

Notice of Meeting

Cabinet Member for Schools and Learning Decisions

**Date & time**

Thursday, 11
September 2014 at
11.30 am

Place

Room 109, County
Hall

Contact

Andrew Baird
Room 122, County Hall
Tel 020 8541 9938

Chief Executive

David McNulty

andrew.baird@surreycc.gov.uk

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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 Andrew Baird on 020 8541 7609

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 (5 September 2014).

2b Public Questions

The deadline for public questions is seven days before the meeting (4 September 2014).

2c Petitions

Notice of Petition: "We strongly support the expansion of Barnett Wood Infant School to incorporate a junior school. This is the only OFSTED "Outstanding" school in Ashted and we would like to see this standard extended to juniors too under the leadership of Mrs Penny. Let's make us of the already acquired land adjacent to the school to ease the pressure of expansion on other local schools. We would like to see the expansion happen as soon as possible and would urge Surrey County Council to explore all available options." Containing 296 signatures from Mrs Amanda Ross. A response will be tabled at the meeting.

3 TO DETERMINE A PROPOSAL TO RELOCATE THE EPSOM SYCAMORE CENTRE BASE OF THE NORTH EAST SHORT STAY SCHOOL TO STANWELL NEW ROAD IN STAINES ON THAMES

(Pages 1
- 8)

The Cabinet Member for Schools and Learning is asked to determine the proposal to relocate the NE Short Stay Secondary School Epsom provision to the former Infant School building on Stanwell New Road in Staines.

4 TO DETERMINE THE PUBLICATION OF STATUTORY NOTICES TO CONSULT ON A PROPOSAL TO EXPAND HEATHSIDE

(Pages 9
- 14)

In order to meet increasing demand for secondary school places in Elmbridge Borough the Cabinet Member is asked to approve the proposal to publish statutory notices and hold a public consultation to expand Heathside School.

5 TO DETERMINE PUBLICATION OF STATUTORY NOTICES TO CONSULT ON A PROPOSAL TO EXPAND HINCHLEY WOOD PRIMARY SCHOOL (Pages 15 - 20)

In order to meet increasing demand for primary school places in Elmbridge approval is sought from the Cabinet Member for Schools and Learning for the publication of statutory notices and a public consultation to expand Hinchley Wood Primary School in 2016.

6 THE PROPOSED EXPANSION OF STOUGHTON INFANT SCHOOL BY ONE FORM OF ENTRY (Pages 21 - 26)

Surrey County Council has consulted on a proposal to expand Stoughton Infant School from two forms of entry to three forms of entry in September 2015.

The education consultation period was from 3 July 2014 to 15 August 2014. There were two public meetings held at the school on 17 July 2014, following which Statutory Notices were published at the school, at a local community facility, in the local newspaper and on the Surrey Says website which stated the intention to expand the school. This is in accordance with the School Organisation (Prescribed Alterations to Maintained School) Regulations 2013.

The Cabinet Member is asked to review the comments received during the consultation period and it is recommended that the Statutory Notice be determined so that the proposal can be implemented.

7 THE PROPOSED EXPANSION OF JUNIOR (KEY STAGE 2) PROVISION AT WORPLESDON PRIMARY SCHOOL BY ONE FORM OF ENTRY (Pages 27 - 34)

Surrey County Council has consulted on a proposal to expand the junior provision at Worpleston Primary School by one form of entry, to three forms of entry in September 2016.

The education consultation period was from 3 July 2014 to 15 August 2014. There were also two public meetings held at the school on 14 July 2014, following which Statutory Notices were published at the school, at a local community facility, in the local newspaper and on the Surrey Says website, stating the intention to expand the school. This is in accordance with the School Organisation (Prescribed Alterations to Maintained School) Regulations 2013.

The Cabinet Member is asked to review the comments received during the consultation period and it is recommended that the Statutory Notice be determined so that the proposal can be implemented

David McNulty
Chief Executive
Published: 1 September 2014

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Thank you for your co-operation

SURREY COUNTY COUNCIL

CABINET MEMBER FOR SCHOOLS AND LEARNING

DATE: 11 SEPTEMBER 2014

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

SUBJECT: TO DETERMINE A PROPOSAL TO RELOCATE THE EPSOM SYCAMORE CENTRE BASE OF THE NORTH EAST SHORT STAY SCHOOL TO STANWELL NEW ROAD IN STAINES ON THAMES



SUMMARY OF ISSUE:

The Cabinet Member for Schools and Learning is asked to determine the proposal to relocate the NE Short Stay Secondary School Epsom provision to the former Infant School building on Stanwell New Road in Staines.

RECOMMENDATIONS:

It is recommended that:

- The Sycamore Centre in Epsom is vacated and closed.
- The short stay school provision on this site relocates to the former Riverbridge Primary School building on Stanwell New Road in Staines.
- Prior to the relocation, a modest programme of building works is completed to make the provision suitable for secondary age students.

REASON FOR RECOMMENDATIONS:

The NE Short Stay Secondary School provision currently operates on two sites in Hersham and Epsom. The Epsom site has become unfit for purpose and requires urgent and substantial building work. The school's location is also not ideal: Spelthorne pupils attending the NE Short Stay School have no local provision and therefore have to travel out of borough to the Hersham site. As the former Infant School building on Stanwell New Road has become vacant, it is proposed to relocate the Epsom facility to this site and thus establish a base in Spelthorne Borough. The Hersham site will continue to operate as now.

DETAILS:

Business Case

1. The North East Surrey Short Stay School has developed over recent years as an organisation that works in partnership with the local secondary schools in three boroughs: Spelthorne, Epsom and Ewell and Elmbridge. It is valued by Heads and parents alike for its support for young people who

are finding settling into school challenging. Schools purchase places for students on a short term basis in order to give them access to specialist support with emotional and behavioural issues. The vast majority of students remain on the roll of their school and are able to return to school full time after a short period at the Short Stay School. Only pupils who are permanently excluded from school after January of their Year 11 or who are awaiting a specialist placement are placed on roll at the Short Stay School full time.

2. As the demand for this type of provision has developed, so have the premises of the Short Stay School. It currently operates on two sites: one in Hersham, which meets the requirements quite well, and the other in Epsom. The Epsom building is too small, is in disrepair and it is not financially prudent to try and refurbish it. Few students from the Epsom area are enrolled at the Short Stay School, but there is greater demand from the Spelthorne schools. This means that these students have to travel to sites outside of the borough in order to get the support they need. Officers have therefore been seeking suitable premises in the Staines or Ashford conurbations to re-locate the Epsom base.
3. Riverbridge Primary School in Staines has recently vacated one of its three bases in order to consolidate its operations from two adjacent sites at Knowle Green. The vacant site is located at Stanwell New Road in Staines. A business case was presented to the Cabinet Member for Schools and Learning on 14 May 2014 where it was determined that this primary school relocation could go ahead. In the same report it was recommended that the site be retained for educational purposes and that a Statutory Notice should be published advertising a public consultation on whether to relocate the North East Surrey Short Stay School to the Stanwell New Road premises.
4. This site is in the right location, is of an appropriate size for a Short Stay School, and with some adaptations could be made into a highly suitable building for this purpose.

CONSULTATION:

5. A letter was hand delivered to all residents and businesses on Stanwell New Road on 13 June 2014. This letter informed the public of the proposal to relocate one of the sites of the secondary Short Stay School to the former infant school building. It also explained when the consultation period would begin and how to send a response to the County Council to comment on the proposal. The consultation period commenced on Monday 23 June and ended on Friday 18 July 2014
6. During the prescribed four week consultation period Surrey County Council received only one public response which is appended to this report. The consultee, a resident of Stanwell New Road, was against the proposal for a number of reasons relating to the perceived nature of the Short Stay School and its student body.
7. The Surrey County Council Divisional Member was also informed of the proposal and, in an email sent to the School Commissioning Officer, she signalled her support for the proposal.

RISK MANAGEMENT AND IMPLICATIONS:
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8. There are very few risks surrounding this proposal, the work required to adapt the building to use by an older age group is relatively low and the cost for this can be met from within the Special Schools Capital Maintenance budget. The building work should be completed around May 2015. However, if it is not completed by then, students can continue using the Epsom premises until Stanwell New Road is ready to accept them.

9. The Epsom premises are, though, becoming less acceptable as time goes on and so if permission is not obtained to relocate the Short Stay School to Staines then officers will have to renew their efforts to find another suitable building that is within the fairly modest cost envelope of this project. Remaining at Epsom for any length of time is not an option. Not only is the building unsuitable for delivering the curriculum, it will also become a health and safety issue if allowed to remain in use for the longer term.

10. The concerns raised by the resident who responded to the consultation might also be seen by some as a minimal risk. The minority of students with occasional serious behavioural issues are generally well managed by the experienced staff at the Short Stay School. The most recent OFSTED report for this school states that:
 - Students make good progress and levels of attainment have risen since the previous inspection.
 - Students' attendance has improved significantly. Their behaviour is now typically good.
 - Students' skills in reading, writing, communication and mathematics improve substantially during their time in the school and that prepares them for their next stage.
 - Work with partnership secondary schools is particularly successful in ensuring that difficult behaviour is properly managed, thereby reducing incidents of students being permanently excluded.
 - Teaching is now good. All staff work hard to ensure that the life chances for students who have often faced severe and acute problems are enhanced.
 - Leadership and Management are good and enable most students on short-term placements to return successfully to mainstream schools. Those who leave at the end of Year 11 gain places in education, training or employment.

11. The adaptations to the building will include some additional fencing and security measures (controlled access) which should ensure that students are safeguarded from intruders and residents are not aware of or inconvenienced by any unacceptable behaviour.

12. The amount of traffic to and from the school should reduce substantially if it were to change its provision. Generally, there are no more than 25-30 students on roll at any given time and will typically arrive either by taxi or on foot. They are mainly part-time 'sessional' attendees and so would not all be there simultaneously. The Short Stay School would not normally have students on site after 2.30pm. This should render the whole operation quieter and less congested for residents.

14. **Summary of benefits to Surrey residents of proposed action:**

- Responds to the demand for short stay provision in Spelthorne.
- The school is in an urban area with few residential houses and some light industry and retail businesses. This location should provide easy access for local students arriving either by taxi or by public transport.
- The proximity of the proposed new location to other Spelthorne secondary schools cuts down the amount of travel for students and staff working in the Short Stay School (between the site and the base school).
- The building offers increased potential for developing the curriculum which in turn should help raise standards of behaviour and attainment.
- The empty building will be brought back into use rapidly and should have a positive effect on the immediate residential area.

Financial and Value for Money Implications

14. The cost of the proposed capital works will be met from the capital funding included in the 2014/19 Medium Term Financial Plan (MTFP) for Short Stay School. The revenue funding for the Short Stay School will continue at the new site.

Section 151 Officer Commentary

15. The Section 151 Officer confirms that funding for this capital scheme will be met from the 2014/19 allocation in the MTFP for Short Stay Schools.

Legal Implications – Monitoring Officer

16. There are no legal implications or legislative requirements associated with this report.

Equalities and Diversity

17. The proposals will have no impact on residents, students or staff with 'protected characteristics'. The building is already disability compliant and both accessibility and safeguarding arrangements will be improved within the planned internal refurbishment. There are no community safety issues. The admissions arrangements comply fully with the Surrey County Council Equalities Impact Assessment of its policy.

WHAT HAPPENS NEXT:

- Pending the decision to proceed, the completion of the refurbishment is scheduled for the end of the Spring Term/ Easter Holidays 2015. This means that the Short Stay School could relocate in May 2015 (summer term).
- If the decision is made to allow the Short Stay School to relocate to Stanwell New Road then building work will commence during the Autumn Term 2014.
- The outcome of this decision will be communicated to the Short Stay School Head and Management Committee by email after the Cabinet Member Decision Making meeting. The School will then undertake to communicate the information to staff, students and parents. Residents will

be able to see the decision when it is published on the Surrey County Council website within five days of the meeting.

Contact Officer: Melanie Harris, School Commissioning Officer NE Surrey Tel: 020 8541 9556

Consulted: Denise Saliagopoulos, County Councillor for Staines, local residents of Stanwell New Road, Staines.

Annexes:

Letter to Residents of Stanwell New Road

Email from resident in response to consultation (to be tabled at meeting)

Email from County Councillor (to be tabled at meeting)

Sources/background papers: Report to Cabinet Member May 2014 relating to the publication of statutory notices

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Dear Resident,

As you may be aware the Stanwell New Road base of Riverbridge Primary School is due to close at the end of this term and relocate to the Knowle Green and Park Avenue bases from September 2014. However, I am pleased to advise you that it is the intention of Surrey County Council to retain the Stanwell New Road buildings for educational purposes and this letter is to inform you of our proposal in this regard.

Surrey County Council will publish Statutory Notices on Monday 23 June 2014 stating the council's intention to relocate part of an existing school to operate from the Stanwell New Road site. This school is the North East Surrey Secondary Short Stay School.

Forming part of Surrey's Inclusion Service, The North East Surrey Secondary Short Stay School is a pupil referral unit. The aim of the school is to work in partnership with mainstream secondary schools in North East Surrey to avoid and prevent permanent exclusions. In a recent Ofsted inspection, the school received a rating of 'Good'.

It is proposed that there will be a maximum of 35 places available at the Stanwell New Road site for secondary aged students from 11 to 16 years of age. The school will be in session between 8.45am to 2.00pm from Monday to Friday, and follows the normal Surrey school holiday timetable.

Students will normally attend the school on a part time basis, combined with either work experience placements or time at their mainstream secondary schools. Most students remain at the Short Stay School for no more than one school term, although there are a small number of students who attend for longer than this, especially at Key Stage 4 (Years 10 and 11).

During the Autumn and Spring terms of the 2014/15 academic year, it is envisaged that some renovation and internal refurbishment will take place at the Stanwell New Road site in order to make it more suitable for secondary aged pupils. Part of the Short Stay School will then relocate to the site, and will be open for pupils from Easter 2015.

The Stanwell New Road site has been proposed for this purpose as currently 51% of the Short Stay School's existing pupils are from the Spelthorne locality. As such it is anticipated that this location will mean that the majority of students are able to travel to school on foot or by public transport, so by limiting any impact on traffic. If pupils are driven to school, this is usually by a taxi service provided by Surrey County Council, shared with other pupils from the same area.

As part of the statutory four week consultation period, we would welcome your views on the proposed relocation of part of the North East Surrey Short Stay School to the Stanwell New Road site.

All responses should be directed to Surrey County Council, either by writing to: Melanie Harris, Surrey County Council, Room 326, County Hall, Kingston Upon Thames, Surrey, KT1 2DN, or via Surrey's consultation website: www.surreysays.co.uk.

Please do not send your response to, or make enquiries at Riverbridge Primary School as they will be unable to help you on this occasion. If you require more information about the day to day running of the North East Short Stay School please contact the Head teacher, Michelle Blackman by email at head@northeast.scc.surrey.sch.uk

Thank you for your interest in this matter, I look forward to receiving your views.

Yours Sincerely

Melanie Harris
School Commissioning Officer NE Surrey
Surrey County Council

SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS AND LEARNING****DATE: 11 SEPTEMBER 2014****LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR OF CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: TO DETERMINE THE PUBLICATION OF STATUTORY NOTICES TO CONSULT ON A PROPOSAL TO EXPAND HEATHSIDE SECONDARY SCHOOL IN WEYBRIDGE****SUMMARY OF ISSUE:**

In order to meet increasing demand for secondary school places in Elmbridge Borough the Cabinet Member is asked to approve the proposal to publish statutory notices and hold a public consultation to expand Heathside School.

RECOMMENDATIONS:

It is recommended that:

- The school is enlarged by one form of entry (from seven FE to eight FE). Adding a net total of 150 places in Years 7 to 11 by 2020.
- The school undertakes a programme of building remodelling on its present site to add teaching accommodation and improve the use of space on campus. This will enable the school to accommodate 1200 11-16 students (PAN 240) plus its sixth form which is not due to expand under this proposal
- The expansion is effective from 1 September 2016 and is funded by Surrey County Council as part of its Basic Need Capital programme.

REASON FOR RECOMMENDATIONS:

The trend of increased demand for places in primary schools in Elmbridge is due to move into the secondary phase of education in 2015 after which there is a growing need for secondary places that the borough's schools cannot currently meet. These places are required across the borough and most secondary schools are likely to expand by a form of entry over the period 2015-2018.

Heathside is a popular and successful school which delivers high quality education. It was rated by OFSTED at its last inspection (October 2013) as a good school and it is consistently over-subscribed. The proposed provision of 150 additional places at Heathside therefore meets the government's policy position to expand successful schools in order to meet parental preferences.

DETAILS:

Business Case

1. There will be a growing need for additional Year 7 places in Elmbridge from 2015. The current combined Published Admission Number is 912 and the pupil forecast numbers indicate a need for around 904 places in September 2015. This demand will largely be met by adding a further form of entry to Esher High School and increasing the overall capacity to 942. (Leaving a modest surplus capacity of 38 Year 7 places)
2. The forecast data then indicates that another 22 places will be required in 2016 which leaves no capacity for late applications throughout the year. The trend continues to increase to 2020 and more expansions of other schools are planned in order to supply sufficient Year 7 places in future. These figures may be understood with a degree of certainty as the pupils are already in the primary sector. Although there are now five secondary schools in Elmbridge (including the new Cobham Free School) only three of them have the capacity to expand on their present sites.
3. Heathside School campus is a challenging site: it is 48,230 square metres in size but it slopes, has limited circulation outdoor space and has restricted access for vehicles. Indeed there is a planning condition which currently restricts the number of pupils on campus. Surrey County Council officers are discussing this matter with Elmbridge Borough Council to see if some of this restriction can be lifted. It is therefore not possible to expand further on the present site without some sort of traffic mitigation scheme, rationalisation of the existing accommodation and by creating some new classrooms and specialist teaching areas.
4. Originally the school was built to accommodate 900 11-16 pupils but it now has a thriving sixth form and around 1276 students on campus. The original accommodation has been added to in a piecemeal fashion and this has resulted in a set of buildings which present a challenge to architects. Nevertheless the school is willing to expand permanently in order to meet local parents' desire to attain a place for their children there. The budget allocated to this project should also, in theory, allow for a mixture of new, remodelled and refurbished accommodation which will go some way to improving the use of space.
5. This project has been identified as 'Basic Need' and as such is to be funded by Surrey County Council. It will be offered to the market as a single tender under the new National (Regional) Framework and the design contract is yet to be awarded. The school has engaged a Project Management company (WYG) to produce a viability study and the intention is to commission a Design and Build company to develop a final plan in partnership with the school and the County Council's Project Manager. The ultimate design and elevations would then be submitted to the Surrey County Council Planning Committee in due course as part of a full planning application which will include a revised School Travel Plan.
6. The Local Authority has a statutory duty to provide sufficient school places across the borough and it is feasible to achieve this by a planned approach to the expansion of other local schools or academies within the borough. This would typically create schools of eight forms of entry. The area strategy has

been discussed and formulated with all the schools in question and is accounted for within the Basic Need Capital Programme and the Council's Medium Term Financial Plan.

- 7. Permission is therefore requested from The Cabinet Member for Schools and Learning to agree to Surrey County Council engaging in a public consultation, over the prescribed statutory period of four weeks, in order to seek the public's views on the proposal to expand Heathside School by one form of entry in 2016.

RISK MANAGEMENT AND IMPLICATIONS:

- 8. The key risk to this proposal is the dependency on a successful planning application to develop the site. There is also a risk that if permission is not granted for the expansion, the County Council may incur further costs in the provision of sufficient places.
- 9. Weybridge parents, for the most part, expect their children to attend a Weybridge Secondary School. If Heathside does not expand this would mean that the County Council would either have to meet the demand elsewhere or it would have to purchase land to build another secondary school in the borough. This would not necessarily be in Weybridge and any new school would most likely be an academy or Free School.

Financial and Value for Money Implications

- 10. The cost of the proposed project will be funded through the Schools Basic Need Capital Programme and funding for this scheme is included in the current 2014/19 Medium Term Financial Plan.

Legal Implications – Monitoring Officer

- 11. The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 sets out the regulations that apply to prescribed alterations of schools. These include school expansions.
- 12. The Department for Education has published two pieces of guidance relating to prescribed alterations: Expanding a Maintained Mainstream School or Adding a Sixth Form (revised January 2014) 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 considered) and non-statutory guidance on the process for making changes to school provision. The Statutory and Non – Statutory Guidance will be followed if permission is granted to consult on this proposal.

Equalities and Diversity

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

Safeguarding responsibilities for vulnerable children and adults implications

14. Heathside 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, will be considered and addressed in the planning and design of this building project were it to go ahead.

Climate change/carbon emissions implications

15. 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 will be identified for use by residents and facilities will be provided on campus for students and staff who cycle to school.
16. The additional school provision is centred close to an area of demographic demand and therefore will enable young people to attend a local school; thus reducing the need for lengthy school journeys to other schools both in and outside of the borough.

Section 151 Commentary

17. The section 151 officer confirms that funding for this scheme has been included in the 2014/19 Medium Term Financial Plan and scheme costs are expected to be contained within this funding allocation. More detailed costings will be developed as the scheme progresses to tender.

WHAT HAPPENS NEXT:

- Subject to Cabinet Member approval, Statutory Notices stating the Council's intent to expand the school will be published. The consultation period will be no less than four school weeks and will include at least one public meeting for parents and residents. There will be arrangements for consultation responses to be submitted either in writing or electronically using the Surrey Says website.
- The Cabinet Member would then receive a final report summarising the outcome of the consultation within two months of the expiration of the Statutory Notices to enable her to determine the proposed expansion

Contact Officer:

Melanie Harris, School Commissioning Officer NE Surrey, Tel. 020 8541 9556

Consulted:

Parents of pupils and prospective pupils of Heathside School

Staff and Governors of the school

Local Councillors

Local residents and other local schools via the consultation document published on the Surrey Says website

Annexes: None

Sources/background papers: None

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SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS AND LEARNING****DATE: 11 SEPTEMBER 2014****LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR OF CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: TO DETERMINE PUBLICATION OF STATUTORY NOTICES TO CONSULT ON A PROPOSAL TO EXPAND HINCHLEY WOOD PRIMARY SCHOOL****SUMMARY OF ISSUE:**

In order to meet increasing demand for primary school places in Elmbridge approval is sought from the Cabinet Member for Schools and Learning for the publication of statutory notices and a public consultation to expand Hinchley Wood Primary School in 2016.

RECOMMENDATIONS:

It is recommended that:

- The school is enlarged by one form of entry (from two to three classes per year group). Adding a net total of 210 places in Years R to 6 by 2020.
- The school undertakes a building programme on its present site which would add teaching accommodation and a new kitchen and dining room
- This expansion would be effective from 1 September 2016 and would be funded by Surrey County Council as part of its Basic Need Capital programme.
- Prior to the permanent expansion Hinchley Wood Primary school would take one more bulge class in September 2015.

REASON FOR RECOMMENDATIONS:

There has been an increasing trend in the demand for places in primary schools in Elmbridge. Despite the expansion of a number of local schools in The Dittons and Weston Green areas there will still be a need for one more form of entry by 2016.

Hinchley Wood Primary is a popular and successful school which delivers high quality education. It was rated by OFSTED at its last inspection (May 2012) as a good school and is consistently over-subscribed. The proposed provision of 210 additional places at Hinchley Wood therefore meets the government's policy position to expand successful schools in order to meet parental preferences.

DETAILS:**Business Case**

1. There is currently a need for additional Reception Year (Year R) places across Elmbridge and The Dittons and Weston Green primary planning area is one of the primary place areas most under pressure. The combined Published Admission Number is 330 although Surrey County Council has been able to increase the local capacity by supplying 390 places over recent years. This has largely been achieved through schools taking temporary expansions or 'bulge' classes in Reception.
2. Although the birth rate seems to have now slowed, the forecast data, which includes proposed new housing that has already been granted planning permission, indicates that there will be an ongoing requirement for around 370 places per year up to 2024. Some of this demand will be met by rebuilding Cranmere and increasing its overall capacity to 360 places (in 2016) but there is a clear need for one more permanent form of entry.

	PAN	1pref	InfPI	Spare	YR	Y1	Y2	Y3	Y4	Y5	Y6	Total
2007/08	300	330	300	21	279	293	269	280	282	280	243	1926
2008/09	300	336	300	-1	301	283	294	267	269	273	279	1966
2009/10	300	396	360	21	339	300	276	283	267	268	272	2005
2010/11	300	347	360	32	328	349	295	267	279	259	261	2038
2011/12	300	359	360	1	359	332	344	287	263	285	256	2126
2012/13	330	416	390	3	387	361	330	331	289	261	288	2247
2013/14	330	340	390	37	353	391	358	327	327	287	265	2308
2014/15	330		330	-46	376	355	393	359	330	330	290	2433
2015/16	330		330	-30	360	377	356	391	361	332	332	2509
2016/17	330		330	12	318	363	380	358	394	364	336	2512
2017/18	330		330	-40	370	321	365	379	361	398	368	2562
2018/19	330		330	-39	369	372	323	366	382	364	401	2577
2019/20	330		330	-38	368	370	374	324	368	384	366	2554
2020/21	330		330	-37	367	368	370	371	325	369	386	2556
2021/22	330		330	-34	364	367	368	367	372	326	370	2536
2022/23	330		330	-33	363	365	368	366	369	373	328	2530
2023/24	330		330	-34	364	364	365	365	367	370	374	2568
2024/25	330		330	-34	364	365	364	362	366	368	371	2559

3. Hinchley Wood Primary School has recently taken a number of 'bulge' classes to help meet the rising demand in the area and has taken additional students in 2012, 2013 and 2014. So in three of its seven year groups it is already 3 FE. It now has just over 500 pupils on roll and if it expands it would have 630. Its governors and Head Teacher have indicated a willingness to permanently expand providing that they are given accommodation to meet

their needs. The campus is considered sufficiently large to enable expansion and a viability study has been carried out to ascertain how this might be achieved.

- 4. It is proposed that the school has a new block of junior classrooms plus a kitchen and a small dining room which will operate in addition to the existing school hall. There may also be the opportunity to remodel the entrance and administrative areas to improve access for visitors and working conditions for support staff. However, this will be subject to the overall cost of the scheme which must be within the budget allocated to this project. The proposed plan would entail the removal of the temporary double modular building that was added to the school in 2013. This would be replaced by new build in a different location.
- 5. This project has been identified as 'Basic Need' and as such is to be funded by Surrey County Council. Once a final design with elevations has been agreed this would be submitted to Surrey County Council Planning Committee as part of a full planning application which will include a revised School Travel Plan.
- 6. The Local Authority has a statutory duty to provide sufficient school places across the borough and it is feasible to achieve this by expanding Hinchley Wood Primary School. The area strategy has been discussed with all the schools in question and is accounted for within the Basic Need Capital Programme and the Council's Medium Term Financial Plan.
- 7. Permission is therefore requested from the Cabinet Member for Schools and Learning to agree to Surrey County Council engaging in a public consultation, over the prescribed statutory period of four weeks in order to seek the public's views on the proposal to expand Hinchley Wood Primary School by one form of entry in 2016.

RISK MANAGEMENT AND IMPLICATIONS:

- 8. The key risk to this proposal is the dependency on a successful planning application to develop the site. There is also a risk that if permission is not granted for the expansion, the County Council may incur further costs in the provision of sufficient places.
- 9. Hinchley Wood parents, for the most part, expect their children to attend a local school. If Hinchley Wood Primary cannot expand this would mean that the County Council would have to meet the demand elsewhere, ideally within the planning area, although this may not be possible. As only one more form of entry is required in this area it is not financially feasible to build another new school.

Financial and Value for Money Implications

- 10. The cost of the proposed project will be funded through the Schools Basic Need Capital Programme and funding for this scheme is included in the current 2014/19 Medium Term Financial Plan.

Legal Implications – Monitoring Officer

11. The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 sets out the regulations that apply to prescribed alterations of schools. These include school expansions.
12. The Department for Education has published two pieces of guidance relating to prescribed alterations: Expanding a Maintained Mainstream School or Adding a Sixth Form (revised January 2014) 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. The Statutory and Non – Statutory Guidance will be followed if permission is granted to consult on this proposal.

Equalities and Diversity

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

Safeguarding responsibilities for vulnerable children and adults implications

14. Hinchley Wood Primary 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, will be considered and addressed in the planning and design of this building project, were it to go ahead.

Climate change/carbon emissions implications

15. 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 will be identified for use by residents and facilities will be provided on campus for students and staff who cycle to school.
16. The additional school provision is centred close to an area of demographic demand and therefore will enable young people to attend a local school; thus reducing the need for lengthy school journeys to other schools both in and outside of the borough.

Section 151 Commentary

17. The section 151 officer confirms that funding for this scheme has been included in the 2014/19 Medium Term Financial Plan and scheme costs are expected to be contained within this funding allocation. More detailed costings will be developed as the scheme progresses to tender.

WHAT HAPPENS NEXT:

- Subject to Cabinet Member approval, Statutory Notices stating the Council's intent to expand the school will be published. The consultation period will be no less than four school weeks and will include at least one public meeting for parents and residents. There will be arrangements for consultation responses to be submitted either in writing or electronically using the Surrey Says website.
- The Cabinet Member would then receive a final report summarising the outcome of the consultation within two months of the expiration of the Statutory Notices to enable her to determine the proposed expansion

Contact Officer:

Melanie Harris, School Commissioning Officer NE Surrey, Tel: 020 8541 9556

Consulted:

Parents of pupils and prospective pupils of Hinchley Wood primary School

Staff and Governors of the school

Local Councillors

Local residents and other local schools via the consultation document published on the Surrey Says website

Annexes: None

Sources/background papers: None

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SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS AND LEARNING****DATE: 11 SEPTEMBER 2014****LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR FOR CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: THE PROPOSED EXPANSION OF STOUGHTON INFANT SCHOOL BY ONE FORM OF ENTRY**

6

SUMMARY OF ISSUE:

Surrey County Council has consulted on a proposal to expand Stoughton Infant School from two forms of entry to three forms of entry in September 2015.

The education consultation period was from 3 July 2014 to 15 August 2014. There were two public meetings held at the school on 17 July 2014, following which Statutory Notices were published at the school, at a local community facility, in the local newspaper and on the Surrey Says website which stated the intention to expand the school. This is in accordance with the School Organisation (Prescribed Alterations to Maintained School) Regulations 2013.

The Cabinet Member is asked to review the comments received during the consultation period and it is recommended that the Statutory Notice be determined so that the proposal can be implemented.

RECOMMENDATIONS:

It is recommended that the Statutory Notice stating the local authority's intention to expand Stoughton Infant School is determined so that the school becomes a three form entry infant school from September 2015, with a published admission number (PAN) of 90 and a total of 270 infant places.

REASON FOR RECOMMENDATIONS:

This action is reflective of the ongoing demand for school places in the North Guildford planning area, demonstrated by several years of additional 'bulge' classes. Additional classes have been provided at a number of schools, including Stoughton Infant School, which has already admitted two 'bulge' classes, increasing their current Reception and Year 1 cohorts to 90. They will admit another 'bulge' year of 90 places into Reception in September 2014, giving an overall capacity of 270.

Stoughton Infant School is an outstanding school and it is entirely appropriate to expand good schools in line with government policy. The provision of 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, meeting the wider statutory duty to offer all applicants a school place. It will also reduce the impact of school travel in the area as it will mean that an increased number of local children are able to attend a local school.

DETAILS:

Business Case

1. Births in Guildford borough have risen by nearly 250 per year over the last eight years. Although the number of births dipped slightly in 2009 and 2010, there has been a steady increase since 2011, which is forecast to continue.
2. Stoughton Infant School is part of the North Guildford Planning Area but there is a high volume of cross border movement for school places between the North and West Guildford Planning areas.
3. Parental preferences for places in the immediate local area including at Stoughton Infant School, Wood Street Infant School, Weyfield Primary Academy, St Joseph's Catholic Primary, Guildford Grove Primary, Worplesdon Primary and Northmead Junior have, on average, been greater than the places available over the last three years. All local schools are likely to remain full due to the actual and projected birth rates, projected numbers and the consistent popularity of the schools.
4. This demonstrates ongoing demand for school places and that there are not currently enough permanent places in the area.
5. As a result, there have been a number of expansions and additional classes in the West and North Guildford area over the last 5 years. Stoughton Infant School has taken 2 bulge classes (and is taking a 3rd bulge class in September 2014); St Joseph's Catholic Primary took several bulge classes before expanding by 1 form of entry in September 2013 and Northmead Junior took a bulge class in September 2011.
6. There is now a clear requirement to provide permanent provision in this area. It should also be recognised that there is a need to meet both future demand for infant places but also to cope with the additional places that have been added in infant schools as they pass into Key Stage 2. A connected proposal at Worplesdon Primary School will add junior places in the adjacent West Guildford planning area to support the additional infant places provided in the North Guildford planning area.
7. The school is a vital part of the Council's education offer in the local area. Increasing the number of primary school spaces within the North and West Guildford areas is essential in ensuring that the County Council performs its statutory duty of educating all resident pupils who request a school place.
8. In addition to parental demand, the expansion of the school would increase the number of places that would be available for local children. This is likely to result in a reduction of travel in the area, including car journeys, as fewer children would have to travel to more distant schools.

CONSULTATION:

9. A consultation was undertaken by Surrey County Council with relevant stakeholders and consultation documentation was issued. Two public meetings were held at the school, after which Statutory Notices were issued. Less than 15 people in total attended the two public meetings.

Consultation responses

- 10. There were three responses to the consultation, one via the Surrey Says online consultation website, one via email and another in the post. These included a local resident, a local councillor and a parent of a child at the school who is also both a local resident and school governor.
- 11. Two respondents agreed with the proposal; one did not indicate either way.
- 12. Given that there are currently in the region of 240 pupils at the school, the response rate to the consultation was very low but not untypical for consultation exercises of this nature.
- 13. Although attendance at the two public meetings was relatively small, there was plenty of opportunity for discussion in these meetings and parents and residents made their views known. It may be that the consultation information provided to parents and other stakeholders was sufficient in addition to the meeting so that they did not feel a need to formally respond.
- 14. It would be unwise to draw any specific conclusions from the outcomes of the consultation as they could not be considered representative but all stakeholders have been given the opportunity to make their views known.
- 15. It is the officer's view that the low response probably reflects general approval for the proposal and for the need for more school places in the area.
- 16. One comment was received raising concern about traffic and parking in the area outside the school on Grange Road and that consideration should be given to the impact on local residents prior to making a decision.

Comments on responses

- 17. The permanent planning application will draw out specific aspects of the traffic and access issues related to Stoughton Infant School. It is worth noting that almost all children currently attending the school live within 1.5km of the school site and many live within a few hundred metres. More places at Stoughton Infant School will increase numbers of children in the immediate area offered a place at their nearest school, thus reducing car journeys to alternative schools further afield.
- 18. A further requirement for the planning application is a revised travel plan which will include strategies for reduction of car journeys and increases in sustainable modes of transport.

RISK MANAGEMENT AND IMPLICATIONS:

- 19. A project to deliver a new modular school building has been completed to provide school places for the bulge class that is entering the school in September 2014. Permanent planning permission will be required to extend the use of this building beyond the three years included in the initial temporary planning permission to provide for the bulge class.
- 20. 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

21. The building project resulting 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 (MTFP). This particular scheme has been approved for funding from the Government's Targeted Basic Need Programme. The scheme of works is being carried out by Property Services.

Section 151 Officer

22. The Section 151 Officer confirms that this scheme is included in the 2014/19 MTFP and that the funding from the Government's Targeted Basic Need Programme underpins the capital programme for this scheme.

Legal Implications – Monitoring Officer

23. Section 13 of the Education Act 1996 places a general duty on Local Education Authorities to ensure 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 ensure 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.
24. 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.

Equalities and Diversity

25. 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 proposal does not change the nature of the admissions criteria for the school.
26. This educational provision would be for children in the community served by the school. The increase in provision will be open to all applicants with the highest priority given to Looked After Children (LAC) 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.
27. The proposal is for an expansion of provision so more staff would be employed. Employment opportunities would increase with a larger school and there would also be greater professional development opportunities.
28. It is intended that the school will promote cohesion of the local communities in the area served by the school through extended services to enhance the well-being and future opportunities of those children in the area.

Corporate Parenting/Looked After Children implications

29. This proposal would provide increased provision in the area, which would be of benefit to all in the community served by the school.
30. Looked After Children currently have a high priority in the Admissions criteria for the school and as such may benefit from additional available school places in the North Guildford planning area.

Safeguarding responsibilities for vulnerable children and adults implications

31. Safeguarding vulnerable children is a high priority in Surrey schools. Schools have considerable expertise in safeguarding vulnerable children and adhere to robust procedures. The school would continue to apply good practice in the area of safeguarding. Safeguarding is monitored when Ofsted carry out inspections on schools.
32. Site access and security, both during the proposed building programme and afterwards, were considered and addressed in the planning and design of the building project.

Climate change/carbon emissions implications

33. A planning requirement for the proposed expansion is a revised travel plan which will include strategies for reduction of car journeys and an increase in sustainable modes of transport.
34. The proposal is likely to reduce some local journeys as more places will be available for local children.

WHAT HAPPENS NEXT:

35. The next steps are:
 - Subject to Cabinet Member approval of the Statutory Notice, the proposal will be confirmed and Stoughton Infant School would be permanently expanded from September 2015.
 - A permanent planning application for the modular classroom would be pursued and will be determined in accordance with relevant planning legislation.

Contact Officer:

Dr Kathy Beresford, School Commissioning Officer, Tel: 020 8541 9689

Consulted:

Local MP for Surrey, Anne Milton
SCC County Councillors for the local area
Guildford Borough Councillors for the local area
All local schools
Guildford, Portsmouth and Arundel & Brighton Diocese
Parents of children at the school

Sources/background papers:

- Stoughton Infant School Consultation Document
 - All responses to the consultation
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SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS AND LEARNING****DATE: 11 SEPTEMBER 2014****LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR FOR CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: THE PROPOSED EXPANSION OF JUNIOR (KEY STAGE 2) PROVISION AT WORPLESDON PRIMARY SCHOOL BY ONE FORM OF ENTRY****SUMMARY OF ISSUE:**

Surrey County Council has consulted on a proposal to expand the junior provision at Worplesdon Primary School by one form of entry, to three forms of entry in September 2016.

The education consultation period was from 3 July 2014 to 15 August 2014. There were also two public meetings held at the school on 14 July 2014, following which Statutory Notices were published at the school, at a local community facility, in the local newspaper and on the Surrey Says website, stating the intention to expand the school. This is in accordance with the School Organisation (Prescribed Alterations to Maintained School) Regulations 2013.

The Cabinet Member is asked to review the comments received during the consultation period and it is recommended that the Statutory Notice be determined so that the proposal can be implemented.

RECOMMENDATIONS:

It is recommended that the Statutory Notice stating the local authority's intention to expand the junior provision at Worplesdon Primary School is determined, such that the school will admit a form of entry at junior level (Year 3) with a Published Admissions Number (PAN) of 30 from September 2016. The PAN for Reception will remain at 60 meaning that the school will have an overall capacity of 180 places in Reception – Year 2 and 360 places in Years 3 – 6.

REASON FOR RECOMMENDATIONS:

This action is reflective of the ongoing demand for school places in the North and West Guildford planning areas, demonstrated by several years of additional 'bulge' classes. Additional classes have been provided at a number of schools, including Stoughton Infant School, which has already admitted two 'bulge' classes, increasing their current Reception and Year 1 cohorts to 90. They will admit another 'bulge' year of 90 places into Reception in September 2014, giving an overall capacity of 270.

This proposal is in conjunction with the local authority's proposal to permanently expand Stoughton Infant School from two forms of entry to three forms of entry. If agreed, the increase in places at Stoughton Infant School will reduce the number of Year 3 places available at Northmead Junior School for children attending Wood Street Infant School which has historically been the typical route of progression to Key Stage 2. The proposal to expand Worplesdon is therefore intended to provide a

clear and secure route through to Key Stage 2 for all children attending Wood Street Infant School, which will be reflected in the admissions criteria established at Worplesdon for the 30 additional places.

Worplesdon Primary School is a good school and it is entirely appropriate to expand good schools in line with government policy. The provision of places 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, meeting the wider statutory duty to offer all applicants a school place.

<u>DETAILS:</u>

Business Case

1. Births in Guildford borough have risen by nearly 250 per year over the last eight years. Although the number of births dipped slightly in 2009 and 2010, there has been a steady increase since 2011 which is forecast to continue.
2. Worplesdon Primary School is part of the West Guildford Planning Area. The other schools in the planning area are Guildford Grove Primary, St Joseph's Catholic Primary and Wood Street Infant Schools. Currently there is no separate junior provision in the Planning Area, other than as part of the primary provision provided at the three primary schools.
3. At present, Wood Street Infant School is a feeder school for Northmead Junior School but if provision at Stoughton Infant School is expanded (currently proposed) this feeder route would not be secured. As such, it is necessary to provide a secure route to Key Stage 2 provision in the planning area for children attending Wood Street Infant School.
4. Following determination of the proposal, if successful, the Admissions criteria for Worplesdon and Northmead Junior will be reviewed with the local schools to establish the most appropriate and fair criteria for all children from September 2016 onwards.
5. Parental preferences for places in the immediate local area including at Stoughton Infant School, Wood Street Infant School, Weyfield Primary Academy, St Joseph's Catholic Primary, Guildford Grove Primary, Worplesdon Primary and Northmead Junior have, on average, been greater than the places available over the last three years. All local schools are likely to remain full due to the actual and projected birth rates, projected numbers and the consistent popularity of the schools.
6. This demonstrates ongoing demand for school places and that there are not currently enough permanent junior places in the area.
7. As a result, there have been a number of expansions and additional classes in the West and North Guildford area over the last 5 years. At junior level, Northmead Junior took a bulge class in September 2011 and will be admitting another bulge class in September 2015 to cater for local demand.
8. There is now a clear requirement to provide permanent junior provision in this area, particularly to cope with the additional places that have been added in infant schools as these students pass into Key Stage 2.

9. The school is a vital part of the Council's education offer in the local area. Increasing the number of school spaces within the North and West Guildford areas is essential for ensuring that the County Council performs its statutory duty of educating all resident pupils who request a school place.

Building

10. Subject to consultation, this proposal will become effective from September 2016. Additional accommodation will be provided at the school to cater for the additional pupils joining the school.
11. New classrooms and a hall extension will be provided which will be funded by the Government's Targeted Basic Need Programme. In addition, the two 'portacabin' blocks will be replaced with 4 new classrooms in the new building. A new staff car park will be provided and the areas currently occupied by the 'portacabin' blocks will be redeveloped into additional outdoor space. The building works will be completed by January 2016.

CONSULTATION:

12. A consultation was undertaken by Surrey County Council with relevant stakeholders and consultation documentation was issued. Two well attended public meetings were held at the school, after which Statutory Notices were issued.

Consultation responses

13. The public meeting was attended by in excess of 50 parents, residents and other interested parties. A total of 50 formal written responses were received during the consultation via the Surrey Says website, post and email. The responses included 26 from local residents and 16 from parents.
14. There was consensus through the consultation responses and the public meetings that additional school places are required within the local area. However significant concern was raised at both the public meeting and in the written responses to the proposed expansion particularly with regard to traffic and parking.
15. Of the 50 written responses, 21 agreed with the proposal to expand the school, 18 disagreed with the proposal to expand the school and 11 did not know or offer a position.
16. Of the 18 responses that disagreed with the proposal, 14 explained that they were in support of the need for more places at the school but disagreed on the grounds of the traffic and parking concerns.
17. Concern about the proposal can be themed in three areas, these will be summarised and responded to in the following sections.

Size of school

18. Some concerns were raised over the increase in the size of the school and the impact on the children and on teaching and learning.

19. The local authority has worked closely with the school in developing this proposal. The Head Teacher and governing body are in full support of the proposal and are confident that teaching and learning standards and the ethos of the school will be maintained with a larger school community.

New building/facilities

20. A number of concerns were raised related to the proposed two storey building. These included the size of the proposed building and if it might overlook neighbouring properties or be intimidating for younger children.
21. There was also concern over loss of outdoor play space due to the proposed building being situated in the corner of the current playground.
22. Some respondents raised concerns over the size of the kitchen facilities and other communal spaces such as the library.
23. The proposed building design and position has been considered carefully by architects who are experienced at designing schools and this has been carried out in consultation with the school and with planners to ensure that the position of the building will have the least impact on neighbouring properties and will be fit for purpose for an education environment.
24. Although there will be a loss of some of the current hard play space, the building has been positioned to ensure that this loss is minimised. Architects have worked closely with the school to ensure that the proposed plans will work for the school. The current staff car park that is adjacent to the playground will be returned to playground use and the car park will be re-provided on the opposite side of the school site with a new entrance. In addition, the removal of the older modular buildings (by replacing them with 4 classrooms in the new block) will create additional outdoor space that can be used by the school.
25. The school is confident that their kitchen facilities and other communal facilities are capable of coping with the increased number of children. The proposed building plans include increasing the size of the school hall and this will increase the dining space available for the children at lunchtimes.

Traffic, access and parking

26. The main area of concern at both the public meeting and in the consultation responses was related to traffic, parking and access to the school. Worplesdon Primary School is situated on a residential estate which has only one entrance and exit to the main road – the A323, which is a busy A-road between Guildford and Ash.
27. Although a number of informal travel policies have been undertaken by the school, such as a walking bus in the summer, informal one-way system, and letters to parents to encourage considerate parking, there are ongoing issues with parking and traffic on the estate and near the school during the morning and afternoon drop off/pick up times.
28. A number of suggestions were discussed at the public meetings and have been raised in the consultation responses as to how the situation could be approached. These suggestions included establishing a drive through drop

off/pick up point; re-instating a bus service, considering other school sites and improving alternative routes to school – walking routes, cycling routes and crossing points on the main road.

29. The development of the programme of building works has been undertaken in consultation with the planning authority and highways department. The planning application will draw out specific responses to the traffic and access issues and possible enhancements. A detailed travel survey has been undertaken and has included mitigation measures to be included as part of the planning application. In addition, further measures may be required by Highways as a condition on approval of the planning application.
30. It is clear that traffic and access in the vicinity to the site is a genuine and widely held concern and will need to be addressed throughout the planning application process. The information received from the public meetings and the formal consultation will be incorporated into the planning application process.

RISK MANAGEMENT AND IMPLICATIONS:

31. A project to deliver the new school buildings for September 2016 is required and as such there are risks associated with this proposal. There is a risk that the project will not be completed 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.
32. There is the further risk that the scheme will not achieve planning permission. The consultation received a significant response citing planning concerns, particularly regarding traffic and parking in the immediate local area and the surrounding residential area. A range of suggestions were discussed at the public meeting and the concerns and possible solutions will need to be addressed through the planning application.
33. 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. There is a particular risk in this area of Guildford as all other possible site options for expansion have either been undertaken or considered and dismissed due to site size, cost or planning issues.

Financial and Value for Money Implications

34. The building project resulting from this proposal is included in the County Council's school basic need capital programme and the aged demountable maintenance programme as part of the 2014/2019 Medium Term Financial Plan (MTFP). This particular scheme has been approved for funding from the Government's Targeted Basic Need Programme (TBNP). The scheme of works is being carried out by Property Services.

Section 151 Officer

35. The Section 151 Officer confirms that the school basic need scheme and the aged replaced demountable are included in the 2014/19 MTFP. Funding from

the Government's Targeted Basic Need Programme underpins the capital programme for this basic need scheme.

Legal Implications – Monitoring Officer

36. Section 13 of the Education Act 1996 places a general duty on Local Education Authorities to ensure 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 ensure 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.
37. 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.

Equalities and Diversity

38. 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 proposal does not change the nature of the admissions criteria for the school.
39. This educational provision would be for children in the community served by the school. The increase in provision will be open to all applicants with the highest priority given to Looked After Children (LAC) 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.
40. The proposal is for an expansion of provision so more staff would be employed. Employment opportunities would increase with a larger school and there would also be greater professional development opportunities.
41. It is intended that the school will promote cohesion of the local communities in the area served by the school through extended services to enhance the well-being and future opportunities of those children in the area.

Corporate Parenting/Looked After Children implications

42. This proposal would provide increased provision in the area, which would be of benefit to all in the community served by the school.
43. Looked After Children currently have a high priority in the Admissions criteria for the school and as such may benefit from additional available school places in the West Guildford planning area.

Safeguarding responsibilities for vulnerable children and adults implications

44. Safeguarding vulnerable children is a high priority in Surrey schools. Schools have considerable expertise in safeguarding vulnerable children and adhere

to robust procedures. The school would continue to apply good practice in the area of safeguarding. Safeguarding is monitored when Ofsted carries out inspections of schools.

45. Site access and security, both during the proposed building programme and afterwards, were considered and addressed in the planning and design of the building project.

Climate change/carbon emissions implications

46. A planning requirement for the proposed expansion is a revised travel plan which will include strategies for reduction of car journeys and increase in sustainable modes of transport.
47. The proposal is likely to reduce some local journeys as more places will be available for local children.

WHAT HAPPENS NEXT:

48. The next steps are:
- Subject to Cabinet Member approval of the Statutory Notice, the proposal will be confirmed and Worplesdon Primary School would be permanently expanded from September 2016.
 - A planning application for the expansion is being pursued and will be determined in accordance with relevant planning legislation.
 - Subject to Cabinet Member approval, the Admissions criteria for Worplesdon and Northmead Junior will be reviewed with the local schools to establish the most appropriate and fair criteria for all children from September 2016 onwards.

Contact Officer:

Dr Kathy Beresford, School Commissioning Officer, Tel: 020 8541 9689

Consulted:

Local MP for Surrey, Anne Milton
SCC County Councillors for the local area
Guildford Borough Councillors for the local area
All local schools
Guildford, Portsmouth and Arundel & Brighton Diocese
Parents of children at the school

Sources/background papers:

- Worplesdon Primary School Consultation Document
 - All responses to the consultation
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