

## BRIDGEND COUNTY BOROUGH COUNCIL

### Minutes of a Meeting of the Admission Forum held at Civic Offices on Thursday 19<sup>th</sup> March 2015

#### **LA Representatives**

Mr R Davies	Group Manager, Business, Strategy & Performance
Cllr Huw David	Cabinet Member, Children and Young People
Ms S Rodgers	Access Team Manager, Support for Learners and Children
Mrs M Treharne	School Support Officer, Support for Learners and Children

#### **School Representatives**

Mr J Tarran	Headteacher, Archdeacon John Lewis C in W Primary
Mrs R Dixon	Headteacher, Ysgol Y Ferch O'r Sger Corneli

#### **Governor Representatives**

Mr W Bond	Héronsbridge School
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#### **Secretary to the Forum**

Ms M Jones

#### **Welcome**

The Chair welcomed Mrs M Treharne to her first meeting.

#### **1. Apologies**

Apologies were received from Miss S O' Halloran, Ms A Carhart, and Mrs D Burton

#### **2 Minutes**

The minutes of the meeting held on 23<sup>rd</sup> October were confirmed as a true record.

#### **3 Terms of Reference**

RD explained to members of the Forum that the terms of reference is governed by the 'Admissions Code'. The forum agreed the terms of reference. MJ to update membership and e-mail to forum members. It was also noted that Mr Slogett has resigned as a governor representative to the forum.

#### **4 Access to Admissions Literature/Minutes and Agendas/Annual Performance Report**

Cllr David asked about the possibility of (Ordnance Survey) maps being made available on the website to show groups of properties not individual properties by postcode boundaries aiding parents to locate their catchment school. RD explained to the forum that there could be a cost to the authority from the Royal Mail on postcode checking. RD to pursue the costings to the LA and update at next meeting

The admission forum agenda, minutes, annual reports and terms of reference will be made available to the public on the BCBC website.

#### **5 Promotion of effective admission arrangements for Vulnerable Learners**

RD and Cllr David requested MJ to invite Paula Richards from the 'Inclusion Service to attend the next forum meeting to discuss discretionary admission arrangements of pupils with specific needs / Gypsy Travellers. RD to check with Michelle Hatcher regarding the draft protocol for placement of vulnerable learners and whether the document has now been finalised.

#### **6. Review of 'Starting School' booklet 2015-16**

RD informed the forum that there had been no response to the consultation.

## **7 Response to the consultation on the LAs Draft Admission Policy 2016/17**

The forum considered the draft policy and the only amendment to the policy is an 'All Wales National Offer' day for secondary school places. Parents must be notified of the outcome of their admission application on the first working day in March. For 2016-17 parents will be notified the outcome of their admission application on Tuesday 1<sup>st</sup> March 2016. The 2016-17 draft policy to be circulated to Governors for consultation in the Spring Term and re-visited in March 2015 to consider any proposals.

The proposed amendments to the nursery policy and transport policy are still under consultation. RD to update at next forum meeting.

## **8 To finalise the Forum's view on the LAs Admission Policy 2016/17**

The forum noted the amendment to the admission timetable for secondary schools. The amended admission timetable for 2016/17 to be circulated to all schools. Cllr David enquired about the possibility of inserting information in the Starting School 2016-17 booklet referring to the fixed penalty notice drawing reference to Page 22 and setting attendance targets at 95% (refer to attendance strategy). RD explained that as the policy has now been determined for 2016-17 we are unable to amend the policy but the information could be taken into consideration for the 2017-18 starting school booklet.

## **9 Update on 'Schools Task Group'**

RD and SR were in the process of carrying out work around profiling current Headteachers in schools. It was also suggested that Deputy Headteachers should also be included in the profiling.

## **10 Update on 'Learner Travel Policy' consultation**

RD informed the forum members that arrangements are going to be made over the next couple of weeks to re-engage with pupils to hear more views of the proposals. Representatives will attend from the school council for feedback. Events will be held in both Comprehensive and Primary Schools.

## **11. To receive an update on the current' Admissions Database'**

RD stated that the in house admissions database is still ongoing and is aiming for the system to be tested early summer. The system is also being looked at to support VA schools.

## **12 To arrange future dates for the 'Admission Forum' meetings.**

Further admission forum dates to be arranged at the next forum meeting

## **13 Any other business**

The Forum thanked Shan for her commitment and hard work and wished her all the best for the future.