

**‘Fountain Primary School Scrutiny Inquiry Report’
Action Plan in Response to Scrutiny Inquiry Report (November 2007)**

Recommendations	Actions proposed	Responsibility	Timescale	Progress
<p>Recommendation 1</p> <p>That Education Leeds should always show a full analysis of the factors it has taken into consideration in its projections of demand for pupil places, and that it reports back to the Scrutiny Board within 3 months as to how this will be achieved, using Fountain Primary School as a particular example to demonstrate this.</p>	<p>In addition to utilising the existing systems which have proved to be robust during the closure and opening of almost 80 schools Education Leeds will develop a transparent system for reporting the demographic planning risks associated with a proposed school reorganisation. This could include for example the number of schools involved, their location in the city, the past reliability of projections in the area etc.</p>	<p>School Organisation Team</p>	<p>Within 3 months</p>	<p><i>An officer within the school organisation team has been identified to progress this work. The system for assessing risk will be reported to Scrutiny at its June meeting.</i></p>
<p>Recommendation 2</p> <p>That Education Leeds explores a more robust system to ensure that all children identified within the demographic data system are tracked.</p>	<p>Education Leeds will ensure that when demographic data is required from cross border agencies that an officer of Education actual visits that agency to confirm as far as possible the quality and accuracy of the data and that this is referred to in any school organisation recommendation made the Council.</p>	<p>School Organisation Team</p>	<p>Already implemented</p>	<p><i>Completed</i></p>

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<p>Recommendation 3</p> <p>That the Fountain Primary School building project be given priority and sufficient funding by Education Leeds and the Council.</p> <p>That a progress report relating to this project is reported back to Scrutiny within 3 months.</p>	<p>Education Leeds, through it's representation to Asset Management Group, has secured approval to access a capital receipt to be generated for the disposal of the current Fountain Infants Building. The receipt will be supplemented with an allocation from the Education Leeds Capital Programme and will provide the funding to extend the main building and bring the school onto one site. The scheme is currently in design and will be the subject of an Authority to Spend report to the Executive Board in March or April 2008.</p>	<p>Education Leeds Capital Projects Board</p>	<p>Already actioned</p>	<p><i>As progress is made an update could be included in a report to the June meeting of Scrutiny Board.</i></p>
<p>Recommendation 4:</p> <p>That the Executive Board ensures that any funds made available from the disposal of assets as a result of a school reorganisation scheme is used to offset any capital costs associated with the reorganisation scheme.</p>	<p>Education Leeds will continue to work within the confines of the capital receipts policy agreed with Leeds City Council. This will ensure that any capital project arising from a school reorganisation, and which caters for the displaced pupils, can access identified capital receipts.</p> <p>The final decision on any future use of a site remains the responsibility of Leeds City Council.</p>	<p>School Organisation Team, Learning Environments Team, Education Leeds Capital Projects Board</p> <p>Scrutiny enquiry into disposal of assets ongoing</p>	<p>Already actioned</p> <p>Already actioned</p>	<p><i>Completed</i></p> <p><i>Completed</i></p>

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<p>Recommendation 5</p> <p>That Education Leeds sets out a plan within 3 months on how it intends to strengthen its communication with parents around the expectations and future potential of a proposed new school.</p>	<p>At the first meeting of a temporary and subsequent permanent governing body established to oversee the opening of a new school a copy of this enquiry report will be circulated and a communication strategy for securing parental confidence considered</p>	<p>Governor Support Service</p>	<p>Already implemented</p>	<p><i>Completed</i></p>
<p>Recommendation 6</p> <p>That Education Leeds reports back to the Scrutiny Board within 3 months on how the revision of protocols supporting the School Improvement Policy will address the need to directly alert Governors to any concerns raised by Education Leeds.</p>	<p>The Education Leeds School Improvement Strategy Group considered and agreed revisions to the protocols supporting the School Improvement Policy at its December meeting. The responsibility on individual services to alert initially the head teacher, then the chair of governors and ultimately the whole governing body to emerging and persistent serious concerns is confirmed in these revisions and was communicated by e-mail to every service manager in December.</p>	<p>Deputy Chief Executive & Heads of Services to Schools</p>	<p>Already implemented</p>	<p><i>Completed</i></p>

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<p>Recommendation 7</p> <p>That regular meetings are held between the Education Leeds Finance Officer and a school's Finance Sub-Committee of the Governing Body to ensure that Governors are kept informed of the financial advice and alerted to any concerns raised by Education Leeds.</p>	<p>For newly established schools the link finance officer already makes direct input at meetings of the temporary governing body prior to the school opening. During the first year of operation of a new school the link finance officer will attend either a finance committee or full governing body meeting to advise with budget setting.</p>	<p>Financial Services to Schools</p>	<p>Already implemented</p>	<p><i>Completed</i></p>
<p>Recommendation 8</p> <p>That the offer of continuing services provided by the Organisation Change Team at Education Leeds is taken full advantage of by Governing Bodies in future.</p>	<p>If any governing body involved in a re-organisation rejects this offer the Head of Governor Support will notify the relevant lead officer within the school improvement service, initiate a school review and formally notify the school of the outcome. Continued failure to respond will lead to a visit to the school by an Executive Director. If concerns persist then through the application of the School Improvement Policy appropriate formal warnings may be issued to the school.</p>	<p>Governor Support & School Improvement Services & Executive Director</p>	<p>Already actioned</p>	<p><i>Education Leeds are co-ordinating its support to Fountain at present through the Strategic Manager (HR) rather than through the OCT.</i></p>

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<p>Recommendation 9</p> <p>That the Governing Body of Fountain Primary School enters into early budgetary discussions with Education Leeds to review the school's current position so that any necessary further readjustments to class organisation and staffing structures are carried out with the least amount of disruption possible.</p>	<p>Support continues to be provided through the school's link finance, HR, Team Leader of Financial Services and school improvement advisors. Detailed plans for managing staffing reductions are implemented and an acceptable revised financial recovery plan produced by the governing body.</p>	<p>Strategic Manager (HR), School link, finance, HR, & School Improvement officers, School Headteacher and governors.</p>	<p>Already actioned</p>	<p><i>3 school visits by finance officer since 13/12/2007. 2 school visits by HR adviser since 14/12/2007 with 2 further visits planned during MSR process. 0 school visits by school improvement adviser. Meeting convened in December involving senior manager of Education Leeds, school representatives, and relevant elected members to consider full range of actions available to governors and appropriateness of support from Education Leeds.</i></p>