

Terms of Reference - Working Group to Explore Re-organisation of school places in the primary planning area of Reigate.

1. Role

A multi-agency working group involving representatives from the schools and trusts in the Reigate Primary Planning Area and Surrey County Council officers. This will be supported by an Advisory Group.

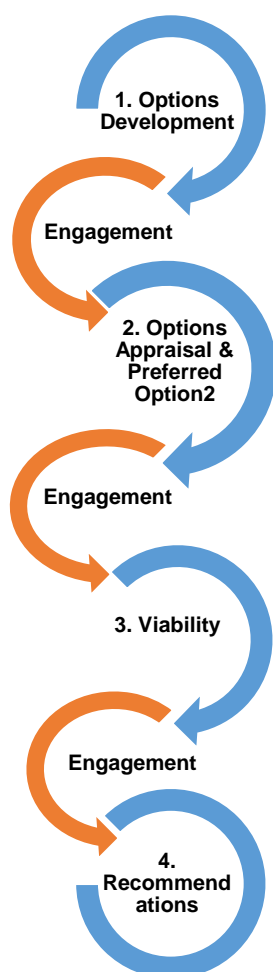
The purpose of the working group is to find a solution to deliver sustainable long-term primary school places in the pupil planning area of Reigate that can be delivered in the short to medium term within reasonable constraints. This is because Reigate Priory Junior School can no longer remain in its current form on the site at Priory Park.

The working group will work together to engage stakeholders and the wider community to ensure that all voices in the community are heard throughout.

The working group will include representatives from schools and trusts who have the authority to make decisions about potential changes and scope for each individual organisation. The group is not the final decision maker for any change as changes proposed by the group will be subject to local governance agreement (Surrey County Council and relevant planning authority where appropriate) and decision making in line with national legislation (Department for Education).

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2. Functions



1.Options Development Ideas generated in recent consultation on the provision of primary school places in Reigate used as starting point to develop re-organisation options for provision of sufficient school places in the Reigate Primary Planning Area. The group may also consider options not raised in the consultation.

Engagement: Feedback session will be hosted to share all options and for stakeholders to provide thoughts. The parent/carer rep group will explore all ideas alongside the feedback from broader stakeholders.

2.Options Appraisal Working group discuss, review, and assess all proposed reorganisation scenarios against the evaluation criteria (set out below). To identify a preferred option to take forward for desk top viability studies (multiple viability studies linked across one re-organisation option).

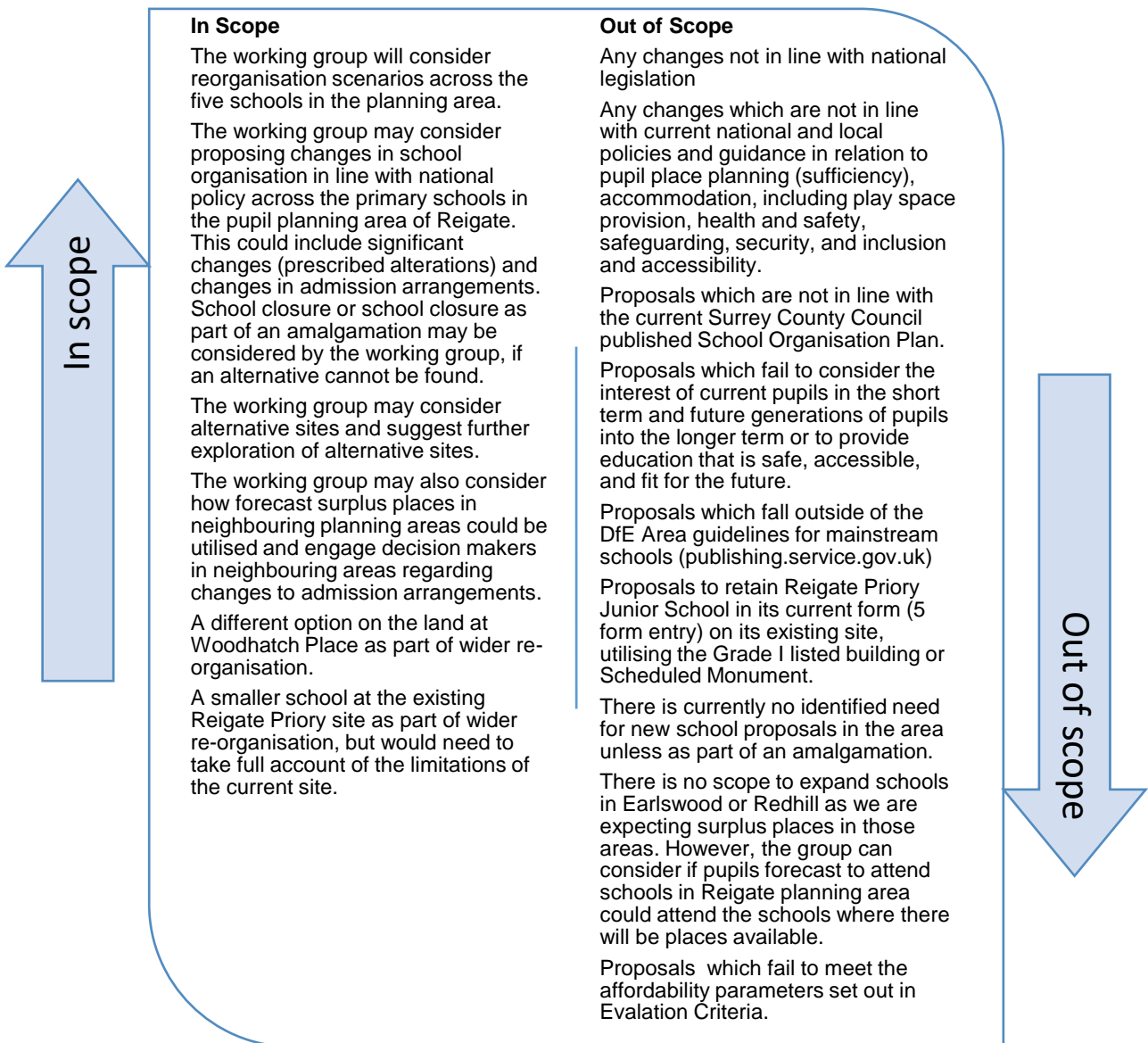
Engagement Feedback Session will be hosted to share working groups preferred option and rationale for choice.

3.Viability studies and any updated site assessment work undertaken. Viability studies can only be commissioned to a defined brief supported by the working group.

Engagement Parent/carer rep group reconvene to discuss the viability study results.

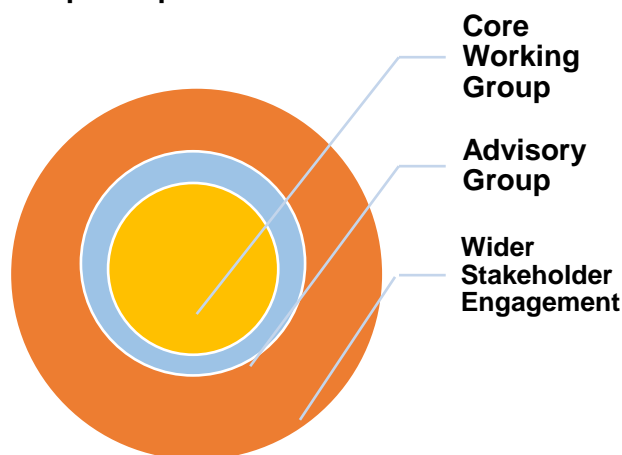
4.Recommendations The working group will reconvene to consider viability studies and formulate recommendations for required changes which secure provision of primary places in Reigate. Cabinet decision to determine how to proceed.

3. Scope



4. Membership

Table 1. Working Group Composition



The Core Working Group

Sponsor: SCC Head of Education

Group members

SCC Commissioning Manager, Education Place Planning

SCC Commissioning Assistant, Education Place Planning

SCC Land & Property Officer/s

All schools and trusts, diocese in the primary planning area of Reigate with a representative of the School Leadership Team and a Member of the Governing Body or Trust, (this may include representation via a Parent Governor), with a total of two representatives per school.

Advisory Group

Additional officers and representatives will be updated on the work of the working group and may be invited to attend to offer specific expertise, experience and guidance to assist the working group. This may include but not be limited to:

- Officers from Reigate and Banstead Borough Council
- SCC Legal and Governance Officers
- SCC Land and Property Officers
- SCC Education Officers
- Department for Education representatives from South East Regional Delivery Directorate.
- SCC User voice and participation scheme
- Parent representative focus group
- Schools and trusts in neighbouring planning areas (Redhill; Earlswood & Salfords; Merstham; Brockham)

Wider Stakeholder Engagement

The working group will utilise the Reigate Primary Planning Area education consultation analysis as a starting point in understanding stakeholder views.

Updates and information shared by the working group will be available on the dedicated webpage for [provision of primary school places in Reigate](#).

There will be engagement with all interested stakeholders throughout the process. The working group will undertake a series of engagement feedback sessions.

For parents/carers we will also establish a small reference group with representation from the local schools. The purpose of this group will be to find consensus and provide key input into ideas and views to support the working group.

5. Operation

Meetings

- The working group is co-ordinated and facilitated by Surrey County Council officers.
- The working group meetings will be held in private and attended by invitation only.
- Meetings may be held in person as workshops, with the option for virtual meetings via MS Teams or Zoom or Hybrid as deemed appropriate.
- An action and decisions log will be updated at each meeting and an action note will be taken and circulated to all participants after each meeting.
- Members of the working group will agree to a communication plan for information sharing, updates and actions outside of meetings.

Recommendations

- Recommendations for consideration will be evidence based, objective and consistent with the DfE criteria and framework.
- The working group will utilise resources across Surrey County Council and the five schools to gather information needed to assess options against the evaluation criteria.
- Recommendations will be agreed on the basis of the evaluation criteria.

Administration

- SCC Officers will facilitate the working group and will be responsible for preparing and circulating papers advising on matters and for the production of action notes.

Confidentiality

- All Members must respect the confidentiality of any papers made available to them for the purpose of meetings or otherwise for so long as those papers remain confidential.

Membership Responsibilities

- Commit to attendance at all meetings or to send apologies in advance.
- Read the papers in advance and draw in wider perspectives where relevant.
- Take an active part in meetings and use expertise and knowledge.
- Support and participate in wider engagement sessions.

Conduct at Meetings

- Members on the working group will uphold the value of mutual respect, recognising that everyone's viewpoint is valued, everybody has a right to be heard and to be listened to.
- Participants will observe the Seven Principles of Public Life (also known as the [Nolan](#) principles).
- The member or officer must disclose any personal or financial interest in any matters under consideration and seek appropriate advice.

6. Timescales

The working group will take approximately 4 - 5 months to complete its required tasks.

Table 2: Timescales for the working group

Month	Working Group Key Timescales
March	Options Development Ideas generated in recent consultation on the provision of primary school places in Reigate used as starting point to develop re-organisation options for provision of sufficient school places in the Reigate Primary Planning Area Convening the working group. Establishment of Parent Carer Reference Group Communication and engagement Feedback Session will be hosted to share all options and for stakeholders to provide thoughts. Parent/carer rep group will explore all ideas alongside the feedback from broader stakeholders
April	Options Appraisal Working group discuss, review, and assess all proposed reorganisation scenarios against the evaluation criteria (set out below). To identify a preferred option to take forward for desk top viability studies (multiple viability studies linked across one re-organisation option). Engagement Feedback Session will be hosted to share working groups preferred option and rationale for choice. Updates via Website. Decision point: Delegated officer decision to proceed to viability. (Viability can only be commissioned if there is a defined brief supported by the working group).
May	Viability: Initial viability studies and any updated site assessment work undertaken circa 6 weeks. for completion

Month	Working Group Key Timescales
Mid-June	<p>Recommendations Working group reconvenes to consider viability studies and any technical recommendations from the viability. Working group will make recommendations to Cabinet that may include a recommendation to instruct full feasibility on an option.</p> <p>Engagement Parent/carer rep group reconvene to discuss the viability study results. Updates via website</p>
July Onwards	<p>Cabinet Decision A further decision will be required by Cabinet later in 2024 to determine how to proceed, taking into consideration the recommendations of the working group and the outcome of the planning application.</p>
Next steps	<p>If decision is made to pursue the re-organisation option:</p> <ul style="list-style-type: none"> • Full detailed feasibility • Statutory process for linked proposals if applicable (e.g. public consultation and decision DfE/SCC).

Appendix 1 Evaluation **Criteria Information and measures**

Heading	What is included?	Measure
Proposals must meet modern education standards set by the Department of Education (DfE)	<ul style="list-style-type: none"> - Does this meet DfE guidelines? - Does this meet the needs identified by SCC in the Education Needs Analysis? - Does this meet the needs identified in the School organisation plan and sustainability strategy? 	DfE guidelines BB103 Education Needs Analysis School Organisation Plan Sustainability Strategy
Does the option support Surrey County Council to achieve ambitions set out in the Community Vision that children and young people are safe and feel safe and confident and that everyone benefits from education, skills and employment opportunities that help them succeed in life?	<ul style="list-style-type: none"> - Number of school places delivered per year group. - Increase in accessible school places for pupils with additional needs. - Location – Can pupils access primary school places? - Are any pupils with protected characteristics negatively impacted? - Are the school places in a safe secure site? - Will the solution help all children impacted achieve the benefits from education, skills and future employment opportunities? 	Current PAN against new PAN. Year by Year growth/pupil movement model. Model of new places against current. Viability study of what is achievable. Pupil maps Pupil forecasts (By ward) Education Needs Analysis Equality Impact Assessment DfE standards and guidelines
Affordability	<ul style="list-style-type: none"> - What are the costs? - Is there funding available? - Does the solution achieve reasonable cost containment over the medium and long term in regard to maintenance and running costs. 	Capital costs Revenue costs Funding streams Affordability Parameters would be comparative to estimated headline costs for delivery under Option 1
Achievability	<ul style="list-style-type: none"> - Is it possible? - Is there space? - Is there initial agreement? 	Building Bulletin 103 guidelines Agreement from each school for viability studies Viability study

Heading	What is included?	Measure
	<ul style="list-style-type: none"> - Are there barriers to achieving? - Is there time? - Can we deliver it? - When can it be delivered? 	Year by year growth/pupil movement model
Sustainability	<ul style="list-style-type: none"> - Does the option provide a solution which is fit for the future? - Longevity of the solution? - Are all the schools viable? 	Number of places in each school Leadership governance School budgets 420 places (If not parameters are needed economies of scale across federation or academy trust)
Legally compliant	<ul style="list-style-type: none"> - Are there any legal constraints? 	Education Act 1996 Children and Families Act 2014 Equalities Act 2010 Building regulations Planning regulations
Value for money	<ul style="list-style-type: none"> - Are there cost savings or cost containment within the option? - - Is the cost of the option justified based on the benefits? 	Costs or savings to revenue spending across schools Costs or savings to SCC schools FM (Facilities Management) budget.
Risks and Issues	<ul style="list-style-type: none"> - Safeguarding risks - Time risks - Financial risks - Reputational risks - Current and ongoing risks at Reigate Priory Junior School 	Risk register Timeline Viability study Surveys and reports linked to maintenance of current site.

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