



LEEDS ADMISSIONS FORUM

Meeting to be held in on
Tuesday, 20th January, 2009 at 4.00 pm

MEMBERSHIP

COUNCILLORS

Councillor Mick Coulson
Councillor B Gettings
Councillor Peter Gruen
Councillor Richard Harker
Councillor Alec Shelbrooke

PARENT/GOVERNORS

Mrs S Knights – Special School
Mr I Faulkingham – Primary School

LOCAL COMMUNITY REPRESENTATIVES

Ms P Hill - Health
Mr N Pyke - Black Governors Information Network
Mr J Young - IGEN

DIOCESAN AUTHORITIES

Mrs B Sice - RC Diocese
Mrs F Beevers - Ripon & Leeds CE Diocese
Mrs S Ulyett - York CE Diocese

CO-OPTED MEMBER

Mr A Rees – Children &
Young People's Social Care

SCHOOLS

Vacancy - Community School
Mr B Stott - Community School
Mr S Camby - Jewish (Aided)
School
Mr Wood - Aided School
Mrs D Wood - Controlled School
-

ACADEMY

Mr P Forbes - David Young
Academy

OTHER MEMBERS

Mrs L Bryan
Mr J Fryett
Mr H Browes
Mrs G Ladden

SCHOOL MEMBERS

Mr J Dalby - John Smeaton

AGENDA

Item No		Page No
1	CHAIR'S OPENING REMARKS To receive any opening comments from the Chair	
2	APOLOGIES FOR ABSENCE To receive apologies for absence (If any)	
3	MINUTES OF THE PREVIOUS MEETING To consider the minutes of the previous meeting held on 25 th November 2008 (Copy attached)	1 - 8
4	MATTERS ARISING To consider any matters arising from the minutes of the previous meeting	
5	MEMBERSHIP AND TERMS OF REFERENCE AND PROCEDURE - LEEDS ADMISSION FORUM To receive a report by the Secretary to the Forum providing notification of proposed Membership changes following the introduction of the New Admission Code and Statutory Regulations Which comes into force on 10 th February 2009. (Report attached)	9 - 10
6	CHANGES TO THE FORUMS TERMS OF REFERENCE AND PROCEDURES To consider a report by the Secretary to the Forum setting out proposed changes to the Forums Terms of Reference and Procedure arising from new Statutory Regulations (Report attached)	11 - 20

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7	<p>COMMISSIONING ARRANGEMENTS</p> <p>To receive a presentation on the Commissioning Arrangements for the Area Management Boards</p>	
8	<p>CHALLENGING AND VULNERABLE CHILDREN'S SUB COMMITTEE</p> <p>To consider the minutes of the Challenging and Vulnerable Children's Sub Committee held on 4th November 2008 and 8th January 2009</p> <p>(Copies attached/to follow)</p> <p>To note the recent resignation of Fiona Beevers from the Challenging and Vulnerable Children's Sub Committee and to seek nominations to fill the resulting vacancy.</p>	21 - 24
9	<p>OVERVIEW OF NEW ADMISSION CODE</p> <p>To receive a report by the Chief Executive Education Leeds which provides an overview of the New Admissions Code</p> <p>(Report to follow)</p>	
10	<p>WORK PROGRAMME 2009/10</p> <p>To receive the Forum's Work Programme for the period 2009/10 and consider if further adjustments are required</p> <p>(Report attached)</p>	25 - 26
11	<p>ANY OTHER BUSINESS</p> <p>To consider any other business (If any)</p>	
12	<p>DATE AND TIME OF NEXT MEETING</p> <p>To note the next meeting will take place on Tuesday 12th May 2009 at 4.00pm in the Civic Hall, Leeds.</p>	

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13	<p data-bbox="252 181 515 215">HOTSPOTS 2009</p> <p data-bbox="252 286 1329 432">To receive a report by the Chief Executive Education Leeds which provides an indication of the key issues arising out of the allocation of places for September 2009 (This report is designated as exempt under Access to information Procedure Rule 10.4 (1) and (2))</p> <p data-bbox="252 472 507 506">(Report attached)</p>	27 - 28

Leeds Admissions Forum

25th November, 2008

PRESENT: Councillor Gruen in the Chair

Councillor B Gettings
Councillor R Harker
Mr N Pyke – Black Governors Information Network
Mrs B Sice – RC Diocese
Mr B Stott – Schools Group
Mr J Fryett – Other Member
Mrs S Knights – Special School Parent/Governor

Officers

Mrs V Buckland – Education Leeds
Mr R Sayers – Education Leeds
Mrs D Leonard – Legal Services
Mrs A Oldroyd – Legal Services
Mr J Grieve – Governance Services

22 CHAIR'S OPENING REMARKS

In opening the meeting the Chair welcomed everyone in attendance and extended a special welcome to Councillor Bob Gettings who was attending his first meeting of the Forum. The Chair also welcomed Beverley Sice from the RC Diocesan Authority who was the successor to Robert Finnigan.

23 APOLOGIES FOR ABSENCE

Apologies for absence were received from: Councillors Coulson and Shelbrook, Mrs L Bryan, Mrs F Beevers, Mr H Browes, Mrs P Hill, Mrs S Ulyett, Mr J Young and Mr I Faulkingham.

24 MEMBERSHIP OF THE FORUM

RESOLVED –

- (i) To note the appointment onto the Forum of Councillor Bob Gettings (Local Authority) and Mrs Beverley Sice (Roman Catholic Diocese)
- (ii) To note the resignation of John Steel from the Schools Member category and to be aware that a vacancy now exists within that category

25 MINUTES OF THE PREVIOUS MEETING

RESOLVED – That the minutes of the previous meeting held on 7th October 2008 be accepted as a true and correct record

26 MATTERS ARISING

Admission Policy Adopted by St Benedict's Roman Catholic Primary School Garforth (Minute 15 refers) – Beverley Sice from RC Diocesan Authority provided an update on the change to the admission policy adopted by St Benedict's Roman Catholic Primary School Garforth. Mrs Sice reported that she had since met with representatives of the school who had provided a plan of the Parish Boundary. It was reported that the Parish Boundary would in the near future be reviewed taking in the areas of Kippax and Swillington but until such changes were confirmed the existing parish boundary remains as is. Mrs Sice, referring to future changes to the admissions policy said improved notification procedures for parents had been established. Mrs Sice suggested that whenever a school changes its admission policy, it assists some parents but others could be disadvantaged.

The Chair thanked Mrs Sice for providing the update.

27 CHALLENGING AND VULNERABLE CHILDREN'S SUB COMMITTEE

Addressing the minutes Bob Stott said that a further meeting of the Sub Committee had since taken place on 4th November 2008.

In providing an update Mr Stott spoke on the following issues:

Leeds Inclusive Learning Strategy – John Fryett was now the officer leading the strategy. Formal consultation on phase 3 of the project would take place early in the new year, earlier discussions had resulted in parents becoming more effective.

Fair Access Review – A report highlighting the impact of the Area Management Board (AMB) Fair Access Panels in their first year of operation was considered by the Sub Committee.

Paul Forbes representing the David Young Community Academy asked if there was a desire to see a Project Director in post at the East Area Management Board?

In providing a response Mr Stott said it was considered that adequate Project Management arrangements were in place.

In passing comment Viv Buckland, Head of Service – Admissions and Transport, Education Leeds said the absence of a Project Director offered less creativity when schools encountered difficult situations.

John Daulby, Headteacher, John Smeaton Community College was of the opinion that a Project Director for the East AMB was unnecessary. The East AMB had a Multi Agency Support Team, it had adopted a case by case approach (not a one size fits all) which was working well for that area. Mr Daulby said he understood the position

of the David Young Community Academy but it was very important to have a family of schools which would work together, to jointly solve problems and make progress.

Mrs Buckland said that a single point of contact had proved beneficial in other AMB.

In responding Mr Daulby said the East ABM had had a lot of success but had also had a lot of arguments, but the burden was shared. The East AMB was successful, focused and “upfront”, having a Project Director led to less open discussion which was not democratic.

In passing comment the Chair said that reassurances as to the accountability of the Area Management Board were required. He suggested that a new mechanism was required in terms of managing the Forum’s risks, i.e. we need to be aware if the Area Management Boards are working effectively? In order to know this we need to know about the commissioning arrangements.

It was agreed that a Presentation on Commissioning Arrangements be delivered to the next meeting of the Forum.

Commenting on the Challenging and Vulnerable Children’s Sub Committee Mr Forbes suggested that the membership appeared to consist mostly of officers. Mr Forbes said that some direct questions need to be asked about challenging behaviour. Funding was available, but was not getting to the right areas.

The Chair said that subject to the Sub Committees Terms of Reference additional Members could be added.

In response Mr Forbes indicated that he would be willing to serve on the Challenging and Vulnerable Children’s Sub Committee

The Chair referred to Draft In Year Fair Access Protocols for the David Young Community Academy and requested they be obtained and submitted to the next meeting for consideration

RESOLVED –

- (i) That the minutes of the 25th September 2008 be accepted as a true and correct record
- (ii) That a Presentation on Commissioning Arrangements be delivered to the next meeting of the Forum.
- (iii) That the Challenging and Vulnerable Children’s Sub Committee consider appropriate reporting arrangements for the Area Management Boards to the Forum
- (iv) That arrangements be made to include Paul Forbes as a Member of the Challenging and Vulnerable Children’s Sub Committee

28 PRIMARY SCHOOL PROVISION - FUTURE PROJECTIONS

With reference to Minute No. 18 of the previous meeting when it was agreed that in view of the predicted birth rise in pupil numbers following an increase in the birth rate, to provide Primary School projections and options as to how they may be adequately managed. The Chief Executive Education Leeds submitted a report:

- Providing an analysis of birth rates in different parts of the City
- Identifying those areas where the increase in births could have a negative impact on admission to primary school
- An explanation of the strategies and interventions used to address issues identified.

Councillor Harker made reference to the expansion of Bankside and Harehills Primary Schools commenting that problems which arose were as a consequence of earlier decisions.

Sue Knights, Parent Governor asked how the issue of hotspots would be addressed? Solutions were required not portacabins.

The Chair said that with more monitoring and prediction planning, more solutions could be found

RESOLVED – To note the ongoing work to monitor the birth rate in different parts of the City and its impact on primary admissions, and to plan provision accordingly

29 PROPOSED ITEMS FOR CONSULTATION RELATING TO THE 2010 ADMISSION ROUND

The Chief Executive Education Leeds submitted a report setting out the proposed items for consultation in relation to the 2010 Admission Round.

Addressing the report Mrs Buckland said that Education Leeds was required to consult each year on the Council's admission arrangements and prepare a report for the Executive Board meeting in April. The consultation process was prescribed for all admission authorities, including the David Young Community Academy, voluntary-aided and foundation schools.

The items proposed by Education Leeds for consultation in the next admission round are:

- (i) Changes in admission numbers.

Brownhill Primary school had requested an increase in its admission number from 45 to 60.

Following discussions with a number of schools it was anticipated that further changes may be proposed.

- (ii) Statemented children and children with SEN but without a statement.

The Office of the Schools Adjudicator had requested the removal of children with a statement of SEN from the oversubscription criteria. In future the priority for children with a statement of SEN would appear ahead of the policy.

There may be a very occasional need to give a higher priority to a child with a high level of need, but for whom a statement has not been sought. It was under consideration that priority 1 (b) of the policy become:

*Pupils with Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at a specific school.**

*Applications in these categories must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits in consultation with the school concerned.

- (iii) Looked After Children

It was proposed that the priority 1 (a) Looked After Children have a note added extending the priority to those who have been adopted within the previous twelve months, thus recognising some of the complexities that arise with children recently leaving care.

- (iv) Accepting offers

When offers were made on 1 March 2008 parents were asked to accept the offer and respond to the school. For entry in September 2010 it is intended to formalise and extend this process. It is proposed that parents will be sent their offer of a school place and be given a minimum of 21 days in which to respond and accept the offer.

Parents who refuse the offer made to them will have their place withdrawn to be offered to another child who does wish to attend the school.

Parents who have declined all offers made to them by 6 July (when all on time appeals should have been held) will be referred to the Attendance Strategy Team.

- (v) Waiting lists

It is proposed that the waiting lists for reception and year 7 be held only until the end of September rather than the current arrangement where they are held until October half term. Movement that takes place after the first few weeks of term is often unwelcome to both parents and schools.

(vi) Late applications

Since the School Admissions Code was changed in February 2007, parents are not allowed to change their preferences after the deadline for applications.

Coordination with other local authorities was becoming increasingly difficult where late applications were received and information had been shared with other authorities. It is proposed to consider late applications after those received on time, unless there is an exceptional reason for the delay, for example moving into the area.

(vii) Fair Access Protocol

A proposal to strengthen the local authority fair access protocol by the inclusion of timelines for admission, offering greater clarity for parents and schools.

Commenting on section (iv) Accepting Offers, the Chair said it was important that no place should be withdrawn without first contacting the parent/guardian.

In reply Mrs Buckland emphasised that no places would be withdrawn without the knowledge of the parents.

RESOLVED - That the proposals for consultation in the 2010 admission round be noted.

30 DRAFT ANNUAL REPORT OF THE LEEDS ADMISSION FORUM - ACADEMIC YEAR 2007/08

Members considered the draft Annual Report of the Leeds Admission Forum for the Academic Year 2007/08.

The report made reference to the admission policy for community and voluntary controlled schools, it explained the system in Leeds was based on sibling priority and nearest school. An equal preference system was in operation so that parents could be as aspirational as they wish with their higher preferences, but were encouraged to include their nearest school as a safety net. The system had worked well for a number of years. It was reported that the Aided and foundation schools, and academies in Leeds had admission policies which complied with the School Admission Code. The report further explained that the Fair Access Protocol was operating well, with all schools admitting pupils where required, and working in partnership with each other.

The report suggested that there were no significant barriers to prevent access to the schools.

Issues addressed in the report included:

- The number and percentage of 1st, 2nd and 3rd preferences met and factors affecting preferences.

- The number of appeals made within the area.
- Information on the ethnic and social mix of pupils attending schools and factors that might affect this.
- How well admission arrangements serve the interests of looked after children
- How well admission arrangements serve the interests of children with SEN
- How well the local fair access protocol has worked and how many children have been admitted to each school under the protocol
- The degree to which schools and the local authority are meeting their infant class size duties
- Other information relevant to whether admission arrangements are fair and promote parental choice and fair access

The report concluded that schools were generally reflective of their local area, and that fair access was being achieved. All of the necessary information that parents need to apply for school places was available through the local authority website. The website was easy to use and the information had the Plain English Campaign kitemark. The local authority works with the schools to provide better access for disabled children, and all schools appropriately admit children who had a statement of SEN naming their school.

Looked After Children were the highest priority in all admission policies, and any movement during the school year was facilitated by the Fair Access Protocol. There was no evidence to suggest that ethnicity or social factors were providing a barrier to access. The majority of schools had a greater proportion of children on roll with free school meals than lived in their local areas.

A discussion ensued on the cost of school uniform/ PE kit. John Daulby, Schools Member questioned the figure quoted for his school suggesting the figure was lower in price than indicated in the report.

In responding Mrs Buckland said that not all schools had supplied the requested information and an estimated figure had been used. In respect of the figure quoted for John Smeaton Community College, the figure quoted in the submitted report was the figure supplied by the schools administration staff.

The Chair suggested that the report be circulated to all Head teachers to ensure that the data it contained was accurate and up to date.

In summing up the Chair said the document was very useful and informative but further enhancements were required:

- Ensure the schools data was accurate and up to date

- To emphasise the work undertaken by the Challenging and Vulnerable Children's Sub Committee and the Area Management Boards
- To aspire to achieve greater parental preference

RESOLVED

- (i) To note that the draft report was a useful and informative document but further enhancements were required
- (ii) That all schools be contacted to ensure the schools data was accurate and up to date
- (iii) To emphasise the work undertaken by the Challenging and Vulnerable Children's Sub Committee, the Voluntary Aided School Admission Policies Sub Committee and the Area Management Boards
- (iv) To include within the report the LEA's aspirations to achieve greater parental preference
- (v) That Governing Bodies of schools with uniform or music fee charges more than 10% above the City average be contacted to secure a reduction in costs or ensure a suitable scheme is available for less well off parents.

31 WORK PROGRAMME 2008/09

Members received and considered the Forum's Work Programme for the period 2008/2009

RESOLVED –

- (i) To note the scheduled Work Programme for 2008/09
- (ii) To update the Work Programme to reflect decisions made at today's meeting

32 ANY OTHER BUSINESS

There were no issues raised under any other business

33 DATE AND TIME OF NEXT MEETING

RESOLVED – To note that future meetings had been scheduled as follows:

Tuesday 20th January 2009

Tuesday 12th May 2009

Meetings to be held in the Civic Hall, Leeds commencing at 4.00pm



Agenda Item:

Originator: Dagmar Leonard
Secretary to the Forum

Tel: 247 4427

Report to the Leeds Admission Forum

Date: 20 January 2009

**Subject: MEMBERSHIP AND TERMS OF REFERENCE AND PROCEDURE
LEEDS ADMISSION FORUM**

<p>Electoral Wards Affected:</p> 	<p>Specific Implications For:</p> <p>Ethnic minorities <input type="checkbox"/></p> <p>Women <input type="checkbox"/></p> <p>Disabled people <input type="checkbox"/></p>
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1.0 Purpose of this Report

To invite members to note necessary changes to the Forum's Membership and Terms of Reference and Procedure required by The School Admissions (Local Authority Reports and Admission Forums) (England) Regulations 2008 ("the regulations") and the mandatory provisions of the new Schools Admission Code ("the Code") issued by the Department of Children Schools and Families both of which come into force on 10 February 2009 .

2.0 Guidance

2.1

The amendments follow the requirements of the regulations and the Code and apart from revisions to the membership of the Forum include further stipulations as to the role of the Forum and a change in the content of the annual Forum report. The Forum annual report will now contain such matters as the Forum considers appropriate. The previously prescribed information will now be included in a separate new annual report by the local authority to the Schools Adjudicator.

The new requirements regarding membership are expected to require the formal approval of the Executive Board. The present and revised membership is as follows:-

Present Membership

<u>Present Membership</u>		<u>Revised Membership</u>
25 members in total		20 Maximum
Councillors –	5 members	up to 2 representatives
Parent Governors	2 members	at least 1 representative
Community Schools	2 members	at least 1 representative
Voluntary Controlled Schools	1 member	at least 1 representative
Voluntary Aided Schools	1 member	at least 1 representative
Faith Schools (Jewish Aided)	1 member	a representative from each faith group of schools in area
Academies	1 member	at least 1 representative
Diocesan Authorities	3 members	1 representative from each body or person representing the religion or religious denomination of any foundation or voluntary schools or Academies in the area designated as having a religious character
City technology colleges and City Colleges for technology	Vacancy	at least 1 representative
Other members appointed on recommendation of Forum members	4 members	at least 1 representative not eligible for appointment under above
Co-opted member	1 member	none - although members may invite interested parties to attend

The existing category of School members is removed.

The Code requires that membership of the Forum must reflect:-

- Parent and community representatives
- Local employers
- Other relevant representatives e.g. Choice Advisers

Changes to the Membership and Terms of Reference and Procedure are expected to be considered by the Executive Board at its next meeting

2.2 The proposed changes to the Forum's Terms of Reference and Procedure are attached

3. Recommendation

Members of the Forum are asked to note the required amendments to the Forum's Membership and Terms of Reference and Procedure

LEEDS ADMISSION FORUM

TERMS OF REFERENCE AND PROCEDURE

1. Role of the Forum

The Admission Forum “the Forum” provides a vehicle for admission authorities and other key interested parties to discuss the effectiveness of local admission arrangements and to consider how to deal with difficult admission issues as well as advising admission authorities on ways in which their arrangements can be improved. The Forum has a key role in ensuring a fair admissions system that promotes social equality and must, under Section 84 of the Schools Standards and Framework Act 1998, act in accordance with the School Admissions Code “the Code” issued by the Department for Children Schools and Families.

Admission authorities of all maintained schools and Academies when exercising their functions must have regard to any advice offered by the Forum

The Forum shall promulgate its advice and recommendations upon:-
the extent to which current admission arrangements in the area serve the interests of looked after children, children with disabilities and children with special educational needs:
the effectiveness of any fair access protocol in place in the area:
the effectiveness of any scheme for co ordinating admission arrangements where relevant with any adjoining local authority area:

details of any other matters which affect the fair operation of admission arrangements for relevant schools in the area:

to all Admission Authorities, Maintained Schools and Academies City Technology Colleges or City Colleges of the arts within the area of the Local Authority (“the Authority”), and make available such advice and recommendation to any other person with an interest.

1.1 Specifically the Forum must:

- 1.1.1 consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the Authority
- 1.1.2 promote agreement on admission issues
- 1.1.3 review the comprehensiveness, effectiveness within the local context, and accessibility of advice and guidance for parents by the authority, both through the published composite prospectus and the delivery of Choice Advice within the area of the Forum. The Forum must consider what if any action is needed to raise the standard to ensure it is the best that can possibly be achieved
- 1.1.4 consider the effectiveness of the Authority’s proposed co-ordinated admission arrangements and advise on whether they differ substantially from the previous year
- 1.1.5 advise the authority and governing bodies of all voluntary aided and foundation schools in the area by 30 November each year which persons or bodies in the area the Forum considers have an interest in proposed admission

arrangements to ensure that the local authority includes them in the consultation process

- 1.1.6 consider and advise on any proposed qualifying scheme for the co-ordination of admission arrangements referred to it by the authority pursuant to regulation 5 of the School Admissions (Co-ordination of Admission Arrangemts Regulations (obligation on local authority to refer qualifying scheme which they propose to be adopted to the Forum)
- 1.1.7 consider the means by which admissions processes might be improved, and how actual admissions relate to the admission numbers published
- 1.1.8 monitor the admission of children who arrive in the authority's area outside a normal admission round with a view to promoting arrangements for the fair distribution of such children among local schools, taking account of any preference expressed in accordance with arrangements made under Section 86(1) of the School Standards and Framework Act 1998 and in accordance with the Code
- 1.1.9 promote the arrangements for children with special educational needs, children in care and children who have been excluded from school
- 1.1.10 monitor the effectiveness of local authority Fair Access Protocols and together with the local authority ensure that no school including those with places is asked to take a

disproportionate number of children who have been excluded from other schools or who have challenging behaviour or who are known to have a history of behavioural problems

1.1.11 consider whether to produce an annual report

1.1.12 consider any other admissions issues that arise

1.2 In discharging the responsibility for ensuring fair access the Forum should:

1.2.1 refer an objection to the Schools Adjudicator where it identifies admission policy, practice or oversubscription criteria of a school that may be unfair, unlawful or contravene the mandatory provisions of the Code or where Forum advice has been disregarded by admission authorities

1.2.2 review the impact of local admission policies on achieving fair access .

2. **Annual Report**

Under Section 85A (1A) of the SSFA the Forum may publish an annual report for all maintained schools. Where the Forum chooses to do so the report must include Academies. The report will be on such matters as the Forum consider appropriate and of local interest and provide input to the authority report to the School's Adjudicator.

2. **Membership of the Forum**

Maxim of 20 members. Executive Board to consider revision of existing membership in accordance with new Statutory Regulations

and the new Schools Admissions Code which comes into effect on 10 February 2009

3.5 Alternate Members

Any member of the Forum may on giving written notice to the Secretary nominate an alternative member to attend meetings of the Forum in their absence and such nomination remains effective until it is withdrawn

3.5.1 Members of the Authority may only nominate another member of the Authority

3.5.2 Parent governor members may only nominate another parent governor

3.5.3 members representing the interest of a section of the local community may not nominate an alternative member unless the Authority consents to the nomination

3.5.4 members representing either the diocese of the Church of England or the Roman Catholic diocese may not nominate an alternative member unless the diocese whom the nominating member represents consents

3.5.5 a head teacher or governor representing a community, voluntary controlled or voluntary aided school may only nominate an alternative member who is a head teacher or governor from the same school group or school in the case of the Brodetsky Primary School

3.5.7 a school member may only nominate an alternate member who is the head teacher or governor of a school which falls within the same school group as the school of which the member in question is a governor or head teacher

4. **Declaration of Interests**

Members of the Forum shall declare a personal interest in any proposal which directly affects them for example if the proposal concerns the school at which they are a Governor or which their children attend. If the personal interest is pecuniary or could be viewed as prejudicial the member should withdraw from the discussion and take no part in the decision.

Where it is clear that a decision in which a member of the Forum has such an interest or it is likely to arise at a particular meeting, the member concerned may wish to invite an alternative member to attend that meeting.

5. **Indemnification**

The Authority shall indemnify members of the Forum against reasonable legal costs and expenses arising from decisions or recommendations of the Forum made in good faith.

6. **Chair and Vice Chair**

6.1 The person holding the office of the Chair and Vice Chair need not be a member of the Forum.

6.2 The members of the Forum shall elect a Chair and Vice Chair at the first meeting of the Forum and at the next meeting which falls

after the date which is a year after the meeting at which the Chair and Vice Chair was elected.

- 6.3 The Chair and Vice Chair shall hold office until the next meeting which falls after the date which is a year after the meeting at which they were elected.
- 6.4 The Chair or Vice Chair shall cease to hold office if they resign their office by giving written notice to the Secretary.
- 6.5 On ceasing to hold office the former Chair and Vice Chair shall be eligible for re-election.
- 6.6 In the event of a casual vacancy occurring in the office of Chair or Vice Chair the members shall at the next meeting elect one of their members to fill that vacancy and the member so elected shall hold office until the date of the meeting at which the Chair or Vice Chair would have held office had the vacancy not occurred.

7. **Secretary to the Forum**

Members of the Forum shall appoint a person, nominated by the Authority, who is not a member of the Forum to act as Secretary to the Forum.

The Secretary to the Forum will keep a record of each meeting of the Forum

8. **Sub Committees**

The Authority is responsible for establishing the Forum sub-committees pursuant to Section 85A (2) of the School Standards and Framework Act 1998.

The Forum shall be responsible for determining a sub-committee's:

- membership and constitution
- procedure for convening and holding meetings
- promulgation of advice and recommendations

9. **Meetings of the Forum**

The members of the Forum may regulate the procedure of the Forum subject to The School Admissions (Local Authority Reports and Admission Forms) (England) Regulations 2008 (“the Regulations”)

10. **Venue and Times of Meetings**

10.1 The Secretary will convene a meeting of the Forum, by giving a minimum of seven (7) working days notice of the time and place of each meeting.

10.2 The date of the meeting will be given to the Secretary by the Forum at a previous meeting, or on the direction of the Chair or in their absence the Vice Chair.

10.3 The Agenda shall be set by the previous meeting of the Forum, or if appropriate by the Secretary in consultation with the Chair, or in their absence, the Vice Chair.

10.4 The Forum shall meet at least twice (2) each year .

10.5 Proceedings and meetings of the Forum shall be open to the public, except in such limited circumstances as decided by the Forum as may be prejudicial to the Forum’s work. The Secretary shall arrange for meetings to be advertised to the public.

10.6 Members may invite interested parties to a meeting of the Forum if they consider it appropriate to do so having regard to the matters arising for discussion.

11. **Quorum**

To be advised by the Department Children Schools and Families The quorum for any meeting of the Forum shall be one third of the Forum's membership.

12. **Minutes of the Meeting**

The minutes of the meeting, after approval by the Chair or Vice Chair, may be made available for public inspection.

13. **Voting Arrangements**

Decisions on matters including the exercise of the Forum's power to refer an objection to the adjudicator shall be taken by a simple majority vote of all members present. In the case of equality of votes the Chair or in his/her absence the Vice Chair, shall have a second or casting vote.

14. **Public Statements**

Public Statements on behalf of the Forum may only be made by the Chair or Vice Chair either with the approval of the Forum, or without such approval having regard to the importance or expediency.

Any such action taken by the Chair or Vice Chair shall be reported to the next meeting of the Forum.

09.01.09

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Challenging and Vulnerable Children Sub Committee

Tuesday, 4th November, 2008

PRESENT: Mr. Bob Stott in the Chair

Councillor M Coulson, Mr. J. Fryett, Mrs. S. Knight

OFFICERS PRESENT:

- Mrs. D. Leonard, Legal Services
- Mrs. R. Phillips, Education Leeds
- Miss. Laura Pilgrim, Governance Services

9 Chair's Opening Remarks

The Chair welcomed all parties to the second meeting of a busy year. The Leeds Inclusive Learning Strategy was progressing which would see serious reconfiguration in April 2009 in the 5 behaviour continuum areas

10 Apologies for Absence

Apologies were received from Mr. Alun Rees.

11 Minutes of the last meeting

The minutes of the last meeting held on Thursday 25th September 2008 were approved as a correct record.

RESOLVED: That the minutes be approved.

12 Matter Arising

In relation to minute 7 the clerk had checked the agenda for the Children's Scrutiny Board for a report on Commissioning however the report was not relevant to the work of the Sub-Committee. The Chair informed the Sub-Committee that he had not received a response from the Director of Planning and Commissions (Children's and Maternity Services) but would advise Members when a response was received.

In relation to minute 6 the response on the consultation for the School Admissions Code of Practice had been sent to the DCSF and the draft Bill would be laid before Parliament sometime in November 2008.

RESOLVED: That the updates be noted.

13 Leeds Inclusive Learning Learning Strategy

Mr. Fryett provided Members of the Forum with an update on the progress of the Leeds Inclusive Learning Strategy (LILS). In the future the behaviour and Education

Draft minutes to be approved at the meeting
to be held on Thursday, 8th January, 2009

Support Teams' finance would be delivered locally under Strand 3. In Strand 1 the National Programme for School Leaders in Behaviour and Attendance had been introduced which was a useful training for anyone who worked in a school in the leadership of behaviour and attendance.

In relation to Strand 4 and locality working, officers were working closely with extended schools, especially PRUs, to ensure involvement. The Project Board was meeting in Thursday and would look at draft activity plans for all the strands. The Board would also sign off models for further discussions on Strand 2 - Special Schools and Strand 3 – Behaviour.

The following points were raised during discussions:

- Mr. Fryett was not aware of any further discussions with PRU Head Teachers in relation to Strand 2.
- Mr. Fryett had chaired an interesting meeting on BEST in the wedges where the high level of involvement of leaders in BEST Team was supported and many leaders advised that they felt they were fully engaged in the process.

RESOLVED: That the update be noted.

14 Fair Access Protocol Update

Members of the Sub-Committee received a verbal update from Mrs. Phillips on the Fair Access Protocol. Members noted that it was still too early in the term to provide data on the Fair Access Protocol but updates would be provided at future meetings. Officers were currently in the process of reviewing how the data was recorded and presented in order to provide an accurate picture of how the policy was working. For example by only recording the child once and not the number of applications made for the child. A mechanism was also being established in conjunction with Alun Rees to monitor the outcomes for unaccompanied asylum seekers and for other children to show the whole picture. The new Admissions Code of Practice which had recently finished its consultation period, would introduce timescales for the admission of children under the Protocol.

The Chair thanked Mrs. Phillips for the update and then went on to ask Members of the Sub-Committee whether or not there were any issues they wished to discuss. Concern was raised for those children in mainstream education not obtaining college spaces etc. especially those who may have not been diagnosed. Mr. Fryett assured Members that this was a concern which was covered under LILS and the 14+ area work. There had been joint meetings with officers involved in the disability strategy and further work would take place with practitioners, parents, carers and other relevant groups.

RESOLVED: That the update be noted.

15 Date and Time of next meeting

The date and time of the next meetings of the Sub-Committee were confirmed as:

- 8th January 2009 at 4:00 p.m.

Draft minutes to be approved at the meeting
to be held on Thursday, 8th January, 2009

- 28th April 2009 at 4:00 p.m.

RESOLVED: that the dates and times of the next meetings of the Sub-Committee be noted.

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Originator: Chris Wrench
Tel: 0113 395 0696
Ref AFApril 2008workprogramme

REPORT TO LEEDS ADMISSION FORUM

Date 20 January 2009
Venue: Civic Hall
Time: 4.00pm

ADMISSION FORUM WORK PROGRAMME FOR 2009

MEETING DATE January 2009

1. Update on the 2008/9 admission round including hotspots.
2. Report from the Challenging Children Sub Committee on fair access.

MEETING DATE April 2009

1. Results of the annual consultation exercise and recommendations to Executive Board.
2. Statistics to include – number of appeals made, ethnic and social mix, whether primary schools are meeting class size legislation.
3. All admission policies should be clear, objective and procedurally fair. This can be taken to the VA Policy Sub-Committee in the first instance.
4. Report from the Challenging Children Sub-Committee on fair access.

MEETING DATE September 2009

1. Update on the 2009/10 admission round.
2. Consultation items proposed by Education Leeds.
3. Review the published advice to parents and choice advice.
4. Demographic information and future projections.
5. Report from the Challenging Children Sub Committee on fair access protocols.

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