

Notice of Meeting

Leader Decisions

**Date & time**

Wednesday, 31 May
2017 at 9.30 am

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
8541 9702

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 020 8541 9702

Leader
Mr David Hodge CBE

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 MATTERS

MEMBERS' QUESTIONS

The deadline for Members' questions is 12pm four working days before the meeting (24/05/2017).

PUBLIC QUESTIONS

The deadline for public questions is seven days before the meeting (24/05/2017).

PETITIONS

Notice of Petition

Received from Kelly Bundy, 123 signatures

Scott-Broadwood C of E Infant School situated on The Green in Ockley, sadly faces closure if support isn't found quickly. The village school has served the local communities of Ockley, Capel, Forest Green, Walliswood, Okewood Hill and Coldharbour since 1841. Scott-Broadwood has consistently provided a high standard of education, boasting small class sizes that guarantee each child is supported in their learning journey in this beautiful rural setting. Every parent, grandparent and neighbour with a child in this area now and for future generations has the right to continue an education full of inspiration and strong Christian values and this school is one of the best with caring, supportive teachers.

A response will be tabled at the meeting.

3 PROPOSED CLOSURE OF THE OCKLEY SITE OF SCOTT BROADWOOD C OF E INFANT SCHOOL

(Pages 1
- 38)

The Governing Body of Scott Broadwood C of E Infant School, in partnership with Guildford Diocesan Board of Education, has undertaken a formal consultation on a proposal to close the Ockley site of the school, with a view to consolidating its educational provision on its Capel site. The consultation was conducted between 13 March 2017 and 24 April 2017.

The Leader of the Council is asked to review the education rationale for the project and summary of the consultation process/feedback provided within this report and associated annexes and, on that basis, decide whether to approve the closure of the Ockley site, effective from 1 September 2017.

4 DEFERRED - PROPOSED AMALGAMATION OF STARHURST AND CHART WOOD SCHOOLS

This item has been deferred to a later meeting.

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 DEFERRED - AMALGAMATION OF STARHURST WITH CHART WOOD SCHOOL AND RELOCATION TO STARHURST SCHOOL, DORKING

This item has been deferred to a later meeting.

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)

**David McNulty
Chief Executive**

Published: Monday, 22 May 2017

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

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Thank you for your co-operation

SURREY COUNTY COUNCIL

LEADER OF THE COUNCIL

DATE: 31 MAY 2017

LEAD OFFICER: JULIE FISHER, DEPUTY CHIEF EXECUTIVE

SUBJECT: PROPOSED CLOSURE OF THE OCKLEY SITE OF SCOTT BROADWOOD C OF E INFANT SCHOOL



SUMMARY OF ISSUE:

The Governing Body of Scott Broadwood C of E Infant School, in partnership with Guildford Diocesan Board of Education, has undertaken a formal consultation on a proposal to close the Ockley site of the school, with a view to consolidating its educational provision on its Capel site. The consultation was conducted between 13 March 2017 and 24 April 2017.

The Leader of the Council is asked to review the education rationale for the project and summary of the consultation process/feedback provided within this report and associated annexes and, on that basis, decide whether to approve the closure of the Ockley site, effective from 1 September 2017.

RECOMMENDATIONS:

It is recommended that the Leader of the Council determines the Statutory Notice to close the Ockley site of Scott Broadwood C of E Infant School, so as to bring about the consolidation of this school on its Capel site, effective from 1 September 2017.

REASON FOR RECOMMENDATIONS:

At its core, the proposal to close the Ockley site and consolidate all of Scott Broadwood C of E Infant School's educational provision on the Capel site is rooted in the need to establish a financially sustainable operating model due to reducing pupil numbers. In addition, it is anticipated that the proposal would have tertiary benefits with respect to the coordination of staffing resource, outcomes for pupils and the quality of teaching and learning.

In line with this, the School's Governing Body has undertaken the requisite statutory consultation to inform the decision making process, with two-thirds of respondents expressing support for the proposal to close the Ockley site and consolidate the school's provision in Capel. For these reasons, it is recommended that the Leader of the Council determines the Statutory Notice (appended to this report as Annex 1), so as to bring the closure of the Ockley site formally into effect from September 2017.

DETAILS:

The Proposal

1. Scott Broadwood C of E Infant School is a one-and-a-third form entry Voluntary Aided Infant School which accommodates children from Year R to Year 2. The school has a Published Admission Number (PAN) of 40 and admits up to this number every year into its Year R, giving an overall capacity of 120 places for mainstream pupils.
2. At present, Scott Broadwood C of E Infant School operates across two distinct sites. These sites are located 1.98 miles apart, at the following addresses:
 - Ockley Site – The Green, Ockley, Surrey RH5 5TR.
 - Capel Site – The Street, Capel, Dorking, Surrey RH5 5JX
3. Despite its split site nature, the school is (and operates as) a single institution with a single governing body and leadership team.
4. On 13 March 2017, the Governing Body of Scott Broadwood C of E Infant School, in cooperation with the Diocese of Guildford, initiated a formal consultation on a proposal to consolidate the school on a single site, through the closure of the Ockley site and relocation of the classes currently based there to the Capel site, from September 2017. The School's current capacity and PAN would remain unchanged under this proposal.

Reasons for the Proposal

5. The Governing Body's rationale for this proposal is to ensure financial sustainability which can only be achieved with a one site operating model due to reducing pupil numbers. The proposed consolidation would also have distinct educational benefits that would enhance the quality of teaching and learning that the school would be able to offer to its pupils.
6. **Impact of Reducing Pupil Numbers and Financial Consequences** – The school is currently facing significant budgetary pressures that have arisen as a consequence of lower intakes than PAN and are projected to be exacerbated by the new National Funding Formula. The first indication of these financial difficulties occurred in Autumn 2013 following a low Reception intake. Since that point, the Governing Body has undertaken several measures to address the mounting financial pressure, inclusive of seeking financial support packages from the community and reductions in staffing and other budgets. However, in the face of continued intakes below PAN, such small-scale measures are no longer sufficient to maintain the school as financially viable. Fundamentally, the school is in the unique position of being a one Form of Entry (1FE) Infant School across two sites and, without a full cohort, it is difficult for such a small school (with the limited resources that this attracts) to continue to operate in such a fashion, even with the benefit of the additional split site funding it receives (£105,249 in 2017/18). On this basis, the school has financially modelled three scenarios, reflecting the 'status quo'; an 'educationally viable two base model'; and an 'educationally viable one base model'. The latter two scenarios reflect an enhanced level of pedagogical support and are, therefore, necessarily more resource intensive than the 'status quo'. The detailed financial models are provided in Annex 2 and the headline figures are summarised below:

Model	Full Year Surplus / Deficit (£)
Status Quo	- 24,000

EV Two Base Model	- 99,000
EV One Base Model	+ 10,000

7. As shown above, a budget deficit is only realistically avoidable through the consolidation of the school on a single site owing to the many efficiencies associated with such a move (principally, in terms of staffing, but also in terms of resources, building maintenance etc.).
8. As a school's income is principally defined in line with the number of pupils on roll financial planning has to account for the projected level of pupil demand in future years. Scoot Broadwood C of E Infant School is located within the South Mole Valley planning area. Within this area, there is presently provision for 120 places per year in Year R, composed of the following:
- Charlwood Village Infant School (offering 15 Year R places per annum);
 - Newdigate C of E Endowed Aided Infant School (offering 35 Year R places per annum);
 - The Weald C of E Voluntary Aided Primary School (offering 30 Year R places per annum); and
 - Scott Broadwood C of E Infant School (offering 40 Year R places per annum).
9. Projections of future demand for school places in this area are presented in the below table:

Year	YR PAN	YR Projection	Surplus
2017/18	120	99	21
2018/19	120	91	29
2019/20	120	93	27
2020/21	120	91	29
2021/22	120	90	30
2022/23	120	91	29
2023/24	120	92	28
2024/25	120	92	28
2025/26	120	93	27

10. As can be seen from the above, there is a sustained and significant surplus capacity projected for the area, with approximately one in every four available places projected to be unfilled. This level of surplus capacity will necessarily have an impact on the budgets of local schools into the future, making the need to rationalise existing provision even more pressing.
11. **Educational Case for Consolidation** – The proposed move to a single site would also bring associated educational benefits in addition to the immediate resource implications. Firstly, consolidation would provide the school with greater flexibility to manage staff and the capacity for greater focus on pupils. In not having to manage work across two sites, the Headteacher will be able to spend more time focussed on teaching and learning and improving overall outcomes in this respect. In addition, subject leaders will be able to more effectively monitor their specific discipline across classes whilst the capacity for staff to share expertise, ideas and planning will be enhanced. Secondly, by removing the need to duplicate resources, the School would be free to make a wider range of high-quality curriculum resources and materials

available to teachers and pupils. Thirdly, it is anticipated that outcomes would be improved by enabling all staff to become familiar with all pupils thereby improving the capacity for targeted interventions to improve learning, including with respect to pupils with Special Educational Needs. Consolidation on a single site would also provide pupils with a greater sense of “belonging” to a larger cohort with a single, defined identity improving the opportunity for social learning.

12. **Selection of the Capel Site** – The selection of the site on which to consolidate provision was the subject of careful consideration and options appraisal. The Capel site was chosen as the preferred location for a number of reasons, principal amongst which was the fact that it better suits the needs of the current and anticipated intake of the school, in terms of its location. In addition to this, the Capel buildings offer a number of benefits relative to the Ockley site including the capacity of the site and its adaptability for a larger cohort; the availability of outside space; kitchen provision; toilet provision and the modernity of the facilities. The school has employed building consultants to review the adaptations that would be required at both sites in order to accommodate the School’s full cohort current (and potential) and it has been determined that adaptations to the Capel building would be less significant and, as a consequence, incur less capital cost. The available playing fields at the Capel are sufficient in extent to meet the Building Bulletin 103 site area guidelines for maintained schools, assessed relative to the current size of the school. The Capel School Site is marked on the plan attached as Annex 5.

School Building Requirements

13. A full Development and Improvement Plan has been formulated for the Capel site, which indicated a proposal for how the site could be enhanced, in order to enable the school to provide a high-quality learning environment, capable of accommodating the School’s full potential cohort. The implementation of any associated capital works would be entirely financed by the School and/or the Diocese. As such, the proposed consolidation of Scott Broadwood C of E Infant School on the Capel site would not require any capital assistance from the Council.
14. It should be noted that Surrey County Council (SCC) owns a portion of the Ockley site, as evidenced in Land Registry documentation. The area in question is the identified playing field land outlined in blue on the plan attached as Annex 4. The remainder of the site is held by the Diocese, by way of a conveyance and legal advice received by the Diocese indicates that this is “not subject to reverter”. Consequently, any decisions with respect to the site’s future use would necessarily involve both the Diocese of Guildford and SCC.

<u>CONSULTATION:</u>

15. The Governing Body of Scott Broadwood C of E Infant School, in partnership with the Diocese of Guildford, conducted an informal consultation on the proposal to close the Ockley site between 18 January 2017 and 12 March 2017. The purpose of this consultation was to seek the community’s views on the proposal while also seeking input with respect to alternative solutions to the financial pressures that the school faced. As no financially viable alternative solutions were forthcoming during this initial period of consultation, in line with the appropriate statutory process, the Governing Body undertook

a formal consultation on the proposed closure of the Ockley site between 13 March 2017 and 24 April 2017. During the formal 'representation' period, a consultation document was produced and made available on the school's website. All key stakeholders were made aware of this process, inclusive of parents/carers of children attending Scott Broadwood C of E Infant School; employees and Governors of the schools; the Diocese of Guildford; relevant unions; local residents; other local schools; local borough and county councillors; and the School Admissions Forum. In addition, a public meeting was held on 22 March 2017, to which all interested parties were invited.

16. The feedback to the consultation was largely in support of the proposed closure of the Ockley site; in total two-thirds (66.7%) of respondents expressed agreement with the proposal. Naturally, this support was expressed in the context of regret that this measure had to be undertaken, but the general consensus was that the proposal was in the best interests of the school and represented the only sustainable means of securing the long-term viability of the school. Despite this, a number of concerns were raised, in particular, amongst those who opposed the proposed closure of the School. Three predominant areas of concern emerged through the consultation and have been/are being addressed as follows:
- **Communication** – a number of respondents felt that the proposal to close the Ockley site had been planned far in advance of the initiation of the consultation process and concern was expressed about the perceived “late notice” provided to the community about the proposal. Whilst it is true that the financial viability of the school has been an ongoing concern for some time, the necessity of closing one of the sites to maintain sustainability only came into evidence relatively recently (in November 2016), when other potential avenues (e.g. seeking supplementary funding) had been exhausted. This has been confirmed by SCC officers who have been working with the school on financial planning. It is felt that the commencement of informal consultation on the matter at hand in January 2017 represents an appropriately timed reaction.
 - **Impact on Ockley Village** – a number of respondents were concerned about the detrimental impact that the closure of the Ockley school base would have on the ongoing vibrancy of the village, particularly with respect to its appeal to younger families and also in light of the recent closure of other public amenities. Whilst the School's Governing Body is sympathetic to this concern, the financial modelling undertaken to inform the proposal clearly shows that failure to close one of the school sites would place the school into an ongoing deficit position and threaten the viability of the school as a whole, thereby making the area as a whole less appealing to young families than it would be by just closing the Ockley Village site. With a school base retained in Capel, young families will still have a school site within reasonable distance to home. Allied with this concern, a number of respondents question whether there were any formal plans for the Ockley site, if it were to be no longer utilised as a School. Whilst the Diocese is awaiting the outcome of the decision on the closure of the Ockley base in advance of formulating formal plans in this respect, it would certainly be open to engaging with members of the local community in respect of any suggestions that they may have for its future use. Since SCC also owns a portion of the site, it would necessarily be party to any discussions regarding the site's future use.
 - **Implications for Consolidated Site** – a number of respondents also expressed concerns with respect to the viability of the new school even if the Ockley site were to be closed. Whilst no guarantees can be made with

respect to *any* school's ongoing viability, the detailed financial modelling that has been undertaken does show that the school can remain operational, with an enhanced educational offer, on the basis of the broadly consistent pupil forecasts for the South Mole Valley area. A number of respondents were also concerned about the implications of additional traffic to the Capel site as a result of the implementation of this proposal. Whilst consolidation on a single site would inevitably mean increased traffic at school drop off / pick up times, as a 1FE Infant School, the overall traffic would still be significantly less than the majority of schools in the County. This fact notwithstanding, the school is in the process of formulating an updated Travel Plan to take account of the increased traffic movement and consider how this may be mitigated.

17. A full summary of the feedback from the formal stage of the consultation process is appended to this report as Annex 3. It should also be noted that the Council received a petition opposing the closure of the Ockley base in March 2017 (item 2c). This petition had received 123 signatures. However, as the petition was formulated in advance of the commencement of the formal consultation process, the Governing Body had not yet had a chance to fully address the concerns that underpinned the petition through the consultation process and at the consultation evening in particular. The fact that the responses to the formal consultation were largely in support of the proposed closure and did not indicate as significant a level of opposition as would seem to be indicated by the number of signatories to the petition would seem to indicate a "change in mood" among the local community

RISK MANAGEMENT AND IMPLICATIONS:

18. If the consolidation on the Capel site were to be approved, there is the possibility that this would require building works to enhance the capacity of the site. There would naturally be risks associated with any such building project and the school would employ suitably qualified consultants to maintain a Risk Register in this respect. As this project would not be financed by SCC, these risks would be entirely for the school's Governing Body and/or the Diocese of Guildford to manage.

Financial and Value for Money Implications

19. The financial implications of reducing pupil numbers and the options considered are outlined in paragraphs 6 and 7 of the report.
20. If the closure of the Ockley site were to be approved this would necessitate the removal of split site funding for the school. This fact has been taken account of in the school's financial modelling which is appended as Annex 2. Schools Forum has agreed to a transition arrangement, whereby the School would receive half of this allocation for the 2017/18 academic year with full removal of this grant from September 2018 onwards. This offer may require Department for Education approval.
21. The County Council is required to provide home-to-school transport where a child attends their nearest school and the safe walking distance exceeds two miles (for pupils up to the age of eight). At present, the assessment of "nearest school" is taken as the nearest of either of the Ockley or Capel sites and the assessment of distance to school is taken as the distance from the pupils home to the site which they attend. If the proposal to close the Ockley

site were to be approved by the Council, both assessments would be made on the basis of the Capel site in relation to future eligibility decisions for new pupils; the nearest school assessment would continue to be based on both sites for students who joined the school prior to the decision. In terms of the assessment of “nearest school”, this would be unlikely to have any impact on parents living in Ockley, for whom Scott Broadwood would likely remain the closest in this respect. However, whilst the Council cannot pre-empt the outcome of individual assessments there is the potential that Ockley parents would become eligible for home-to-school transport to Scott Broadwood (as the nearest school), if the Ockley site were to be closed. Whilst the Council cannot forecast precisely how many parents may take up such an offer, it is not expected that any uptake would exceed that which could be accommodated within a standard minibus. A high-level estimate of this cost has been provided by the Admissions and Transport Team, which equates to £26,600 per annum. However, it should be noted that, whilst four pupils have been relocated to the Capel site from Ockley, no applications for home-to-school transport have yet been received. As such, it is plausible that uptake would not materialise (or otherwise remain low) in future. Consequently, the aforementioned cost should be treated as a higher-end estimate of what might be expected.

Section 151 Officer Commentary

22. The main driver for this site closure is the reducing pupil numbers across the two school sites. As a result the operating model based on two school sites is not financially viable or sustainable. By consolidating the school on a single site, efficiencies can be achieved and the operating model is more sustainable, assuming pupil numbers do not continue to reduce.

Legal Implications – Monitoring Officer

Pre-consultation

23. There is a clear expectation in public law that public bodies should carry out a consultation process whenever considering making significant changes to service provision, particularly including the closure of any resources. There is a statutory requirement for consultation in this context as set out in the School Organisation Maintained Schools Guidance for Proposers and Decision Makers dated April 2016.
24. As it is proposed to close one of Scott Broadwood C of E Infant School’s sites, the statutory procedure described in The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 has been followed.

Post-consultation

25. In considering this report, the Leader must give due regard to the results of the consultation, as set out above and in Annex 3, and the response of the Governing Body to the consultation comments and conscientiously take these matters into account when making its final decision.

Best Value Duty

26. The best value duty is contained in s3 of the Local Government Act 1999 as a result of which the Council is under a duty to make arrangements to secure continuous improvement in the way in which functions are exercised, having regard to a combination of economy, efficiency and effectiveness. The relevant guidance states that Councils should consider overall value, including economic, environmental and social value when reviewing service provision.

Equalities and Diversity

27. The closure of the Ockley site will not create any issues that would require the production of an Equality Impact Assessment (EIA), as no group with protected characteristics will be disproportionately adversely affected as a consequence of its approval, or otherwise.
28. The Capel school building complies with Disability Discrimination Act (DDA) regulations.
29. Under the proposed consolidation on the Capel site, admission to Year R would continue to be based on the current admission arrangements for Scott Broadwood C of E Infant School. The admissions arrangements give the highest priority to Looked After Children and those with exceptional medical or social needs, thus supporting provision for the county's most vulnerable children. Priority is then given (in order) to those who are siblings of current pupils and those living in the ecclesiastical parishes of Capel, Ockley, Oakwood Hill, Forest Green and Coldharbour (with priority given to Churchgoers). Remaining applicants are then sorted on the basis of distance from home to school. These admissions criteria are fully compliant with the Schools Admissions Code.

Corporate Parenting/Looked After Children implications

30. This proposal does not have an impact on the overall supply of places in the South Mole Valley area. The improved educational offer that the school has planned in the one-site scenario would have the capacity to improve outcomes for any Looked After Children that attended the school.

Climate change/carbon emissions implications

31. The likely increase in traffic movements as a consequence of this proposal has the potential to increase carbon emissions. In order to mitigate this, the School's Governing Body are formulating a revised and updated School Travel Plan, which will seek to encourage more sustainable modes of transport.

WHAT HAPPENS NEXT:

32. Subject to approval of this report's recommendations by the Leader of the Council, the Governing Body of Scott Broadwood C of E Infant School would be required to implement the closure of the Ockley site and consolidation on the Capel site. This would be intended for full implementation from September 2017.

Contact Officer:

Oliver Gill, School Commissioning Officer, Tel: 020 8541 7383

Consulted:

Scott Broadwood C Of E Infant School Governing Body
Diocese of Guildford
Parents of pupils attending the school
Local residents
Local schools
Liz Mills, Assistant Director for Schools and Learning
Helyn Clack, Local County Council Member for Dorking Rural
Mole Valley Council
Unions
School Admissions Forum

Annexes:

Annex 1 – Scott Broadwood C of E Infant School Statutory Notice (Full)
Annex 2 – Financial Models
Annex 3 – Summary of Consultation Feedback
Annex 4 – Ockley Site Plan
Annex 5 – Capel Site Plan

Sources/background papers:

- Scott Broadwood C of E Infant School Consultation Document
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PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS:

Notice is given in accordance with section 19(3) of the Education and Inspections Act 2006, as amended by the Education Act 2011, that the Governing Body of Scott-Broadwood C of E Infant School intends to make a significant change to **Scott-Broadwood C of E Infant School, The Street, Capel, Dorking, Surrey RH5 5JX.**

In respect of a Governing Body Proposal: School and governing body's details

1. The name, address and category of the school for which the governing body are publishing the proposals.

Scott-Broadwood C of E Infant School (VA), The Street, Capel, Dorking, Surrey RH5 5JX and The Green, Ockley, Dorking, Surrey RH5 5TR

In respect of an LEA Proposal: School and local education authority details

1. The name, address and category of the school.

N/A

Implementation and any proposed stages for implementation

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

From September 2017, it is proposed to consolidate Scott Broadwood C of E Infant on one site, through the closure of the Ockley site and relocation of the classes currently based there to the Capel site.

Objections and comments

3. A statement explaining the procedure for making representations, including —
- (a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), by which objections or comments should be sent to the local education authority; and
 - (b) the address of the authority to which objections or comments should be sent.

This is a four week (term-time) consultation, which begins on Monday 13 March 2017 and concludes at midday on Monday 24 April 2017. Any person may object to or make

comments on the proposals by sending representations to:

School Office, Scott-Broadwood C of E Infant School, The Street, Capel, Dorking, Surrey RH5 5JX **or**

The Green, Ockley, Dorking, Surrey RH5 5TR

Alternatively, representations can be made by email to:

consultation@sbinfant.uk

The consultation can also be accessed on the school's website:

<http://www.scott-broadwood.surrey.sch.uk/>

Alteration description

4. A description of the proposed alteration and, in the case of special school proposals, a description of the current special needs provision.

To close the Ockley site of Scott Broadwood C of E Infant School and relocate all pupils to the Capel site, with effect from September 2017. Should the proposal succeed, works would be carried out at the Capel site to ensure a high quality learning environment for current and future pupils.

School capacity

5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

- (a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

Scott Broadwood is presently a 120-place Infant School, with 40 places per year, from Year R to Year 2. The capacity of the school would remain unchanged under this proposal.

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

The current Published Admission Number (PAN) for the school is 40. The school's PAN would remain unchanged under this proposal.

- (c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

The relocation of pupils from Ockley to Capel would be undertaken in a single stage, with effect from September 2017.

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

N/A

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

There are currently 62 pupils on roll at Scott Broadwood C of E Infant School. Of these, 17 pupils are presently enrolled on the Ockley site. 10 are currently in Year 1 and would, therefore, be subject to relocation, if this proposal were to proceed.

Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

The statutory proposal, including the commissioning of any capital works to the Capel site, would be implemented by the Governing Body of Scott Broadwood C of E Infant School.

Additional Site

7.— (1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

No additional site is required in order to facilitate these proposals.

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

N/A

Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

N/A

(a) the arrangements for safeguarding the welfare of children at the school;

N/A

(b) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

N/A

(c) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

N/A

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

(a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

N/A

(b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

N/A

Transfer to new site

9. Where the proposals are to transfer a school to a new site the following information—

(a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

Under this proposal, all pupils presently enrolled at the Ockley site would be relocated to the Capel site. The addresses of the two sites are provided below:

- Ockley Site – The Green, Ockley, Surrey RH5 5TR
- Capel Site – The Street, Capel, Dorking, Surrey RH5 5JX

(b) the distance between the proposed and current site;

The Ockley site is located 1.98 miles from the Capel site.

(c) the reason for the choice of proposed site;

The rationale for consolidating at the Capel site

Careful consideration has been given to both Ockley and Capel as the site of the consolidated school.

- The Capel site better suits the geographical spread of the current pupils.
- The Capel site is able to accommodate three classes in its present state.
- The Capel site has more outside area within its grounds.
- The Capel site is more energy efficient than the Ockley site.
- The Capel site is more modern and more equipped for school life.
- The Capel site has a separate canteen area which could accommodate all our pupils.
- The Capel site has more toilets for pupils and adults.
- The Capel site has greater capacity for re-allocation of space for learning and administration should it prove necessary.
- The Capel site allows pupil and staff easy access to the local Church.
- In collaboration with Capel Pre-School, wrap around care (breakfast club and after school club) is available at the Capel site and this is an important consideration for a number of current and future parents from both villages
- The Ockley site has listed building status and hence any required alterations, if approved, would take longer to complete.

- The Ockley site provides easy access to the Green for OTO (Out in the Open) learning.
- The Ockley site has plenty of parking.

To provide the ideal learning environment, our building consultants have looked at both sites and indicated that the required alterations to the Ockley site would be considerably greater, cost considerably more and take considerably longer than any alterations to the Capel site.

(d) the accessibility of the proposed site or sites;

The Capel site is an established school site, with a suitable level of accessibility in this respect.

(e) the proposed arrangements for transport of pupils to the school on its new site; and

Statutory entitlement to transport assistance for pupils currently attending the Ockley site may be affected by this proposal. The transport arrangements for the school will be in accordance with Surrey County Council's current Home to School Transport Policy.

- (f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

The School Travel Plan would be updated to reflect any change in arrangements arising out of the implementation of this proposal. This would include consideration of the need to promote sustainable transport solutions, wherever possible. As there will be no requirement to travel between sites during the school day, specifically curricular-related travel would be reduced as a consequence of this proposal.

Objectives

10. The objectives of the proposals.

Governors have identified that the short term quality of education for the children, and the long-term sustainability of the whole school is threatened if the current model is maintained. Considerable time and effort has been spent exploring all options. The clear conclusion is that consolidating onto one site is the only viable plan.

The benefits of such a decision are two-fold. Firstly we ease the short and medium term financial pressures, protecting the quality of provision in the short-term, whilst securing the long term sustainability of infant schooling in the area. Secondly, relieving the financial pressure will also allow us to continue to develop our capacity for improvements, delivering significant benefits for both the children and the staff.

The financial case for consolidation

Providing a high quality village infant school education has always been challenging and the creation of Scott-Broadwood in 1995 was done to protect the provision in Ockley and Capel where both schools were facing closure, along with other infant schools in the area.

The first indication of severe financial difficulties occurred in autumn 2013, following a low Reception intake. Since then, the Governors have undertaken a wide range of measures to try to preserve the status quo of a two-base model, despite which an increasingly challenging financial picture has emerged. These measures include, but are not limited to:

- Ongoing review of all staffing and administration e.g. reduction in Teaching Assistants, reduction in bursar & admin hours
- Ongoing reductions in budgets for resources, training and administrative supplies.
- A sponsorship programme aimed at all local businesses in Capel and Ockley inviting ongoing financial assistance. Unfortunately, this was not as well supported as hoped and raised only £2,250 from one-off donations.
- A three year support package worth £8,000 per year from the Parochial Church Council in Capel and the School House Trustees in Ockley. This has now finished.

We recognise and are extremely grateful for the efforts of the communities, the Friends and the Governors for their fundraising activities and donations. This extra income has

allowed us to enhance the education of our children but it is not a sustainable source of income which can be relied upon year after year and, as such, cannot form part of the core budget.

Further to this,

- The Diocese of Guildford has confirmed that there is no emergency funding available to support the day-to-day running of the school from either the Diocese or Surrey County Council.
- In our current two base format, we benefit from a split site subsidy; the future National Funding Formula changes the basis on which schools are funded and the future of this amount and the criteria on which it may be distributed is unclear.

The Governors have explored and costed many different scenarios, including different year groups at each site, part-time teachers shared across both sites, a classroom-based Headteacher, closing one site, mixing key-stages within classes as well as maintaining the current two base model and have concluded that:

- To preserve the status-quo of a two base school staffed to deliver a high quality education in line with our vision and giving the capacity to improve would require over 90 children on roll.
- The costs of maintaining and running the buildings over both sites (dual broadband fees, caretakers, ground maintenance costs, photocopier contracts, cleaners, telephone line rentals etc) are diverting essential funds from the investment that should be made in teaching staff, training and resources.
- The desire to preserve the two base status-quo has led to cost cutting measures that compromise the school’s capacity for improvement and ability to deliver its vision.
- The current situation where ensuring sufficient staffing at each site is a daily challenge has placed a significant burden on the staff, which, if not resolved, will begin to impact on their welfare and their ability to deliver a high-quality education to all our pupils.
- Delivery of equality of provision across both sites has led to duplication and therefore a decrease in the breadth of training, resources and skills needed to further accelerate the progress of our pupils.

The financial models compare the cost of running with different models for one full year.

model	full year budget surplus/ (deficit)*
maintaining status-quo	-£24k
sustainable two base model	-£99k
sustainable one base model	+£10k

*figures based on Feb17 budget letter for Oct'16 census of 67 children

Therefore, the Governors have concluded that we are in the unfortunate position where the only sustainable option available to us to preserve and increase our capacity to deliver high quality education is to significantly reduce our outgoings. This can only be achieved by consolidating onto one site and remodelling our staffing structure accordingly. As the above table demonstrates, to offer the same quality of provision that the proposed one site model would deliver across two sites, would actually require an increase in funding of approximately £100k to secure more staff. Clearly, given the current financial situation of the school and the national picture of diminishing education budgets, this is impossible to deliver long-term.

The Educational case for consolidation

Whilst we recognise this represents a big change for many families, and indeed the village of Ockley, our priority has been, and always will be to maintain and preserve the best possible quality of education for the children in our care, both now and in the future.

Leadership and management

Because of the budget constraints staffing has been streamlined as much as possible. There are no further cuts that can be made without creating safeguarding issues and impacting the education of the children and the welfare of the staff. Consolidating will give us greater flexibility to manage staff to deliver excellent provision for the children whilst having a positive impact on staff morale. For example:

- The Headteacher will have more time to spend with staff and pupils. This will allow much more productive use of her time and expertise in order to achieve the vision of the school, enabling her to deliver her role as a strategic leader.
- Capacity for leaders to drive improvements in all areas will be increased
 - Subject leaders can more effectively monitor teaching and learning across all classes
 - Senior Leadership Team meetings can happen regularly in school time
 - Staff can meet formally and informally to share expertise, ideas and planning
 - Teaching Assistant meetings can be held regularly to facilitate training and skills sharing
 - Peer to Peer training and support can occur within the school day without impacting on children's safety and learning

An improved work-life balance for all staff will be possible.

In order to provide an equivalent standard of education at both bases, staff have to travel between sites to plan and moderate together, or miss their joint planning time. On one site, all staff will be available to collaborate and support each other both formally and informally.

The huge amount of time taken up every day with managing staff and resources between the bases will be removed, allowing staff to concentrate entirely on providing an outstanding education to the children. The school's capacity for improvement will accelerate.

To match the capacity for improvement that a one site model would afford us,

would necessitate an increase in staffing levels over two sites. This is not affordable.

Quality of Teaching, Learning and Assessment

High quality teaching and learning has always been of paramount importance to our school, and will remain so. We need to ensure this can be sustained and our staff remain motivated so that our capacity for improvement is strengthened. Were we not to consolidate, our staffing levels would be even further stretched causing significant detrimental impact on the children and their education. The benefits of consolidation include:-

- With no need for duplication of resources, a wider range of higher quality curriculum resources and materials for the benefit of our pupils and staff could be provided.
- All staff will be available to support each other and the children, for example:
 - The Emotional Literacy Support Assistant (ELSA) will be able to support any pupil as appropriate
 - Speech and Language (SALT) expertise can be shared with all children who need it
 - Children can be grouped together in different ways to facilitate intervention groups for support and additional challenge

Subject leaders will be able to do their job efficiently, ensuring consistent subject teaching across all classes and checking both cohort and individual progress.

Newer staff will be supported by those with more experience.

Increased capacity to deliver interventions without impacting on staffing levels in classes.

Personal development, behaviour and welfare

Parents value the small nurturing environment provided at each base. This forms a core part of the aims and ethos our school vision. We will ensure this continues to be delivered whilst preserving the long-term future of our school.

- All pupils will be familiar to all staff, thereby increasing opportunities for targeted interventions to accelerate learning.
- Staff will work together to support children and families.
- Parents will continue to be welcomed into school at the beginning of the school day, and during the day to support children's learning.
- Whilst still being a small school, consolidation onto one base will give each child a sense of belonging to a larger cohort and the opportunity to socialise with a wider range of children in preparation for their junior school experience.

Outcomes for pupils

Outcomes for pupils and quality of provision remain the highest priority for all staff in the school. Providing appropriate levels of good quality, highly-skilled and motivated

staff is at the core of our proposal.

- Duplication of staff roles and expertise will no longer be required and all children will benefit from the specialist/ knowledge, talents & experience of individual members of staff.
- Specialist staff will no longer need to travel between sites and therefore be more productive and effective. This will, in particular, lead to better support for children with Special Educational Needs.
- All pupils will be familiar to all staff, thereby increasing opportunities for targeted interventions to accelerate learning.
- Consolidation on one site will allow children of similar ability across classes to come together for targeted interventions to increase attainment.

This proposal does not have a detrimental affect other local schools.

Consultation

- 11.** Evidence of the consultation before the proposals were published including—
- (a) a list of persons who were consulted;
 - (b) minutes of all public consultation meetings;
 - (c) the views of the persons consulted;
 - (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
 - (e) copies of all consultation documents and a statement on how these documents were made available.

The Governing Body of Scott-Broadwood C of E Infant School, conducted an informal consultation on the proposals between 18 January 2017 and 12 March 2017. Key stakeholders were made aware of this process, inclusive of parents/carers of children attending Scott-Broadwood C of E Infant School; employees and Governors of the school; the Diocese of Guildford; relevant unions; other local schools; local borough and county councillors; and the School Admissions Forum. In addition, a public meeting was held on 18 January 2017.

Project costs

12. A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

The cost of the proposed project would be funded entirely by the Governing Body of Scott Broadwood C of E Infant School and the Diocese of Guildford.

13. A copy of confirmation from the Secretary of State and/or local education authority that funds will be made available (including costs to cover any necessary site purchase).

N/A

Age range

14. Where the proposals relate to a change in age range, the current age range for the school.

N/A

Early years provision

15. Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

N/A

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

N/A

- (c) evidence of parental demand for additional provision of early years provision;

N/A

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

N/A

- (e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

N/A

Changes to sixth form provision

16. (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities for 16-19 year olds in the area;

N/A

(b) A statement as to how the new places will fit within the 16-19 organisation in an area;

N/A

(c) Evidence —

- (i) of the local collaboration in drawing up the proposals; and
- (ii) that the proposals are likely to lead to higher standards and better progression at the school;

N/A

(d) The proposed number of sixth form places to be provided.

N/A

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

N/A

Special educational needs

18. Where the proposals are to establish or change provision for special educational needs—

- (a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

The proposal will not change arrangements for pupils with Special Educational Needs.

- (b) any additional specialist features will be provided;

N/A

- (c) the proposed numbers of pupils for which the provision is to be made;

N/A

(d) details of how the provision will be funded;

N/A

(e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

N/A

(f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

N/A

(g) the location of the provision if it is not to be established on the existing site of the school;

N/A

(h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

N/A

(i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

N/A

19. Where the proposals are to discontinue provision for special educational needs—

(a) details of alternative provision for pupils for whom the provision is currently made;

N/A

(b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

N/A

(c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

N/A

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

N/A

20. Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

N/A

Sex of pupils

21. Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single sex-education in the area;

N/A

- (b) evidence of local demand for single-sex education; and

N/A

- (c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

N/A

22. Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

N/A

(b) evidence of local demand for single-sex education.

N/A

Extended services

23. If the proposed alterations affect the provision of the school’s extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

The proposal will not have a negative impact on the provision of the school’s extended services.

Need or demand for additional places

24. If the proposals involve adding places—

(a) a statement and supporting evidence of the need or demand for the particular places in the area;

N/A

(b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

N/A

(c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

N/A

25. If the proposals involve removing places—

(a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

N/A

(b) a statement on the local capacity to accommodate displaced pupils.

N/A

Expansion of successful and popular schools

25A. (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

(a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

N/A

Scott-Broadwood C of E Infant School: Scenario Planning with funding for year 2017-18

post budget letter

	Draft Budget 2017-18	Proposed Budget with one site only for entire financial year	Proposed Budget to run 2 sites viably and sustainably for entire financial year
	£	£	£
TOTAL - Pupil Focused Revenue Funding & Income	490,963	419,118	490,963
PUPIL FOCUSED REVENUE EXPENDITURE			
Staffing			
Staffing Costs	367,899	293,084	438,262
Indirect Employee Expenses	7,838	6,244	7,838
Development & Training	3,352	2,670	3,987
Supply Teaching Insurance	4,495	4,495	4,495
TOTAL STAFFING	383,583	306,493	454,581
Premises			
Building Maintenance & Improvement	12,120	10,000	15,000
Grounds Maintenance & Improvement	1,893	946	1,893
Cleaning & Caretaking	4,032	1,000	4,032
Water & Sewerage	1,527	1,069	1,527
Energy	8,322	5,826	10,000
Rates	5,647	2,824	5,647
Other Occupation Costs	2,060	1,030	2,060
TOTAL PREMISES	35,602	22,695	40,159
Supplies & Services			
Learning Resources (NOT ICT equipment)	12,835	7,912	12,835
ICT Learning Resources	23,669	16,568	23,669
Administrative Supplies	8,050	7,245	10,050
Special Facilities	2,800	2,800	2,800
Catering Supplies	20,835	20,835	20,835
Agency Supply Teaching Staff	9,600	6,720	6,720
Brought In Professional Services - Other	17,989	17,989	17,989
TOTAL SUPPLIES & SERVICES	95,778	80,069	94,898
TOTAL - Pupil Focused Revenue Expenditure	514,963	409,256	589,638
In-Year Surplus or Deficit	-24,000	9,862	-98,675

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Scott-Broadwood (SB)

Notes from Formal Consultation Meeting

22nd March 2017, 7:30pm at Ashcombe School

Michael Hall (MH) - Deputy Director for Guildford Diocese & Chair of Meeting

Susan Muat (SM) - Headteacher at SB

Alex Cliff (AC) - Chair of Governors at SB

Wendy Reed (WR) - Vice Chair of Governors at SB

Claire Hope (CR) - Bursar at SB

Oliver Gill (OG) - School Commissioning Officer for South East Surrey

MH opened the meeting by introducing the above and thanking everyone for attending. Reverend Liz Richardson led a short prayer and a minute's silence in remembrance of all those affected by the incident in London.

AC introduced herself and Wendy and explained her previous success in taking Powell Corderoy from Requires Improvement to Good. She explained the process that had been followed by Governors leading up to the formal consultation process and explained that Governor's needed to look at mid- to long-term solutions that offered sustainability for the school. She added that during this process, although there had been a number of well-thought-out short-term solutions presented by the Parent Action Group (PAG) there had not been any proposals put forward for the long-term sustainability of a two-base solution.

CH explained how heartbreaking staff and Governors found the proposals they were making and explained how this is a situation facing many schools in the present financial climate. The impact of reduced funding has resulted in the school paring down costs as much as possible. Consequently, bursar hours were reduced and while over the past two years, we have had children with statements and funding for adults to support them, this year, we have none. This leaves the school with fewer adults to cope with the challenge of operating over two bases and staff are stretched to the limit. Fewer children than expected joined Reception in Ockley in September and the figures from Surrey show that there is a surplus of school spaces in the area. Therefore, the the vision, the ethos and the values and how to provide the best education to our pupils. The two proposals deliver the same standard of education, facilities and staff to our pupils, the only difference is whether it is delivered over one base or two. The one base solution leaves us with a £10k surplus, the two base solution leaves us with a £99k deficit. Governors have chosen to follow the most financially viable solution, hence this consultation process.

OG explained the forecast figures for the PAN numbers looking forward and highlighted the surplus places found in the South Mole Valley quadrant. He explained how most areas look to run a 5% surplus to allow for transfers, in-year movement of pupils and some element of parental choice. South Mole Valley are, on average, running a surplus of 25%, much higher and something that will need to be considered going forward. He responded to a question from the previous informal meeting.

Q: Would there be surplus coming up from West Sussex?

OG answered that West Sussex was aiming to provide for all pupils in their county as local provision was expanding.

He expanded on the formal process being followed, explaining there was a requirement for a four-week consultation process, but that ours was longer as we were taking into account the Easter holidays in the middle of the process. He explained the final date of the formal consultation was 24th April. He also explained that due to Scott-Broadwood School being a Diocesan school the

proposal had to be made by Governors and then the decision would be made by the local council. He reminded people that it was important for the Local Authority to remain impartial in the process. The Leader would be making their decision on 29th May. He added that any building works that were needed following the decision would be separate to this process.

SM shared her vision for Scott-Broadwood: a school which is a small, nurturing environment that is aiming to be outstanding. In order for this to be achieved there needs to be capacity to improve to work towards this.

What stays the same?

- The Christian ethos and values of the school remain the same and they link to the British values we uphold.
- High expectations of pupils from staff.
- The commitment of the staff and the Governors of the school who frequently go beyond what is expected of them to support the learning and progress of the children.
- Partnership with parents will stay the same with parents being encouraged and invited to come in at the start of the school day to help settle children in class.
- Will still be a small, village school.
- Children will be at the centre of all decisions and improvements.
- A prospective parent who had chosen to come to Ockley asked to visit Capel base and commented that it was clear to see that the same ethos was carried throughout the school.

What will change?

Outcome for pupils:

- a greater ability to help them develop the holistic child
- expertise is more easily shared and experienced by all children
- challenge for the more able can be increased
- staff time will be used more productively
- one-to-one support will be available on-site much more easily

Quality of teaching, learning and assessment:

- not splitting resources across two bases will lead to higher quality and wider range of resources available for children and staff to access and use
- permanently available specialist skills will improve the teaching and learning
- varied learning groups will be possible offering greater flexibility to target specific groups of pupils
- support for new staff
- monitoring progress across the key stages and planning for next steps will be easier
- TA interventions will no longer be split between two sites

Personal development/behaviour and welfare:

- still a small, nurturing environment that it is known and acknowledged to be in the wider local community
- larger cohort of children within the school - this helps with greater socialisation as children need to learn to mix well
- this will help with the transition to bigger schools as they move on in education
- there is greater choice of friendship groups with bigger numbers
- familiarity of staff and children will increase leading to staff knowing all their children in depth and being able to offer the support they need as individuals
- managing behaviour is easier as all staff are on one base and there can be one clear message for all
- ELSA will be more available for all as she is currently based at Capel

Capacity to drive improvement:

- With many roles to fulfil it will be easier for the Head as she will be in one place and will be far more able to drive improvements
- CPD is easier to arrange and allow time for

- The greater capacity of time will allow for more focus on marketing, PR and communication
- Leadership in all its manifestations including Governors, SLT, Subject leaders, training, collaboration, peer-to-peer support, meetings with external agencies is all more achievable on one base
- staff welfare will be hugely improved
- the learning environment itself can be improved as resources are not being stretched across two bases

Why Capel?:

- there are already three separate classroom areas
- another classroom at Ockley would cost a great deal and there are concerns about getting planning permission for it
- Ockley has a beautiful outside space beyond the immediate grounds of the school and it will be much missed but the immediate outside space for children is greater at Capel
- There is a larger canteen/hall
- There are ample toilet facilities for the number of children in the school at Capel already
- There is greater capacity for reallocation of space at Capel
- wrap-around care is provided by Capel Pre-school
- There is easy access to the church, just across the road, whereas accessing St Margaret's from the Ockley base meant a coach being organised, however SM has already explored maintaining a contact with St Margaret's church as an important part of our local community and one for the children to know and visit

To recap:

We will have the capacity to be the best that we can be.

MH explained there was more detail given here in support of the consultation document. He reminded people that if a question could not be answered here tonight that they would be answered following the meeting. He then opened the meeting to questions from the floor.

Q - In the event the Ockley site closes, how many students will be directly affected by the closure?

(SM/CH) There are seven children due to be in Ockley after the Easter holidays. We held a meeting with parents of Beech class this morning to discuss the best way forward for the class. We discussed the children and their needs and the parents delivered a majority vote to move their children to Capel after Easter. It is likely that 5 children (1 child in Y1 and 4 in Y2) will move over to Capel.

(AC) No-one anticipated this situation, but as a result of children leaving to go elsewhere, we were forced to reconsider the arrangements. We outlined the situation to the parents this morning and asked them to vote on the best way forward.

(MH) Groups can become too small for genuine interaction to be occurring.

An Ockley parent commented: If parents had heard the vision for the school before Christmas that some parents may have moved their children to Capel rather than found alternative places for them in other schools. They felt they had asked Governors for information and had not received any.

(MH) Governors get to a point where they have to make a decision. They don't want to set a hare running by talking about concerns too early until they are certain of their position. That was part of the reason for the informal process being followed prior to the formal consultation.

Comment: The school was identified as having severe financial difficulties in 2013, but the community only found out about it at the informal consultation meeting in February. Regulations state that Governors need to be open and to act with integrity and objectivity.

Q: In the 4 years since 2013 why has this not been shared with key stake holders?

(MH) A Governor who is not present has already spoken of actions taken by Governors at that time.

(CH) Explained that the coming financial year had taken a big hit as the school had now reached the end of a three-year agreement with the Capel PCC and the Ockley Trustees who both agreed to provide £4000 each per year for a three-year term.

Q: The trustees have not been asked to provide this money, but have said they are able to do so. Why have they not been asked?

(SM) Her understanding is that it was on the basis that the funding was matched by Capel PCC and they are not in a position to be able to do that so the Ockley Trustees have not been asked.

Q: So are you going to ignore the £4000.

Peter Bradley (current Governor and Ex-Chair of Governors): In 2013 the Governors were faced with putting in a deficit budget. There were urgent meetings in Autumn 2013 where it was understood there were dwindling numbers of children in the area. The Governors tried to set up a three-year support programme to keep both bases open and wanted to do all that we could to keep both bases open. What also made a difference and helped was a change in staffing and changes in the admin team that helped make savings. Lots of work was done to save money. Governors wrote to all the businesses in the local area of Capel and Ockley to ask for their help. They received a very disappointing response. Some Governors gave their own money to help preserve the school across both bases. They realised that things would not improve greatly if numbers did not improve.

Q: What happened to advertising?

(CH) A website costs £2500 to develop, due to the precarious financial situation, the school has not felt in a position to commit this money as it doesn't directly contribute to pupils' outcomes, and, as previously stated, there is no spare capacity in the staff which is needed to work with the developer.

Q: Why has it not come to the village as a community so we could come forward with solutions?

PB - As a community it is difficult if Ockley and Capel parents do not send their children to the school.

Q: In the 4 years you have not been to the community. Legislation states that you have to. It is not your school. You have excluded the community. I would like your views as to why it is a surprise?

PB - The material gap can not be solved by £500 from businesses. As soon as word is out that there are concerns over finances then people start to leave or not to come. Governors have done their utmost to make it work.

Q: Can the lights be kept on for a year to see what will happen?

(MH) The news from government today says that there needs to be a unit of over 250 children for the finance to work. Finances are such that schools need to come together to share facilities to survive tight budgetary times. Split site funding is no longer guaranteed in the National Funding Formula.. Surrey has been very supportive by maintaining this funding for longer than other counties. The National Funding Formula will be the same for all and schools will have to get on with it.

(SM) A response to this would be difficult at this time. She highlighted the strain that is currently felt by the staff due to the requirements of OFSTED, Governors and parents. She expressed the feeling that some staff would not be staying if both bases remained open.

Comment: I am surprised that West Sussex doesn't have more demand for places. I am amazed that there is not some sort of opportunity there. I can see it perfectly. But you as a school have a responsibility to the community. I would like to see some sort of bus service. Why are we not thinking of Horsham? We are resigned to the fact that it will close. I can't believe we will not have a

Rose Queen. I am saddened that the community will be let down, it won't have a central hub. The school keeps ideas being passed from one to another. In a way one can view this as grieving for the death of Ockley as a village. It will die without children. We have lost the Post Office, shops and the church will go. It will be the death knoll.

(MH) Welcomed the comment. The economics were that there needed to be sufficient children for there to be sufficient income. MH asked OG to explain more

(OG) Every local authority is looking to meet the demand it has for places including West Sussex. It is legally required to do so. If it is oversubscribed they can be sued. They need to make provision within their boundaries. It doesn't matter if there is a school metres over the border.

(MH) Linked to that we don't want young children travelling long distances to schools normally. There was a comment that there may be an opportunity for others to run it as a school.

Comment: Representative of Ockley Parish Council commented that they had a presentation on the situation and from his understanding the financial position was that the £418,000 was predicated on 67 children being in the school in September and on the census day. In October 2017 it is likely to be more like 45 children. This would affect the income for the following year. It would be closer to £135,000 and the following year closer to £116,000.

(CH) It is down to children on chairs on the October census day. This is a fragility of an infant school as it is only 3 years worth of children rather than an all-through primary school.

(AC) We have a huge journey ahead of us.

Q: Why has there not been more marketing?

(AC) Speaking from experience at another school last year was a low birth rate year despite fantastic marketing. Marketing isn't the reason why we are in this situation but it will help us get out of it - we must and we will market the school.

(CH) A one-site school means there is greater flexibility to deal with future challenges. If we are talking about deficit in 18/19, we will be in the same situation as all other infant schools. Other infant schools in the area are making drastic changes to the way they will run.

(MH) Confirms this. If you look at the percentage of budget that goes on staffing we know there are too many schools where staffing takes over 90% of the budget as staff gain experience and move up the pay scale and become more experienced. Some schools are as high as 96% expenditure on staffing. Schools that are doing well are looking at 81%-82% of their budget.

A parent with a child at Capel asked to make a comment: I am in Broadbridge Heath and I send my child to Capel. I wanted to say thanks for all your hard work.

Representative of Ockley Preschool commented that several parents had joined this year and they felt let down. They understood parking was a real issue at Capel?

(MH) parking at lots of primary schools is a concern and is not specific to Capel.

Q: Can you guarantee the survival of the school on one-site?

No, this is not a guarantee that any school can make.

Q: Are you saying amalgamation does not solve this?

(CH) Yes. We need you all to support us to get the numbers through the door. I know that some of you have chosen to take your children elsewhere during this process, but I would hope that you feel that the education your children received at Scott-Broadwood was good and worth talking about positively to other parents. We need everyone's help to get children on chairs because that is what will make the difference to us.

(AC) We have turned a corner and Susan's vision is amazing.

(SM) You asked can we guarantee survival? No. Some people have asked so why go through this? We want to try to preserve the option of a village school in our area.

(MH) Please appreciate the honesty of the responses you are getting tonight. It would be easy for people to go away from here and say the school is closing in a couple of years; that is not true and not the message to be shared.

Helen Clack - Mrs Muat shared her vision and I was stirred by it. It made me think about what is the right thing. I understand the grieving of Ockley community, I have seen other schools go through similar processes.

This has renewed my faith. We have to listen to that. As to what happens to the site, we will have to go through this process. I understand that it feels like it is becoming a dormitory village and also know about many events leading up to this. A community can come together with children. We must provide the best opportunities for children. The most important part of a child's education is the beginning of education. If they are taught well now they can survive later on. How we manage with a base in Ockley is what we have to think about later.

(MH) Use of site: The Diocese have already demonstrated their commitment to this. The Local Authority cannot provide any money for this process as it must remain impartial, but the Diocese has already incurred costs of over £1000 with legal people in this process. It is not looking to resolve any further queries with regard to the site until the decision is made. We want to look creatively at that with Ockley community. I can't come with promises. The Church of England is based on parishes. A parish school is part of that. There are currently only 6000 church schools. There used to be over 10,000.

SB has managed since 1995 and this is thanks to the Governors working hard.

Q: With regard to the budget for teachers, I am not well informed in the world of education. Is there a possibility for non-salaried teachers? I might be able to do something. Can you use someone who is not qualified?

(MH) In the independent sector yes you can. In state schools you have to have qualified teachers.

(AC) I just want to speak in support of our teachers. Our qualified teachers are the jewel in our crown.

Comment from a current parent. It was alluded to the stress the teachers have been under and I want to thank them for their efforts in keeping a calm teaching environment.

Teachers received a round of applause

(MH) It has been a torrid time in particular for Mrs Muat who has been spending endless hours and probably endless sleepless nights as a result of this process.

Mrs Muat received round of applause.

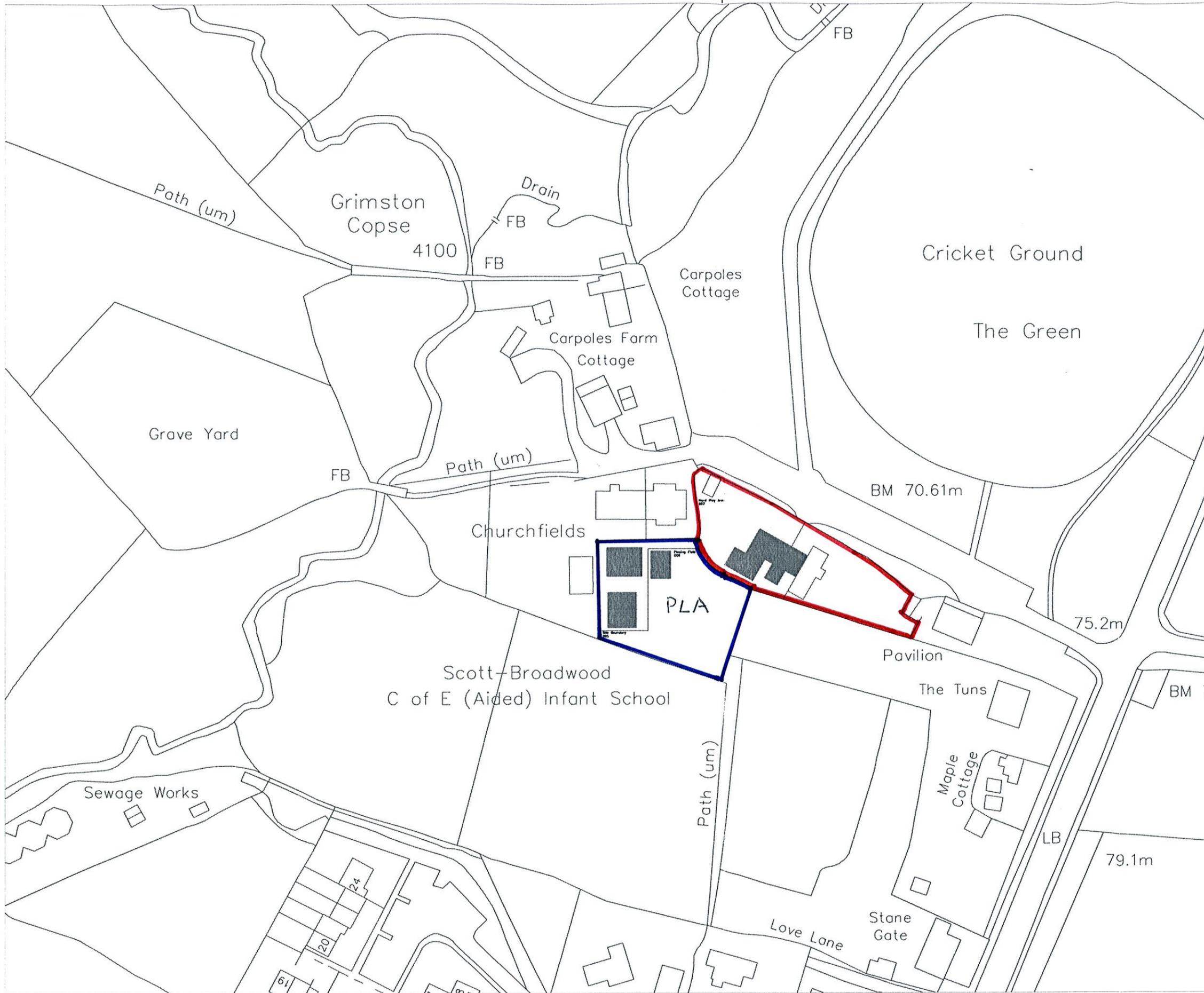
Q: Going back to the transport arrangements - if they are outside the distance is it calculated as the crow flies?

(OG) Yes

Helen Clack expressed a hope that if it was 1.98 miles there would be some leeway. Is there not a rule if there is not a walking route between?

(SM) Yes, there is not a safe route. We would be happy to work with parents to help put that forward.

(MH) Draws the meeting to a close and thanks everyone for their contributions. He asks people to take a sheet as they leave to respond whether for, against or neutral. Thanks for being here and for the passionate commitment we have seen. The meeting closed at 9:11pm.



Construction Management Unit
 County Hall
 Kingston upon Thames
 Surrey KT1 2DW

Scale: 1:500

Date: 25/09/2002

Location:
 Scott-Broadwood C of E (Aided)
 Infant School, Ockley

Title:
 1-500

Drawing No. 00691/01(2)

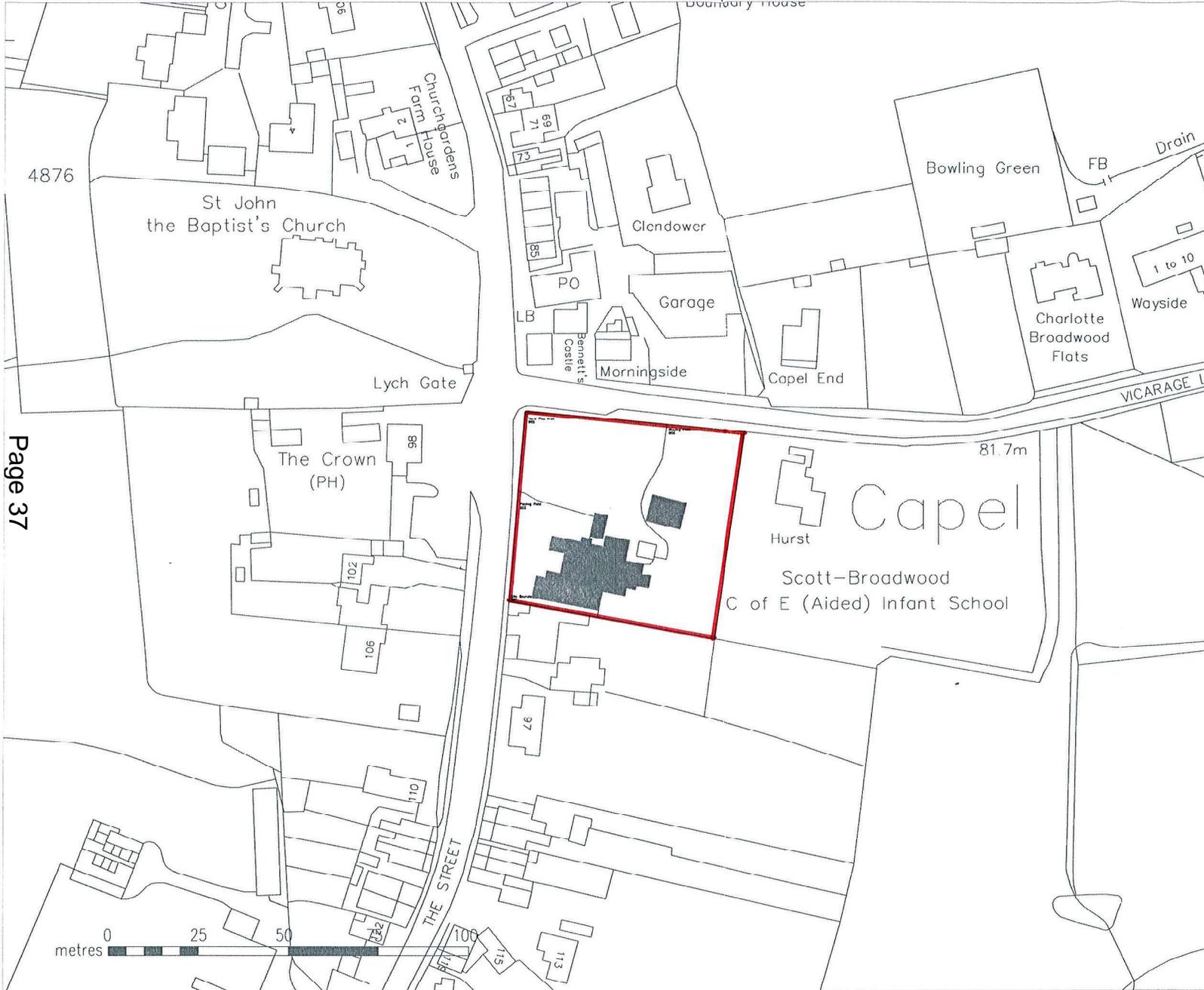
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