

## **APPENDIX 1**

### **Extract of Executive Board and Executive Board Sub Committee Minutes Relevant to the Children, Young People and Family's Policy and Performance Board**

#### **EXECUTIVE BOARD MEETING HELD ON 28 FEBRUARY 2013**

#### **EX153 – STRATEGIC COMMISSIONING STATEMENT FPR 14-19 EDUCATION AND TRAINING – KEY DECISION**

The Board considered a report of the Strategic Director, Children and Enterprise, which sought approval of the 14-19 Strategic Commissioning Statement (the Statement) for 2013-14.

The Board was advised that the Statement would enable Halton Borough Council to carry out its statutory duty under the Education Act 1996, to secure sufficient suitable education and training opportunities to meet the reasonable needs of all young people in the area. In July 2012, the Education Funding Agency published statutory guidance for local authorities to widen their leadership of education up to age 19. It was noted that the three key changes highlighted in the guidance document were:

- Raising Participation Age;
- Simplification of the 16-19 funding system; and
- Reform of High Needs Funding.

In order to fulfil its statutory duties, the Borough Council was required to champion the needs of young people in the area by influencing and shaping provision, promoting structural change, supporting the improvement of quality education and supporting employer needs working with Local Enterprise Partnerships. Five key priority areas for the Borough had been identified, as detailed in the report. The Board was advised that partners in specific task groups had been consulted on these priorities and that the Statement was coherent with the purpose of positive activities for supporting young people.

#### **Reason for Decision**

To ratify the 14-19 Strategic Commissioning Statement for 2013-14 to ensure that Halton Borough Council fulfil its statutory duties under Sections 15ZA and 19A of the Education Act 1996 (as inserted by the ASCL Act 2009) to secure sufficient suitable education and training opportunities to meet the reasonable needs of all young people in the Borough.

#### **Alternative Options Considered and Rejected**

Not applicable as it was a statutory duty.

Implementation Date

With immediate effect following the meeting of Executive Board.

RESOLVED: That the 14-19 Strategic Commissioning Statement for 2013/14 be ratified, in order to fulfil Halton Borough Council's statutory duty.

**EXECUTIVE BOARD MEETING HELD ON 28 MARCH 2013**

**EXB179 – PUPIL REFERRAL UNIT DELEGATED BUDGET AND CAPITAL PROGRAMME 2013-14 - KEY DECISION**

The Board considered a report of the Strategic Director, Children and Enterprise, on the effects of the School Funding Reform on the two Pupil Referral Units (PRUs) in the Borough.

The Board was advised that Halton had two PRUs which provided education at Key Stages 3 and 4 to pupils excluded from mainstream schools. Both PRUs were located within the same building on Astmoor Industrial Estate, with one Management Committee governing both PRUs and a Headteacher for each PRU.

It was noted that as part of the School Funding Reform, the Local Authority (LA) was charged with putting arrangements in place from April 2013 for delegated budgets for PRUs and amendments to Management Committees would allow them to have the delegated powers necessary. In addition, from 1 April 2013, responsibility for recruitment and management of staff would transfer from the LA to the PRU Management Committee. School Funding Reform had also made changes to funding of PRUs moving to what would become known as Place-Plus Funding.

It was reported that the Management Committee supported the proposal to amalgamate both PRUs to bring them under the direction of one Leadership and Management Team, the benefits of which were outlined in the report. In order to comply with the Public Sector Equality Duty, a four week consultation period would be undertaken with stakeholders. It was further noted that collaborative work with Cheshire West and Chester and Halton Councils would benefit the authority in developing a high performing PRU.

Reason(s) for Decision

The implications of the School Funding Reform on PRUs and the current vacancies in the Key Stage 4 Gateway provided an opportunity to achieve greater consistency and better value for money by amalgamating both PRUs.

#### Alternative Options Considered and Rejected

Maintaining two PRUs but putting in place one leadership structure across both PRUs – this option was rejected as whilst remaining as two PRUs there was limited cost efficiencies that could be achieved, e.g. each PRU would have to purchase their own Service Level Agreements.

#### Implementation Date

1<sup>st</sup> September 2013

RESOLVED: That

- 1) approval be given, as a basis for consultation, to the amalgamation of the Key Stage 3 and Key Stage 4 PRUs, bringing existing Key Stage 4 staff and provision under the leadership of the Key Stage 3 PRU with effect from 1<sup>st</sup> September 2013; and
- 2) a report be brought to the Board after the consultation has taken place.

#### **EXB180 – SCHOOL ADMISSION ARRANGEMENTS 2014 - KEY DECISION**

The Board considered a report of the Strategic Director, Children and Enterprise, on School Admission Arrangements for 2014.

The Board was advised that statutory consultation on proposed admission arrangements and co-ordinated admission schemes for September 2014 intake, took place in January and February 2013. There were no changes proposed to the current oversubscription criteria for admission to Local Authority maintained community and voluntary controlled primary schools or to Local Authority maintained community secondary schools. It was reported that three responses were received, which were detailed in the report and attached at Appendix 3. In addition, the report also detailed a number of points raised within the consultation response from Wade Deacon, for Members' information.

Oakfield Primary School had requested an increase in their Published Admission Number from 40 to 45. However, as pupil numbers did not indicate an increase was required, the Local Authority would continue to monitor pupil numbers.

#### Reason(s) for Decision

The decision is statutorily required and any revision to the proposed arrangements may adversely affect school place planning as detailed in paragraph 7.1 of the report.

#### Alternative Options Considered and Rejected

Other options considered and rejected include the allocation of places through random allocation (lottery) as this method could be seen as arbitrary and random.

#### Implementation Date

The Policy applies for the September 2014 academic intake.

RESOLVED: That the attached School Admissions Policy, Admission Arrangements and co-ordinated schemes for admission to primary and secondary schools for the 2014/15 academic year, which remain unchanged from the arrangements agreed by the Board for 2013/14, be approved.

#### **EXB181 – EARLY HELP STRATEGY**

The Board considered a report of the Strategic Director, Children and Enterprise, on Halton's Children's Trust Early Help Strategy (the Strategy).

The Board was advised that Early Help had been a priority of the Children's Trust for over two years. The Early Help and Support Strategic Sub-Group (EHaS) of the Children's Trust regularly reported to Executive Board highlighting progress on Halton's model of Team Around the Family (TAF).

It was reported that in 2012, the next step was the development of an Early Help Strategy and Local Offer, with the emphasis on early intervention in order to have a positive impact on families. The Strategy would need to focus primarily on pre-birth to five year old children and their families. The draft Strategy, attached to the report, comprised the main strategy, four cross cutting themes which spanned across the Children's Trust, a joint action plan, and an appendix that highlighted Halton's Local Offer.

RESOLVED: That

- 1) the Early Help Strategy, Local Offer and Action Plan be endorsed; and
- 2) the Early Help Strategy be implemented in conjunction with the 0-5 year old Development Action Plan, a priority of the Health and Wellbeing Board.

#### **EXB182 – FOSTER CARER ALLOWANCES 2013-14**

The Board considered a report of the Strategic Director, Children and Enterprise, on Foster Care Allowances 2013-14.

The Board was advised that as part of the Placement Strategy for Children in Care, the level of allowance paid to Halton foster carers was significantly increased in September 2010. This was aimed at increasing the number of foster carers available in the Borough and to support their retention. It was reported that it was important that allowances paid remained appropriate, competitive and attractive in order to recruit and retain the quality of the pool of carers.

It was noted that allowances paid to carers should reflect actual costs incurred by them. Details of a proposed revised set of allowances was attached at Appendix 1, which proposed a 1.5% increase in the main allowances.

RESOLVED: That the level of increase in allowances be agreed.

#### **EXB183 – WAIVER OF PROCUREMENT STANDING ORDERS FOR SUBSCRIPTION TO FISCHER FAMILY TRUST**

The Board considered a report of the Strategic Director, Children and Enterprise, seeking the waiver of Procurement Standing Orders for subscription to the Fischer Family Trust (FFT).

The Board was advised that FFT was part of a consortium contracted to extract all data for the Department for Education's National Pupil Database and Achievement and Attainment Tables, and had access to pupil performance and census data for the whole of England and Wales. It was reported that this allowed FFT to produce a wide range of innovative performance data which allowed schools to quickly identify and understand key strengths and weaknesses, set challenging but realistic targets and help pupils to identify and realise their potential.

It was reported that FFT reports covered all Key Stages (1-5) and all levels of pupil, and through the use of sophisticated statistical techniques were able to measure progress and estimate future performance. Subscription to FFT would provide access to Local Authority reports, email and telephone support, access to national research, data and school administration accounts.

RESOLVED: That waiver of Part 4 Procurement Standing Orders (4.1) be granted, for one year from 1 April 2013 to 31 March 2014, with one subscription to Fischer Family Trust, with an option to extend for a further two years (as detailed in paragraph 4.4 of the report).

#### **EXB184 – PURCHASE OF U-EXPLORE SOFTWARE LICENCES FOR RE-SALE TO SCHOOLS AND PROVIDERS**

The Board considered a report of the Strategic Director, Children and Enterprise, on the purchase of the U-Explore software licences for re-sale to schools and providers.

The Board was advised that U-Explore was a unique, innovative, online teaching and learning resource, which would support schools in the delivery of the new duty to secure access to independent and impartial careers advice for people aged 9-11 years. Details of the business case were set out in the report for Members' information.

RESOLVED: That

- 1) the Operational Director for Children, Organisation and Provision be authorised to award the contract for 10 U-Explore software licences and 1 commercial licence to the contractor U-Explore Limited for the sum of £12,600 (includes VAT) and shall be subject to three possible extensions of the contract by a period of up to one year for each extension running 2014/2015, 2015/2016 and 2016/2017. (Total spend over 4 maximum years: £50,400); and
- 2) in light of the exceptional circumstances, namely there being only one possible supplier of the service, and in accordance with Procurement SO 1.8.3 Standing Orders 4.1 and 4.2 be waived on this occasion in view of U-Explore Limited being the only supplier of the service and the collective agreement by Liverpool City Region to implement this software package jointly, which will support schools in delivering their new Careers Education, Information Advice and Guidance (CEIAG) responsibilities under the Education Act 2011.

*(N.B. The following Councillors declared a Disclosable Other Interest in the following item of business for the reasons stated:  
Councillor Polhill as Governor of Brookfields School; Councillor Harris as Governor of The Bankfield School)*

### **EXB185 – CAPITAL PROGRAMME – 2013/14 KEY DECISION**

The Board considered a report of the Strategic Director, Children and Enterprise, which provided a summary of the Capital Programmes for 2013/14 for the Children and Enterprise Directorate.

The Board was advised that in March 2013, the Department for Education announced the schools capital grant allocations for 2013/14, as set out in the table in the report. It was noted that this funding would support the following projects:

- Capital Maintenance and Capital Expenditure Revenue Account funding;

- Early Education for Two Year Olds 2013/14;
- Short Breaks Capital 2012/13.

Reason(s) For Decision

To deliver and implement the capital programme.

Alternative Options Considered and Rejected

Not applicable.

Implementation Date

1 April 2013.

RESOLVED: That

- 1) the capital funding available for 2013/14 be noted;
- 2) the position in respect of Basic Need be noted;
- 3) the proposals to be funded from Capital Maintenance and Capital Expenditure Revenue Account be approved;
- 4) the proposal for the Two Year Old capital funding be approved;
- 5) the proposal for the Short Breaks capital be approved; and
- 6) Council be recommended to approve the Capital Programme 2013/14.

**EXB186 – RE-DESIGNATION OF ASHLEY SCHOOL – KEY DECISION**

The Board considered a report of the Strategic Director, Children and Enterprise, on the re-designation of Ashley School.

The Board was reminded that at its meeting on 24 January 2013, it had agreed that a statutory consultation be undertaken on the re-designation of Ashley School and to extend the age range from 11-16 to 11-19. It was reported that there were 241 consultation responses; five responses were received after the close of consultation; 238 responses supported the proposals; three did not. Included within this three, one from Halton Autistic Family Support Group (HAFS) stated they responded on behalf of 100 parents.

The Board was advised that a decision must be made by the decision maker (Executive Board) within two months of the end of the representation period. Appendix C outlined the issues which the decision maker needed to consider. There were four options for decision, detailed as:

- Reject the proposals;
- Approve the proposals;
- Approve the proposals with modifications; or
- Approve the proposals subject to them meeting a specific condition.

The reason for decision must be given whether it was approved or rejected and should include the factors and criteria for decision.

#### Reason(s) for Decision

A gap in provision had been identified for vulnerable pupils with a diagnosis of Autism and for those with identified Social Communication Needs who had moderate to high learning ability.

#### Alternative Options Considered and Rejected

Retaining the current designation of Ashley School and the current age range was considered and rejected as it would not meet the gap in provision.

#### Implementation Date

A decision would be required by Executive Board prior to 1 September 2013.

RESOLVED: That Proposals, having been published in pursuance of the powers set out inspections 15(1) and 19 (1) of the Education and Inspections Act 2006, and having had regard to the statutory guidance and to responses to consultation, the following related proposals be approved:

- 1) with effect from September 2013, Ashley School will be re-designated as an 11-19 school for middle and high ability pupils with Social Communication Needs and Autism;
- 2) with effect from September 2013 Ashley School will have 70 places for pre-16 pupils and 42 places for post-16 pupils; and
- 3) the offer of post 16-provision will commence in September 2014.

*(N.B. Councillor Jones declared a Disclosable Other Interest in the following item of business as he was a Governor of Fairfield Infants School)*



## **EXB187 – FAIRFIELD INFANCT AND FAIRFIELD JUNIOR SCHOOL – KEY DECISION**

The Board considered a report of the Strategic Director, Children and Enterprise, which summarised the current governance arrangements of Fairfield Infant and Junior Schools. It also sought permission to commence a consultation process to amalgamate the schools into a Primary School.

The Board was advised that, since the end of the 2012 school year, the Headteacher of Fairfield Junior School had performed an Executive Head role over both the Infants and Junior schools. The report detailed the amalgamation process and the consultation timeline for Members' consideration.

### Reason(s) for Decision

To allow the consultation process to commence to allow the schools to be amalgamated from 1 January 2014.

### Alternative Options Considered and Rejected

When two schools amalgamate there were 3 possible routes:

1. close both schools and establish a new primary school;
2. close Fairfield Infant School and expand Fairfield Junior School;  
and
3. close Fairfield Junior School and expand Fairfield Infant School.

Option one was rejected as it would be too disruptive to the staff at both schools. Option three was rejected as there was currently a vacancy for the Headteacher position at the school.

The preferred option would be to close Fairfield Infant School and expand Fairfield Junior School. The Headteacher of the Fairfield Junior School would then take the position of Headteacher of the Fairfield Primary school.

### Implementation Date

The consultation would commence at the start of the summer term on 10 April 2013.

RESOLVED: That

- 1) the commencement of consultations to amalgamate Fairfield Infant and Fairfield Junior Schools be approved; and
- 2) the timescales and key dates for the consultation process be noted.