The school has a robust Safeguarding Policy which is monitored by the designated Child Protection Lead Officer, is regularly reviewed by the governing body and is subject to OFSTED inspection. Site access and security, both during the proposed building programme and afterwards, have been considered and addressed in the planning and design of this building project.

Climate change/carbon emissions implications

19. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change. A safe walking route to the school has been identified for use by residents and facilities will be provided on campus for children cycling or using scooters to come to school.
20. The additional school provision is centred close to the demographic demand and as a result will enable parents and children to attend a local school and thus reduce either the need for or length of school journeys.

WHAT HAPPENS NEXT:

21. It is recommended that the Cabinet Member for Schools and Learning, after due consideration, decides whether or not to agree to the expansion of St Alban's Catholic Primary School with effect from September 2015.

Contact Officer:

Melanie Harris

School Commissioning Officer NE Surrey tel. 020 8541 9556

Consulted:

Parents of pupils and prospective pupils of St Alban's Catholic Primary School

Local County Councillors

Local residents via the consultation document published on the school website

Annexes: None

Sources/background papers:

School Organisation Consultation Proposal

Report to The Governing Body 17 January 2014

Consultation responses

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SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS AND LEARNING****DATE: 13 MARCH 2014****LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR OF CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: TO DETERMINE A PROPOSAL TO PUBLISH NOTICES TO CLOSE THE STANWELL NEW ROAD BASE OF RIVERBRIDGE PRIMARY SCHOOL IN STAINES****SUMMARY OF ISSUE:**

Riverbridge Primary School was formed two years ago with the amalgamation of three schools. It has operated on the three existing sites as a split site school. This has become very difficult to manage and resource, and the Stanwell New Road site is less popular with parents. The Governing Body is therefore requesting we consolidate the school onto the two sites at Knowle Green.

This proposal fits with the overall strategy for education provision as the Stanwell New Road site will be used for alternative education provision, yet to be determined.

RECOMMENDATIONS:

It is recommended that the Cabinet Member should consider whether to publish Statutory Notices to the effect that:

- Stanwell New Road Base ceases to operate as part of the Riverbridge Primary School with effect from the end of the present academic year – July 2014. Other educational uses for this site are being considered as part of the overall strategy for education provision.
- An associated building programme goes ahead in a single phase to provide three new classrooms and some improvements to outdoor play space on the Park Avenue Base.

REASON FOR RECOMMENDATIONS:

This proposal affords the school the opportunity to consolidate its operations on two adjacent sites thus giving the feel of a fully integrated primary school. The proposal also offers the County Council the opportunity to consider other educational uses for the site.

The school reports as having had many parents who have not wanted a Reception place for their child at the Stanwell New Road Base, but would prefer a place at Knowle Green base from the start of their child's schooling. The Headteacher has confirmed that they currently have a large waiting list of parents wishing to transfer to the Knowle Green Base.

There are sound educational and operational benefits to the proposal: first, the consolidation on two adjacent sites will enable the school to have one base dedicated to Early Years education and the other set up for Year 2 leading into Key

Stage 2 junior classrooms. Teachers will be able to meet and plan together more easily. It will also give the Senior Leadership Team more time to spend with staff and pupils and cut down on travelling time between bases. This will be a much more productive use of their time and expertise.

DETAILS:

Business Case

1. Riverbridge Primary School was formed in September 2011 by the amalgamation of three smaller schools: Knowle Green Infant, Shortwood Infant and Kingscroft Junior Schools. Riverbridge Primary school is now a three form entry school (630 pupils plus a 78 place nursery at the Knowle Green base).
2. The Stanwell New Road premises (the former Shortwood Infant School) is a small Victorian school building which has had some refurbishment to make it suitable for twenty-first century education. However due to the nature of the buildings, it is impossible to provide an equivalent level of provision, in particular in Early Years and extended school facilities. It is situated in a residential area which also has some light industrial buildings adjacent to the site.
3. There are currently 88 pupils on roll at this base, comprising 30 Reception, 29 Year 1 and 29 Year 2 children. There is also a private nursery (Playbox) operating on the site but this is shortly due to close. All Riverbridge pupils currently transfer to the Park Avenue base at Year 3.
4. It is proposed that from September 2014 all Nursery, Reception and Year 1 pupils would be taught at the Knowle Green base. All Year 2 to Year 6 classes would be taught at the Park Avenue base which will have a new block of three classrooms and some additional playground space created. This will enable the Early Years children to play safely and separately from the older pupils.
5. This proposal affords the school the opportunity to consolidate its operations on two adjacent sites, thus giving the feel of a fully integrated primary school.
6. In order to provide an equivalent education staff at both infant bases have had to travel at least once a week between bases in order to plan together. Staff meetings cannot be held at Stanwell New Road Base because it is too small.
7. Although there is no plan to reduce staffing in this proposal, it would mean that all staff will be available to support the children and each other in two co-located buildings, and all will be familiar to pupils from the time they begin school through to Year 6 as in most primary schools. The proposal has the added advantage of having the school Site Manager living on the base at Knowle Green which gives him instant oversight of all the school buildings in terms of safety and security when it is not in session.
8. Resources such as curriculum materials and photocopiers will only have to be purchased for the two remaining bases, and there will be no need for duplication of infant resources (e.g. library books or outdoor play equipment) as all the Early Years children will be together at the Knowle Green base. Similarly the school budget will incur energy savings and other financial benefits from this proposal. This would mean that more of the budget could be

spent on teaching and learning, rather than running costs and building maintenance.

9. The proposed new classrooms will be light and modern and far more energy efficient than those at Stanwell New Road.
10. The Governing Body and staff have given a lot of thought to this proposal, and as a result of their experience of running a school on three different bases they have come to the conclusion that this could be done more effectively and efficiently if the school could consolidate onto the two main bases at Knowle Green and Park Avenue.

CONSULTATION:

11. Public consultation was carried out between 27 January and 26 February 2014. A consultation document setting out the facts and the proposal was produced and circulated to all parents and other stakeholders and interested parties. In addition two meetings were held at the school on 3 and 6 February; these were attended by approximately 60 parents and residents. The consultation document was also published on the Surrey County Council website and the local Borough and County councillors were sent copies of this.
12. The Council has received 69 written consultation responses. An analysis of the consultation response forms is given in the table below. (Please note that some respondents fit more than one category eg they are many parents who are also local residents. Also we have received responses from residents of both Stanwell New Road and Park Avenue bases, so the numbers may not always add up to 69.)

Respondent	Number of Forms	total respondents Against	Total respondents For	Respondents who Don't Know
Total Response forms received	69	16	49	4
Employee of the school	16	0	16	0
School governor	7	0	7	0
Parents	35	2	29	3
Resident	33	11	20	2
Other schools	2	2	0	0

13. The governing body of Riverbridge Primary school plus 49 respondents are in agreement with the proposal. Four people state that they do not know whether or not they are in favour or they have submitted a qualified view; 16 respondents who sent in individual forms are against the proposal. This includes the Head teacher and Governing Body of Our Lady of The Rosary Primary School who object on the grounds of additional traffic.
14. It is clear that the majority of parents who have responded are in favour of the proposal. They give reasons of equality of opportunity, consistency, and children having a sense of being part of a primary school as the impetus for their response.
15. The main concern raised by respondents opposed to this proposal is the perceived volume of additional traffic that an expansion would generate on Park Avenue. Both Our Lady of The Rosary and Riverbridge Primary schools

are situated in a cul de sac and residents and some parents are concerned that there are inadequate parking facilities for parents to drop off and pick up their children from school. Riverbridge Primary School does have a drop off zone but the catholic school does not; consequently parents of both schools tend to use the drop off zone as well as parking on the public highway at school.

16. A traffic survey has been undertaken as part of the viability exercise when considering expansion of this site. The indications are that there would only be between 10 and 15 additional journeys made to Park Avenue per day as a number of the pupils at Stanwell New Road Base already have a sibling at one of the other two bases. Residents were unconvinced by this analysis.
17. Residents also mentioned the perceived dangerous parking and discourtesy of drivers currently outside of the two primary schools, and they highlight their fears of accidents involving children if the situation is exacerbated by more traffic. Several respondents suggested that an additional pedestrian entrance to the school is considered. This may be a possibility as there is a rear gate onto a playing field which could be accessed by children walking to school. Officers are aware of the strength of feeling in this respect and this aspect of the proposal will be addressed in the planning stages with pupil safety considerations being of paramount importance.
18. Other respondents noted the recent flooding at the Knowle Green site and a number of residents raised concerns at the public meetings about the capacity of the drains to cope with additional pupils at Riverbridge.
19. Those people in support of the proposal, including the Governing Body, recognise the educational benefits of this proposed move to two sites. Many parents have a logistic problem getting children to both sites on time and they recognise that this proposal will resolve that issue for them. A number of respondents, although in favour of the move, made helpful suggestions to help mitigate traffic concerns which they appreciated as being a key issue to parents and residents alike.

RISK MANAGEMENT AND IMPLICATIONS:

20. The key risk to this proposal is the dependency on a successful planning application to develop the site, which includes mitigation of the impact of some additional school traffic.
21. If permission to unite the school on its two adjacent sites is denied then there will still be some parents who do not want their child to start school at Stanwell New Road Base. Some who have to make two journeys each day to pick up children at both sites. Staff will have to continue to travel between sites. All the benefits of consistency, which are crucial in the raising of educational standards, will be lost.

Financial and Value for Money Implications

22. By consolidating onto two sites instead of the current three, there is the potential for reducing the overall revenue and premises maintenance costs at the school.
23. The proposal frees up the Stanwell New Road site which fits with the educational requirement for a site in this area of the County for alternative education provision. As there is a mutual benefit in proceeding with this proposal, there is capital funding available in the Medium Term Financial Plan 2014/19.

Section 151 Commentary

24. The Section 151 Officer acknowledges the mutual benefit of proceeding with this proposal and as a result there is funding approved within the Medium Term Financial Plan 2014/19.

Legal Implications – Monitoring Officer

25. The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 contain the regulations that apply to prescribed alterations. The DforE has 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.
26. The Prescribed Alterations Guidance has been followed by the School Commissioning Officer in the development of this proposal.

Equalities and Diversity

27. The equalities implications arising out of the proposal relate to the educational resources available at the three sites currently. It is the view of some parents and staff that the resources and opportunities at the Stanwell New Road base are not as favourable as those at the other two bases. Although the staff and governors take all reasonable measures to prevent this, it is probably fair to say that the age and size of the building at Stanwell New Road makes it more difficult to deliver the primary curriculum as teachers would wish.
28. There is no intention to change the admissions arrangements to the school and the new provision will simply replace the three classes at the Stanwell New Road base and be open to all applicants irrespective of race, gender, faith, ethnicity or ability. The Admissions arrangements give the highest priority to Looked After Children and pupils on the SEN register and/or those who would benefit from a statement of educational need, thus supporting provision for our most vulnerable children. Children with siblings will continue to receive the next priority, followed by those children living closest to the school.

Safeguarding responsibilities for vulnerable children and adults implications

29. The school has a robust Safeguarding Policy which is monitored by the designated Child Protection Lead Officer, is regularly reviewed by the governing body and is subject to OFSTED inspection. Site access and security, both during the proposed building programme and afterwards, have been considered and addressed in the planning and design of this building project.

Climate change/carbon emissions implications

30. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change. An additional safe walking route to the school has been identified for use by children and families, via a rear pedestrian entrance to the Park Avenue base and investigations are underway to ascertain if this can be opened as part of this scheme. A traffic survey has been done and the School Travel Plan will be updated prior to any planning application. Facilities are already provided on campus for children cycling or using scooters to come to school.
31. The location of replacement provision at Park Avenue is centred close to the demographic demand, and as a result will enable parents and children to attend a local school and thus should reduce either the need for, or length of school journeys.

WHAT HAPPENS NEXT:

32. Subject to Cabinet Member approval, Statutory Notices stating the Council's intent to consolidate the school onto two sites will be published. The Cabinet Member will then receive a further report to determine the proposed expansion within two months of the expiration of the Statutory Notices.
33. The outcome of this consultation will be published on the Surrey County Council website and parents of pupils at the school will be notified by letter from the Governing Body.

Contact Officer:

Melanie Harris
School Commissioning Officer NE Surrey tel. 020 8541 9556

Consulted:

Parents of pupils and prospective pupils of Riverbridge Primary School
Local Councillors
Local residents via the consultation document delivered by hand

Annexes: None

Sources/background papers:

School Organisation Consultation Proposal
Response forms to be tabled
Consultation responses
