

**Report of Director of Children's Services**

**Report to Executive Board**

**Date: 22 June 2016**

**Subject: Outcome of consultation to increase primary school places at Hawksworth Wood Primary School**



Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Kirkstall	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

This report contains details of a proposal brought forward to meet the local authority's duty to ensure the sufficiency of school places. The changes that are proposed form prescribed alterations under the Education and Inspections Act 2006. The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and accompanying statutory guidance set out the process which must be followed when making such changes. The statutory process to make these changes varies according to the nature of the change and status of the school and the process followed in respect of these proposals is detailed in this report. The decision maker in these cases remains as the local authority.

Detailed analysis of demographic data has been completed to ascertain the need for primary school places in the Kirkstall / Burley / Hawksworth planning area. The analysis demonstrated a need for an additional 1.5FE in the area, and following a stakeholder event several options were put forward. Further detailed analysis of demand followed and discussions have taken place with the schools in the area to identify viable options. This has subsequently led to a consultation regarding the proposal to expand Hawksworth Wood primary School. The consultation to expand Hawksworth Wood Primary School from

an admission number of 30 to 60 with effect from September 2017, took place between 29 February and 25 March 2016.

Another consultation to permanently expand Beecroft Primary School from a one form entry primary school, to a one and a half form entry primary school has also recently taken place to address the need in the area.

### **Recommendations**

Executive Board is asked to:

- Approve the publication of a Statutory Notice to expand primary provision at Hawksworth Wood Primary School from a capacity of 210 pupils to 420 pupils with an increase in the admission number from 30 to 60 with effect from September 2017.
- Note the responsible officer for implementation is the Head of Learning Systems.

## **1 Purpose of this report**

- 1.1 This report contains details of a proposal brought forward to meet the local authority's duty to ensure sufficiency of primary school places. This report describes the outcome of the consultation that took place regarding the proposal to expand primary school provision at Hawksworth Wood Primary School and seeks permission to publish a statutory notice in respect of this proposal.

## **2 Background information**

- 2.1 Following a detailed review of the demographics for the Kirkstall /Burley/ Hawksworth Planning Area, a need for up to 1.5 forms of entry was identified to meet the projected demand for school places. To determine how this projected demand could be met, a stakeholder event using OBA methodology (Outcomes Based Accountability) took place with local head teachers, Ward Members, school governors, parent representatives, local authority officers and representatives from the diocesan education boards. Information was shared about birth rates, children aged under 5 living in these areas, housing data, and admissions data which included parental preferences for schools.
- 2.2 The event provided an opportunity to allow for discussion amongst small groups of stakeholders, and for options to be suggested. Although the focus was on primary provision, the event also provided the opportunity to discuss the need for Free Early Education places for eligible 2 and 3-4 year olds as well as specialist places for children with special educational needs.
- 2.3 Demographic analysis indicates that there is a particular pressure for places in the area surrounding Hawksworth Wood Primary school and a scheme to expand the school from 30 places up to 60 places in reception from September 2017 could be achieved within the school's existing boundary. The Good Learning Places Board approved a consultation on a proposal to expand the school from an admission number of 30 places to 60 places with effect from September 2017.
- 2.4 Additional pressure for school places in the Kirkstall /Burley/ Hawksworth Planning area is being considered through a consultation on a proposal to permanently expand Beecroft Primary School from 1FE to 1.5FE from September 2017. This consultation was concluded in February 2016 and a report with the outcome of that consultation will be presented to the Executive Board in due course.
- 2.5 A public consultation on the proposal to expand Hawksworth Wood Primary School took place from 29 February 2016 to 25 March 2016. This included use of the WordPress on-line forum and the Council's Talking Point survey system. A number of drop-in sessions were held at Hawksworth Wood Primary School to discuss the proposal. The drop-in sessions were attended by parents, carers and local residents. Information was distributed widely, including through the school, Early

Years providers, on the Leeds City Council website, the Family Information Service website, Twitter and Facebook. Meetings were held with the governors, staff and school council of Hawksworth Wood Primary School. Banners were placed at the entrances of the school to advertise the consultation and leaflets were distributed to local residents and also placed in the local Co-op.

### **3. Main issues**

- 3.1 The expansion of Hawksworth Wood Primary School is proposed as it is a good school in an area of high demographic need. The school has agreed to admit a temporary additional cohort of 30 children in September 2016 in order to meet the local demand for places.
- 3.2 During the consultation period there were 61 written responses received (including 11 from the School Council and 4 from Talking Point). In total there were 52 responses in support of the proposal to expand the school, 8 responses opposing the proposal and one neither supporting nor opposing it. A copy of the responses received can be requested from the Sufficiency & Participation Team at [educ.school.organisation@leeds.gov.uk](mailto:educ.school.organisation@leeds.gov.uk).
- 3.3 The Governing Body of Hawksworth Wood Primary School supports this proposal and has been actively involved in discussions with council officers regarding a build solution, should the proposed expansion progress. We will ensure that this dialogue continues if this proposal is approved.
  - 3.3.1 In response to the consultation there were a number of supportive comments received, several respondents stating that the expansion would meet the needs of the local community and local children would be able to attend their local school and not have to travel long distances. They also commented that the school works well with the community and this is a great opportunity to continue this work, both for children and their families. Further comments were made stating that the school needs to be bigger to fulfil the needs of the local area and an expansion would bring great benefits to the school overall. The majority of the school council felt that expanding the school would be a good idea as more children in the community could come and learn and they could make more friends.
- 3.4 The concerns raised by respondents are summarised as follows:
  - 3.4.1 **Concern:** The character and the community feel of the school will be adversely affected if the school is made bigger.  
**Response:** The Governing Body of Hawksworth Wood Primary School has been actively involved in discussions regarding this proposal and the draft build solution for several months. They have stated that they would not want any planned changes to compromise the ethos and community feel of the school and would

continue to work hard to make sure this doesn't happen. They have stated that it is an exciting time to be involved with the school and are looking forward to creating a bigger and better school for more local children.

3.4.2 **Concern:** The school is not big enough to accommodate all the extra children.

**Response:** The existing building is marginally undersized for a 2FE primary school and currently has 10 classrooms that could be utilised as part of the proposed expansion. Through the creation of a small extension and some internal remodelling works it would be possible to provide a further 4 classrooms, office space and toilets to accommodate the extra pupils.

3.4.3 **Concern:** There is not enough outdoor playspace for the extra children. Children on the estate need space to run around and this is being taken away from them.

**Response:** It is anticipated that any current outdoor play space lost to the development would be re-provided on the current grassed playing area, potentially in the form of a Multi-Use Games Area (MUGA). This would be discussed in conjunction with Leeds City Council Planning Officers and Sport England during the design stage, if this proposal progresses to the next stage.

3.4.4 **Concern:** Adding more children to the school will mean more traffic and even more problems with parking.

**Response:** As part of this proposal, discussions are ongoing with colleagues in the Highways team to ensure that a range of measures are considered and put in place where possible to minimise traffic issues. Some of these may include additional off-street parking, reduced speed limits and other traffic management measures. The following measures are currently being investigated in order to reduce congestion and other traffic related issues:

- Increasing the number of staff parking spaces to allow staff to park on-site and not on the surrounding roads.
- Increasing parking areas by creating laybys in the large pavements surrounding the school.
- Providing bike parking and storage areas for staff and children.
- Creating shared cycle/walking pathways around the school.

3.4.5 **Concern:** Some of the children at the school have unsettled home lives and see the school as a place for stability and sanctuary. If an expansion resulted in the loss of some facilities, such as library and the ICT suite that these children are unable to access at home, this could have a negative impact on their learning and development.

**Response:** A commitment has been made to the Governing Body to retain the existing ICT suite and library area due to recognising the importance of this type of learning spaces. The group rooms associated with the schools speech and language therapy provision would also be retained and the need for additional breakout/group spaces would be considered during the design stage. The Head

Teacher and Governing Body would be fully involved in the design process which would commence with defining the schools vision for a 2FE primary school, if this proposal goes ahead.

3.4.6 **Concern:** The school hall and kitchen are not big enough to accommodate all the extra children.

**Response:** As part of the design phase, all internal accommodation would be reviewed; including hall and kitchen space, to ensure sufficient accommodation is delivered where possible in line with current building bulletin guidance.

The current draft plan would be to utilise the hall space in the adjacent Children's Centre which would provide extra hall space for the extra children. The kitchen would be reviewed as part of any feasibility work (following on from initial discussions during concept design) and meetings would be arranged with Leeds City Council's Catering Agency to discuss impact on school meals.

3.4.7 **Concern:** There aren't enough toilets for the number of children in the school now. What will happen if there are more children in the school?

**Response:** As part of the design phase, all internal accommodation would be reviewed; including toilets, to ensure sufficient accommodation is delivered where possible in line with current building bulletin guidance. We currently work towards the following ratios for pupil toilets to children under 5 = 1:10, children over 5 = 1:20.

3.4.8 **Concern:** Why haven't you considered relocating the Children's Centre out of the Broadway building so the school could use that for expansion?

**Response:** There is no intention of removing the Children's Centre. It is a very useful resource for the local community in an ideal location. It has great links with the school and enables children to attend an educational provision on the same site from the age of 2-11 (and in some cases from an earlier age) which can be crucial to the development of a child in terms of feeling settled and safe.

3.4.9 **Concern:** The building work will disrupt the children and staff which will affect their work and learning.

**Response:** Building works that are deemed more disruptive would take place out of school hours wherever possible. Where this is not possible, work would be carried out with the minimum disruption to the pupils, staff and residents. The contractors we use have considerable experience of managing building projects on school sites in a safe and secure manner, and there would be a full risk assessment carried out.

3.4.10 **Concern:** How will fire drills be managed during the build works and following the expansion? Would both buildings have to be evacuated if the alarm goes off in one building?

**Response:** A full health and safety risk assessment would be carried and the current fire strategy would be reviewed as part of the design process to ensure there is a robust strategy in place.

3.4.11 **Concern:** During the consultation meetings, your plans indicated that you are planning to remove the memorial garden.

**Response:** During the initial design meetings, it was confirmed that it may be possible to relocate the remainder of the memorial garden to the quad area with the bench that has previously been moved to this area. We would ensure that this is carried out with the upmost sensitivity in conjunction with the wishes of the school. The existing garden space would be used to create additional staff parking.

3.4.12 **Concern:** What will the teacher/teaching assistant ratio be after the expansion?

**Response:** The school would ensure that staffing would increase in line with the increase in pupil numbers to ensure a ratio of one teacher to every thirty children is maintained as prescribed by current class size legislation.

3.4.13 **Concern:** If the school expands, how will whole school activities, subsidised school trips, lunch times, before and after school clubs be managed?

**Response:** All of these concerns would be addressed by the Senior Leadership Team at the school if this proposal is approved. Any build solutions would need to conform to minimum building regulations and standards and, therefore, would be appropriately sized and fit for purpose, and where possible, any design features required would be considered during the planning meetings with the school. Support could also be provided on request by the Learning Improvement Team at Leeds City Council to assist the school in managing the expansion process.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 The process in respect of the proposal has been managed in accordance with the relevant legislation and with local good practice.

4.1.2 A public consultation on this option took place from 29 February 2016 to 25 March 2016. This included use of the WordPress on-line forum and the Council's Talking Point consultation system. Three drop-in sessions were held at Hawksworth Wood Primary School to allow parents, carers, residents and any other interested parties to find out more about the proposal. The drop-in sessions were supported by Children's Services' Sufficiency & Participation Team, officers from Highways and an Architectural Technologist from NPS Group (Norfolk Property Services). Information was distributed widely, including through the school, Early Years providers, on the Leeds City Council website, the Family Information Service website, Twitter and Facebook. Meetings were held with the governors, staff and school council of Hawksworth Wood Primary School and these were supported by officers from the Sufficiency & Participation and Built Environment teams. Banners were placed at the entrances of the primary school to advertise the consultation and leaflets were distributed to local residents and also placed in the local Co-Op.

The view of the ward members was sought and there was support for the expansion of Hawksworth Wood Primary School. The consultation document for this proposal can be found at:

<http://www.leeds.gov.uk/residents/Pages/Currentschoolsconsultation.aspx> or requested from the Sufficiency & Participation Team by emailing: [educ.school.organisation@leeds.gov.uk](mailto:educ.school.organisation@leeds.gov.uk).

## **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 The EDCI form relating to the proposed expansion of Hawksworth Wood Primary School has been completed and is attached to this report.

## **4.3 Council policies and Best Council Plan**

4.3.1 This proposal is being brought forward to meet the Council's statutory duty to ensure there are sufficient school places for all the children in Leeds. Providing places close to where children live allows improved accessibility to local and desirable school places is an efficient use of resources and reduces the risk of non-attendance, supporting the 2016/17 Best Council Plan priority to 'Improve educational achievement and close achievement gaps' as part of contributing to the wider Best Council Plan outcome for everyone in Leeds to 'Do well at all levels of learning and have the skills they need for life'.

4.3.2 This proposal contributes to the city's aspiration to be the Best Council, the best city in which to grow up and a Child Friendly City. The delivery of pupil places through the Learning Places Programme is one of the baseline entitlements of a Child Friendly City and, by creating good quality local places that support children and young people to do well at all levels of learning and have the skills they need for life, we can support the priority aim of 'Improving educational achievement and closing achievement gaps', in turn helping to provide the skills needed to deliver on the Council's ambition to produce a strong economy by compassionate means. A good quality school place also contributes to the achievement of targets within the Children and Young People's Plan such as our obsession to 'improve behaviour, attendance and achievement'. It is, therefore, important that when bringing any proposal forward, there is a degree of certainty that any change would not have a negative impact on the teaching and learning in the school. Hawksworth Wood Primary School was rated 'Good' by Ofsted in 2011 and has retained that grading in an interim assessment in April 2014.

4.3.3 By offering choice and diversity for parents and families by responding to the needs of communities by delivering additional school places in the areas where families need them, we are 'supporting children to have the best start in life' (Best Council Plan 2015-20).



#### **4.4 Resources and value for money**

4.4.1 An indicative budget for the proposed Hawksworth Wood Primary School expansion project is estimated at £4m based on a high-level calculation that considers the amount of new build, internal remodelling, external works and associated fees. An initial estimate will be provided at feasibility stage which will be refined during design development when a robust design freeze or pre-tender estimate can be provided. This will also include any costs for risks associated with further site investigation and survey information provided during detailed design. A Design and Cost Report will be submitted at the end of this stage to request Authority to Spend based on the latest accurate cost information at that time. The high level cost estimate is comparable with recent expansions. This figure allows for a cautious risk allocation to cover the number of unknown variables within the scheme which are yet to be quantified.

#### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 The processes that have been and will be followed are in accordance with the Education and Inspections Act 2006 as set out in the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007, and amended by School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.

4.5.2 This report is subject to call in.

#### **4.6 Risk Management**

4.6.1 The proposals to increase primary provision at Hawksworth Wood Primary School have been brought forward in time to allow places to be delivered for 2017.

4.6.2 A decision not to proceed at this stage would mean fresh consultation on new proposals, and would mean places may not be delivered in time. The authority's ability to meet its statutory duty for sufficiency of school places in the short term may also be at risk.

4.6.3 There is a corporate risk associated with failing to provide sufficient school places in good quality buildings that meet the needs of local communities.

### **5 Conclusions**

- 5.1 Our ambition is to be the best city in the country. As a vibrant and successful city we will attract new families to Leeds, and making sure that we have enough school places for the children is one of our top priorities. This proposal has been brought forward to meet that need, and to ensure that enough places are created from 2017 onwards to meet the demand resulting from a rise in the birth rate. Following the appropriate consultation we now seek to move the proposal to the next stage. We want to ensure that all children in Leeds have the best possible start to their learning, and so deliver our vision of a child friendly city.
- 5.2 The issues raised during consultation regarding the expansion of Hawksworth Wood Primary School have been considered, and on balance, the proposal remains strong. The proposal addresses the need for primary school places in the area. This report demonstrates how the concerns raised during consultation can be addressed and what measures might be put in place to mitigate the issues.
- 5.3 The additional places are required to ensure the authority meets its legal duty to ensure sufficiency of primary places provision for September 2017. There is evidence of local need for places and it is therefore recommended that the proposal be approved.

## **6 Recommendations**

Executive Board is asked to:

- Approve the publication of a Statutory Notice to expand primary provision at Hawksworth Wood Primary School from a capacity of 210 pupils to 420 pupils with an increase in the admission number from 30 to 60 with effect from September 2017.
- Note the responsible officer for implementation is the Head of Learning Systems.

## **7 Background documents<sup>1</sup>**

- 7.1 None.

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.