

**EDUCATION AND SKILLS BOARD 2016/17  
ACTIONS AND RECOMMENDATIONS TRACKER – 15 September 2016**

The recommendations tracker allows Board Members to monitor responses, actions and outcomes against their recommendations or requests for further action. The tracker is updated following each Board. Once an action has been achieved and reported to the Board it will be removed from the tracker.

<b>Date of meeting</b>	<b>Item</b>	<b>Ref:</b>	<b>Recommendations/Actions</b>	<b>Achieved/Outstanding?</b>	<b>Deadline/Progress Check</b>	<b>Responsible Cabinet Member/Member/Officer</b>
22 October 2015	<b>SEND Transport</b>	N/a	That the Board nominates its Wellbeing and Social Care sub-group to undertake a three-monthly progress check on delivery of the SEND programme and that health and school partners in the SEND programme are invited to meet with the sub-group.	<b>Achieved</b>  <b>Update 01/09/2016:</b> The terms of reference for a new cross-Board joint scrutiny task group focussed on scrutinising the delivery of the SEND 2020 Development Plan will be submitted to Council Overview Board for their September meeting.	July 2016	SEND Task Group
22 October 2015	<b>SEND Transport</b>	N/a	That the Chairman of the Resident Experience Board engages with the Customer Experience work-stream of the SEND programme, and reports back to the Education and Skills Board on progress.	<b>Achieved</b>  <b>Update 14/06/2016:</b> A review of the SEND Customer Service Excellence accreditation programme has been added to the Resident Experience Board's Forward Work Programme and a report will be returned to ESB in due course.	July 2016	The Chairman of the Resident Experience Board

Date of meeting	Item	Ref:	Recommendations/Actions	Achieved/Outstanding?	Deadline/Progress Check	Responsible Cabinet Member/Member/Officer
17 September 2015	<b>Funding Schools for Deprivation [Item 5]</b>	N/a	That officers proactively explore options with schools about how to best develop a collaborative alternative mechanism for targeting deprivation.	<p>N/A</p> <p><b>Update:</b> The new proposed National Funding Formula (which will be implemented in 2017) removes the right of the Local Authority control over deprivation funding.</p> <p>The Education &amp; Skills Board will receive a report outlining the impacts of the National Funding Formula when further information is available.</p>	July 2016	Assistant Director for Schools and Learning
17 September 2015 <del>14</del>	<b>Funding Schools for Deprivation [Item 5]</b>	N/a	That officers develop a strategy with schools to encourage families to register children for Free School Meals where eligible, in order to ensure schools are receiving the appropriate level of Pupil Premium funding.	<p><b>Achieved:</b></p> <p>A new automatic FSM checking service has been introduced and is provided by Babcock 4S has been agreed with Schools Forum. This will be funded by a portion of Schools budget.</p>	July 2016	Assistant Director for Schools and Learning
14 January 2016	<b>The Impact On The Local Education Authority Of The Academy Agenda [Item 7]</b>	ESB 01/2016	<p>The Board requests a further report from the council's school commissioners, with input from schools, on the results and outcomes of the 'academisation' process.</p> <p>The Board recommends that Officers compile a comparison of school results against the types and profiles of institution (i.e. Local Authority Maintained School, Academy, part of a Multi-Academy Trust).</p>	<p><b>Achieved</b></p> <p><b>Update 08/06/2016:</b> Officers have given the Board a workshop covering the topic of the future landscape of Surrey's schools.</p> <p>A further update on the future of education in Surrey is included in this agenda.</p>	July 2016	<p>Nicholas Smith, Schools Commissioning Officer</p> <p>Julie Stockdale, Head of School Commissioning</p>

Date of meeting	Item	Ref:	Recommendations/Actions	Achieved/Outstanding?	Deadline/Progress Check	Responsible Cabinet Member/Member/Officer
14 January 2016	<b>The Impact On The Local Education Authority Of The Academy Agenda [Item 7]</b>	ESB 02/2016	The Board also recommends that it receive a report on the council's ongoing strategy to maintain proactive involvement with education in Surrey in light of the shift towards 'academisation', including business plans for the provision of services, development of good governance, and consideration of how to develop Teaching Schools to maintain supply of high quality teachers to Academies in Surrey.	<b>Achieved</b>  <b>Update 08/06/2016:</b> Officers have given the Board a workshop covering the topic of the future landscape of Surrey's schools.  A further update on the future of education in Surrey is included in this agenda.	July 2016	Nicholas Smith, Schools Commissioning Officer  Julie Stockdale, Head of School Commissioning
14 January 2016 Page 15	<b>Henrietta Parker Trust Fund - Interim Report [Item 9]</b>	ESB 04/2016	The Board recommends to the Council Overview Board that it considers a request for Officers to: <ul style="list-style-type: none"> <li>• Collect details of the various local Trusts operating in Surrey into a single register indicating the level of council involvement in each one</li> <li>• Provide the details of relevant Trusts by area to the Chairmen of the Local Committees.</li> </ul>	<b>Achieved</b>  <b>Update 14/06/2016:</b> The Council Overview Board set up a Trust Fund Task Group on the back of this recommendation. The Task Group published it's findings report at the Council Overview Board meeting on 1 June 2016.	July 2016	The Council Overview Board

Date of meeting	Item	Ref:	Recommendations/Actions	Achieved/Outstanding?	Deadline/Progress Check	Responsible Cabinet Member/Member/Officer
19 April	<b>Henrietta Parker Trust – Update [Item 8]</b>	ESB 06/2016	For the Board to receive a progress report covering: <ul style="list-style-type: none"> <li>• further detail of the constitutional makeup of the Henrietta Parker Trust Management Board and any management structures created, and</li> <li>• results and activities of the Board since 19 April 2016.</li> </ul>	Outstanding  <b>Update:</b> A report is scheduled for the next meeting.	November 2016	Paul Hoffman, Principal, Community Learning and Skills
19 April	<b>SEND Transport Consultation Review [Item 9]</b>	ESB 07/2016	The Board requests to review the Parent Guide for SEND Transport.	Outstanding	September 2016	Sue Roch, Area Education Officer (South East)  Liz Mills, SEND Strategic Programme Lead
19 April	<b>SEND Transport Consultation Review [Item 9]</b>	ESB 08/2016	The Board requests a review of the methods and results of the consultation of the Parent Guide with parents and customers of SEND Transport.	Outstanding	September 2016	Sue Roch, Area Education Officer (South East)  Liz Mills, SEND Strategic Programme Lead
19 April	<b>SEND Transport Consultation Review [Item 9]</b>	ESB 09/2016	The Board also requests to review: <ul style="list-style-type: none"> <li>• SOS SEN's response to Surrey County Council's Pre &amp; Post 16 SEND Transport Policies;</li> <li>• Officers' responses to SOS SEN, and</li> <li>• Details on amendments to the Policies accordingly.</li> </ul>	Outstanding	September 2016	Sue Roch, Area Education Officer (South East)  Liz Mills, SEND Strategic Programme Lead

Date of meeting	Item	Ref:	Recommendations/Actions	Achieved/Outstanding?	Deadline/Progress Check	Responsible Cabinet Member/Member/Officer
8 June	Surrey Area Review [Item 7]	ESB 10/2016	Officers circulate the Employment and Skills Board initial submission document from March 2016 for the Board's reference.	<b>Achieved</b> <b>Update:</b> The initial submission document was circulated to the Board on Friday 2 September 2016.	September 2016	Frank Offer Marcus Robinson
8 June	Surrey Area Review [Item 7]	ESB 11/2016	Officers circulate the final Area Review report to the Board, upon publication in Summer 2016.	Outstanding <b>Update:</b> The publication of the Surrey Area Review report has been delayed until Autumn 2016. It will be circulated to the Education and Skills Board on publication.	November 2016	Frank Offer Marcus Robinson
8 June Page 17	Surrey Area Review [Item 7]	ESB 12/2016	That the Board, or a sub-group of the Board, works in conjunction with officers to gather additional information, post-review, to contribute to a comprehensive understanding of what skills the local employment market requires and how this can be matched by Surrey schools.	<b>Achieved</b> <b>Update:</b> An response was circulated to the Board on Friday 2 September	September 2016	Frank Offer Marcus Robinson
8 June	Surrey Area Review [Item 7]	ESB 13/2016	Officers encourage schools and Local Enterprise Partnerships to develop extensive, high quality work experience and apprenticeship programmes throughout Surrey that encourage flexibility, communication and teamwork skills. It was also suggested that officers report to the Board on what programmes are currently available, and details on uptake across the county.	<b>Achieved</b> <b>Update:</b> An response was circulated to the Board on Friday 2 September	September 2016	Frank Offer Marcus Robinson

Date of meeting	Item	Ref:	Recommendations/Actions	Achieved/Outstanding?	Deadline/Progress Check	Responsible Cabinet Member/Member/Officer
8 June	<b>Surrey Area Review [Item 7]</b>	ESB 14/2016	That Officers consider the how the development of work experience and apprenticeship programmes for pupils with SEND can help create a higher quality way of life for these students.	<b>Achieved</b>  <b>Update:</b> An response was circulated to the Board on Friday 2 September	September 2016	Frank Offer Marcus Robinson
8 June	<b>Procurement For Special Educational Needs And Disabilities Transport Services [Item 8]</b>	ESB 15/2016	The Procurement team report back to the Board in collaboration with the SEND team, in November 2016, in order to monitor progress made, as part of the proposed Parent Guide consultation review.	Outstanding  <b>Update:</b> A report is schedules for the next meeting.	November 2016	Procurement and SEND Teams
8 June Page 18	<b>Procurement For Special Educational Needs And Disabilities Transport Services [Item 8]</b>	ESB 16/2016	That the Procurement team provide, a more detailed breakdown of costs, including: comparison data for solo routes vs group routes, with and without escorts; duplicate route information; and, with input from the SEND team, investigate other potential local transport options.	Outstanding  <b>Update:</b> A report is schedules for the next meeting.	November 2016	Procurement and SEND Teams