

## Notice of Meeting

# Cabinet Member for Business Services and Resident Experience Decisions

**Date & time**

Tuesday, 11 April  
2017 at 2.30 pm

**Place**

Committee Room C,  
County Hall, Kingston  
upon Thames, Surrey  
KT1 2DN

**Contact**

Andrew Baird or Joss  
Butler  
Room 122, County Hall  
Tel 020 8541 7609 or 020  
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**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 Andrew Baird or Joss Butler on 020 8541 7609 or 0208 541 9702**

**Elected Members**

Ms Denise Le Gal

## **AGENDA**

### **1 DECLARATIONS OF INTEREST**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

#### **NOTES:**

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

### **2 PROCEDURAL ITEMS**

#### **a Members' Questions**

The deadline for Members' questions is 12pm four working days before the meeting (05/04/2017).

#### **b Public Questions**

The deadline for public questions is seven days before the meeting (04/04/2017).

#### **c Petitions**

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

### **3 ASHFORD PARK SCHOOL ASHFORD, LOSELEY FIELDS SCHOOL GODALMING, OAKFIELD SCHOOL FETCHAM - PROPOSAL FOR SPECIALIST LEARNING AND ADDITIONAL NEEDS CENTRES REFRESH**

(Pages 1  
- 6)

Over 12 years ago Surrey County Council opened eight specialist centres across the county for junior aged pupils with Learning Difficulties (LD). The pupils now attending the Learning and Additional Needs (LAN) Centres have greater levels of need than when they first opened. As a result the centres were not originally set up to admit such a cohort and they require additional capital works in order to meet the needs of pupils now accessing the provision.

#### **4 SPRINGFIELD PRIMARY SCHOOL, SUNBURY ON THAMES**

(Pages 7  
- 10)

To approve the Business Case for the expansion of Springfield Primary School by an additional 90 infant places. Springfield is an academy within the GLF Multi-Academy Trust.

This school currently admits 30 pupils into Reception each year but has an additional junior Published Admission Number (PAN) of 30 in order to provide places for children leaving Hawkedale Infant School at the end of Key Stage One. As permission as already been granted to make Hawkedale a one Form of Entry (1 FE) primary school, by adding junior places there (30 places per year), it is proposed to make Springfield 2 FE throughout by adding 30 infant places and retaining 60 junior places. This will result in a total roll at Springfield of 420 plus 30 nursery places.

The proposal is part of the Sunbury on Thames primary school re-organisation which will create an additional form of entry, or 210 primary places between two schools, to meet the basic need requirements in the planning area from September 2017 onwards.

#### **5 EXCLUSION OF THE PUBLIC**

**Recommendation:** That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

### **PART TWO – IN PRIVATE**

#### **6 ASHFORD PARK SCHOOL ASHFORD, LOSELEY FIELDS SCHOOL GODALMING, OAKFIELD SCHOOL FETCHAM - PROPOSAL FOR SPECIALIST LEARNING AND ADDITIONAL NEEDS CENTRES REFRESH**

(Pages  
11 - 18)

This Part 2 report contains information which is exempt from Access to Information requirements by virtue of paragraph 3 – Information relating to the financial or business affairs of any particular person (including commercially sensitive information to the bidding companies).

The information contained within may not be published or circulated beyond this report and will remain sensitive until contract award in May 2017.

#### **Confidential: Not for publication under Paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

## 7 SPRINGFIELD PRIMARY SCHOOL, SUNBURY ON THAMES

(Pages  
19 - 26)

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**David McNulty**  
**Chief Executive**

Published: Monday, 3 April 2017

### **MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

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**SURREY COUNTY COUNCIL****CABINET MEMBER FOR BUSINESS SERVICES AND  
RESIDENT EXPERIENCE****DATE: 11 APRIL 2017**

**LEAD OFFICER: JOHN STEBBINGS, CHIEF PROPERTY OFFICER  
LIZ MILLS, ASSISTANT DIRECTOR, SCHOOLS AND LEARNING**

**SUBJECT: ASHFORD PARK SCHOOL, ASHFORD  
LOSELEY FIELDS SCHOOL, GODALMING  
OAKFIELD SCHOOL, FETCHAM  
PROPOSAL FOR SPECIALIST LEARNING AND ADDITIONAL  
NEEDS CENTRES REFRESH**

**SUMMARY OF ISSUE:**

Over 12 years ago Surrey County Council opened eight specialist centres across the county for junior aged pupils with Learning Difficulties (LD). The pupils now attending the Learning and Additional Needs (LAN) Centres have greater levels of need than when they first opened. As a result the centres were not originally set up to admit such a cohort and they require additional capital works in order to meet the needs of pupils now accessing the provision.

**RECOMMENDATIONS:**

It is recommended that the Cabinet Member:

1. Approves the Business Case for improving the facilities at Ashford Park, Loseley Fields and Oakfield schools in order that the centres are better able to meet the needs of pupils with a greater level of need.
2. Approves the arrangements by which a variation of up to 10% of the total value may be agreed by the Deputy Chief Executive and Strategic Director for Children, School and Families in consultation with the Cabinet Member for Schools, Skills and Educational Achievement, the Cabinet Member for Business Services and Residential Experience and the Leader of the Council.

**REASON FOR RECOMMENDATIONS:**

This proposal will provide enhanced specialist provision attached to mainstream schools for pupils with Statements of Special Educational Needs/Education Health Care Plans to meet a wider range of pupil needs. It will be a more efficient and effective use of existing specialist resources.

## **DETAILS:**

### **Business Case**

1. In September 2004 the Council opened eight specialist centres at mainstream schools for junior aged pupils with Learning Difficulties (LD). These developments were intended to establish a specialism at mainstream schools. These have been successful in meeting the needs of pupils with learning difficulties within a mainstream setting.
2. In 2012 a review of Learning Difficulties was undertaken and identified that the centres would be required to make arrangements for pupils with a wider range of needs covered by the description Learning and Additional needs (LAN). The LAN description covers pupils with mobility difficulties, hearing difficulties, autism, communication and interaction needs and some behavioural difficulties.
3. Pupils now attending the centres are demonstrating a much higher level of need than when they first opened. The centres were not originally set up to admit a cohort of pupils with additional needs and pupils were expected to benefit from a significant amount of time in mainstream. Due to the level of Special Educational Need and Disability (SEND), pupils now spend more time receiving specialist input in the centre and in some cases have very little mainstream time.
4. A programme of visits across the county to the eight schools that host the LAN centres was taken during 2015. Three of the centres were identified as requiring an upgrade to meet the needs of pupils with more complex needs. These centres are based at Ashford Park in Ashford, Loseley Fields in Godalming and Oakfield School in Fetcham. Each of these schools was rated as Good by Ofsted during their most recent inspections.
5. As the centres are educating pupils with a different level of need it is important to ensure that the necessary amount of space and specialist facilities is provided. This means that pupils can be more independent learners and can also develop important living skills, preparing them for adulthood. The centres require investment to make them accessible to pupils with mobility difficulties, to create additional classroom space and to provide disabled access toilets and changing space for young people to have dignity and learn to be independent with essential living skills. Other spaces will have access to outside learning or break out areas directly from the classroom.
6. The county has recently issued the SEND Development Plan 2016-2020 to develop the offer to families of pupils with SEND. The plan specifies that, 'We will have the right provision to meet children and young people's needs' and 'Children and young people can access high quality, community based local provision that enables them to achieve the right outcomes based on their personal needs'. The approaches outlined in the points above are therefore in keeping with the SEND 2020 strategy.
7. Discussions with County Council officers, the head teachers and heads of centres have taken place as to the future of the specialist centre provision at the schools. Working in partnership with the Local Authority, the schools are

fully in agreement with the proposals to develop the specialist centre provision.

8. There will be no change to pupil admissions. Pupils will continue to access the school according to the processes that are currently in place for children with an Education Health Care plan.

#### **CONSULTATION:**

9. The development of the specialist centres are not new additions to the school and therefore no formal consultation has been required.
10. Internally, the Assistant Director for Schools and Learning, Head of Additional and Special needs and SEN area teams have been consulted and support the approach to develop the specialist centres.

#### **RISK MANAGEMENT AND IMPLICATIONS:**

11. There is significant pressure on expenditure for Special Educational Needs and Disability provision and a duty for the Authority to ensure that this funding is used to maximum effect. If the specialist centres are not developed then there is a risk that SEND resources would not be used as effectively as possible.
12. Alterations are required due to the change in profile of the pupils now admitted to this type of provision and making buildings fully Equality Act compliant. The Act covers having arrangements in place that put a person with a protected characteristic at an unfair disadvantage. All other pupils attending these schools are able to access buildings and classrooms. Pupils with a disability, which is a protected characteristic, are unable to access learning opportunities in the same way as other pupils.
13. The risk with not making appropriate provision for this cohort of pupils is that parents dissatisfied with the current offer at the LAN centres will look to the maintained or Non-Maintained and Independent (NMI) special sector for education for their child resulting in much higher costs.

#### **Financial and Value for Money Implications**

14. The Capital Expenditure will be met from the SEN capital funding in the Medium Term Financial Plan. The business case for this scheme was considered by the Council's Investment Panel on 16 August 2016, the Panel supported the rationale for the project.
15. NMI costs for this type of provision are expensive. The offer of local appropriate and fully accessible maintained provision means that parents of children with LAN are supported within the maintained specialist education environment. As a result, parents work with the school and the Local Authority and do not seek placements at expensive NMI schools as an alternative option. This approach is in keeping with the SEND 2020 strategy and is the best outcome for the school and families of SEND pupils.
16. The project will be subject to robust cost challenge and scrutiny to drive optimum value as it progresses. Further financial details are set out in the

report circulated as item 6 in Part 2 of the agenda. These details have been circulated separately to ensure commercial sensitivity in the interests of securing best value.

#### **Section 151 Officer Commentary**

17. The business case for these schemes was considered at Investment Panel on 16 August 2016. The cost of the schemes will be met from the Special Education Needs (SEN) Strategy capital allocation in the 2017-20 Medium Term Financial Plan.

#### **Legal Implications – Monitoring Officer**

18. Section 13 of the Education Act 1996 places a duty on a Local Authority (with responsibility for education) to ensure sufficient primary and secondary education provision is available to meet the needs of the population in its area.

#### **Equalities and Diversity**

19. No negative impacts have been identified as part of this proposal. The specialist centres will be able to offer enhanced provision to pupils with protected characteristics.
20. The updated facilities will comply with the regulations specified in the Equality Act.
21. The centres will be for children in the community served by the school. The Admissions arrangements will give the highest priority to Looked After Children and pupils on the Special Educational Needs (SEN) register and/or those who would benefit from a statement of educational need, thus supporting provision for our most vulnerable children.
22. The works to the centres will not create any issues requiring the production of an Equalities Impact Assessment.
23. The new school building will comply with Disabilities Discrimination Act (DDA) regulations. The expanded school will provide employment opportunities in the area.

#### **Safeguarding responsibilities for vulnerable children and adults implications**

24. Safeguarding vulnerable children is a high priority in all Surrey schools. Schools have considerable expertise in safeguarding vulnerable children and adhere to robust procedures. The schools will continue to apply good practise in the area of safeguarding as they are currently. In addition, safeguarding is a key area for monitoring when Ofsted carries out inspections.

#### **WHAT HAPPENS NEXT:**

25. If approved, to proceed to complete tenders and subsequent contract award through delegated decision.

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**Contact Officer:**



Julie Beckett, School Commissioning Officer, Tel: 01483 518109  
Keith Brown, Schools and Programme Manager, Tel: 020 8541 8651

**Consulted:**

Linda Kemeny Cabinet Member Schools, Skills and Educational Achievement  
Tony Samuels, Cabinet Associate for the Built Environment  
Ms Denise Turner-Stewart, Local Member for Staines South and Ashford West -  
Spelthorne  
Mr Steve Cosser, Local Member for Godalming North – Waverley  
Mrs Clare Curran, Local Member for Bookham and Fetcham West – Mole Valley  
Julie Fisher, Deputy Chief Executive and Strategic Director for Children, Schools and  
Families  
Local Education Officers for the south west, north east and south east areas  
Head of Additional and Special Educational Needs  
Paula Chowdhury, Strategic Finance Manager – Business Services  
Head teachers at Oakfield, Loseley Fields and Ashford Park Schools

**Sources/background papers:**

Learning Difficulties Review 2012  
SEND Development Plan 2016-2020  
Report to Investment Panel 16 August 2016

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**SURREY COUNTY COUNCIL****CABINET MEMBER FOR BUSINESS SERVICES AND  
RESIDENT EXPERIENCE****DATE: 11 APRIL 2017****REPORT OF:****JOHN STEBBINGS, CHIEF PROPERTY OFFICER****LIZ MILLS, ASSISTANT DIRECTOR FOR SCHOOLS AND  
LEARNING****SUBJECT: SPRINGFIELD PRIMARY SCHOOL, SUNBURY ON THAMES****SUMMARY OF ISSUE:**

To approve the Business Case for the expansion of Springfield Primary School by an additional 90 infant places. Springfield is an academy within the GLF Multi-Academy Trust.

This school currently admits 30 pupils into Reception each year but has an additional junior Published Admission Number (PAN) of 30 in order to provide places for children leaving Hawkedale Infant School at the end of Key Stage One. As permission as already been granted to make Hawkedale a one Form of Entry (1 FE) primary school, by adding junior places there (30 places per year), it is proposed to make Springfield 2 FE throughout by adding 30 infant places and retaining 60 junior places. This will result in a total roll at Springfield of 420 plus 30 nursery places.

The proposal is part of the Sunbury on Thames primary school re-organisation which will create an additional form of entry, or 210 primary places between two schools, to meet the basic need requirements in the planning area from September 2017 onwards.

**RECOMMENDATIONS:**

It is recommended that, subject to the agreement of the detailed financial information for the expansion as set out in agenda item 7 in Part 2 of this agenda, the business case for the provision of an additional 90 R-Year 2 places in the Sunbury primary school planning area be approved.

**REASON FOR RECOMMENDATIONS:**

The proposal supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in Spelthorne Borough.

**DETAILS:****Background**

1. Primary school rolls have risen gradually over the last decade across Spelthorne borough as a result of higher birth rates and new housing. The

highest number of births (1,327) was recorded in 2013 and between 2005 and 2013 births rose by 23%.

2. Although the birth rate in Spelthorne fell slightly in 2014 to 1,260, and in 2016 it remained below the peak (but rose again slightly to 1291), it would be premature to view this as a falling birth trend in the borough.
3. The increase in the Spelthorne housing trajectory includes housing developments around Sunbury on Thames, including the former London Irish Rugby Football site.
4. The Sunbury planning area is served by five primary schools which together provide 6.3 forms of entry. These schools have frequently been oversubscribed and Springfield Primary School currently has four temporary bulge classes that it accepted to help the Council meet local demand. It is necessary to address the shortage of primary school places on a permanent basis.
5. In order to make this change to the school, a modest building project is required that consists entirely of internal modifications. The school has sufficient junior classrooms due to previous bulge classes being accommodated. However, some improvement works are planned for these modular classrooms to enable permanent planning approval to be obtained.
6. In addition the nursery, which is currently privately managed and is in the main school building, is to be relocated to another area in the school and a new Reception classroom will be created from the former nursery space. There are associated improvements planned to provide additional toilets and secure access.

#### **CONSULTATION:**

7. The academy carried out its own parental consultation to determine the educational need for the expansion.

#### **Consultation undertaken**

8. A consultation letter and response form was produced by GLF. This was distributed to all staff and parents at Springfield School.
9. The consultation period was six weeks from 16 December 2015 to 31 January 2016. The governors of the academy subsequently met and determined to go ahead with the expansion subject to Surrey County Council (SCC) agreeing to fund the capital project from its Basic Need budget.
10. As the proposal is directly linked to the expansion of Hawkedale Infant school, and both schemes are as a result of basic need in Sunbury, a budget for both programmes was included in the Medium term Financial Plan 2016 – 21.

#### **RISK MANAGEMENT AND IMPLICATIONS:**

11. There are minimal risks associated with this project, nevertheless a project risk register has been compiled and will be regularly reviewed throughout the programme. A contingency allowance appropriate to the scheme has been included within the project budget to mitigate potential unidentified risks.

### **Financial and Value for Money Implications**

12. The project will be subject to robust cost challenge and scrutiny to drive optimum value as it progresses. Further financial details are set out in the report circulated as item 7 in Part 2 of the agenda. These details have been circulated separately to ensure commercial sensitivity in the interests of securing best value.

### **Section 151 Officer Commentary**

13. The funding for this scheme is included in the 2017-20 Medium Term Financial Plan.

### **Legal Implications – Monitoring Officer**

14. Section 13 of the Education Act 1996 places a duty on a Local Authority (with responsibility for education) to ensure sufficient primary and secondary education provision is available to meet the needs of the population in its area.

### **Equalities and Diversity**

15. As the school is an academy and the Trust managed the consultation itself SCC are not aware that an Equalities Impact Assessment was undertaken by GLF on this proposal. However, the provision of more school places that are available to all families, including those in minority or protected groups, should not prove to be discriminatory.
16. The proposal does not change the nature of the admissions criteria for the school, other than the removal of the Year 3 PAN with effect from September 2017.
17. 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 Surrey's most vulnerable children.
18. The school building already complies with Disabilities Discrimination Act (DDA) regulations. The conversion of classrooms and facilities to meet the needs of a greater number of infant aged pupils will be undertaken and the relocation of the nursery entrance will improve the access and safeguarding across the site.
19. The proposal is for an expansion of provision so three more teaching staff and some additional teaching assistant time will be required at Springfield School. Employment opportunities will increase with a slightly larger school and there will also be greater professional development opportunities for staff.
20. It is intended that the school will promote cohesion between the local communities in the area served by the school through extended services which seek to enhance the well-being and future opportunities of children and families in the Sunbury area.

### **Corporate Parenting/Looked After Children implications**

21. This proposal would provide increased provision for primary places and facilities in the area, which would be of benefit to the community served by the school. This means it would therefore also be of benefit to any Looked After children who may attend the school.

### **Climate change/carbon emissions implications**

22. The design philosophy is to create buildings and manage internal modifications of existing facilities that will support low energy consumption, reduce solar gain and promote natural ventilation.

### **WHAT HAPPENS NEXT:**

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23. If approved, to proceed to complete tenders and subsequent contract award through delegated decision.

#### **Contact Officers:**

Keith Brown, Schools and Programme Manager – tel: 020 8541 8651  
Melanie Harris, School Commissioning Officer – tel: 020 8541 9556

#### **Consulted:**

Linda Kemeny, Cabinet Member for Schools, Skills and Educational Achievement  
Tony Samuels, Cabinet Associate for Assets and Regeneration Programmes  
Ian Beardsmore, Local Member: Sunbury Common and Ashford Common - Spelthorne  
Julie Fisher, Deputy Chief Executive and Strategic Director for Children Schools and Families  
Liz Mills, Assistant Director Schools and Learning  
Paula Chowdhury, Strategic Finance Manager – Business Services

#### **Annexes:**

None but Part 2 report with financial details attached to agenda as item 7.

#### **Sources/background papers:**

- The Education Act 1996
  - The School Standards Framework Act 1998
  - The Education Act 2002
  - The Education and Inspections Act 2006
  - Report to Cabinet: Schools Capital Budget Allocations Service update based on latest or most appropriate report year and version
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