

**MINUTES OF THE MEETING OF THE ISLE OF WIGHT**  
**ADMISSIONS FORUM HELD AT 9.30 AM ON TUESDAY 19TH JUNE 2007**  
**AT THE CONVENT OF THE CROSS, EAST COWES**

<b>PRESENT:</b>	Matt Atkins Jackie Boxx John Bradshaw George Cameron Ian Coles Dorothy Harrington Liz Hodson Brian Mosdell Sara Sheath Adrian Smith Karin Wales	Aided Schools CSA High Schools Local Authority Community & Controlled Middle Schools Parent Partnership Church of England Diocese Local Authority Parent/Governor Representative Parent/Governor Representative Community & Controlled Primary Schools
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**ALSO IN ATTENDANCE:** Jeannette Adams (Ex-officio)  
Julie Cheek (Clerk)  
Amanda Page - Senior Admin Officer Student Finance (Ex-officio)  
Keith Simmonds – Head of Policy Planning & Commissioning

1. **Election of Chair and Vice-Chair for the coming year**

Nominations were invited for the election of Chair. Ian Coles nominated Matt Atkins, who declined but will remain a member of the Forum. Matt agreed to chair the first meeting. Matt Atkins nominated Jackie Boxx as Vice-Chair. This was seconded by Liz Hodson.

Members agreed to postpone the election of Chair to the next meeting.

2. **Apologies**

Apologies were received from Urszula Topp (Catholic Diocese Representative)

3. **Minutes of Meeting held 20th March 2007**

The minutes of the meeting held on 20<sup>th</sup> March 2007 (previously circulated) were agreed and signed by the chair as a correct record.

4. **Matters Arising**

Jeannette Adams reported that the Co-ordinated Admissions Schemes for September 2008 were determined with the DfES on 30<sup>th</sup> April 2007.

**Admission Appeals (September 2007 intake)** Appeals were held for Solent , Mayfield and Lake Middle Schools of which four were successful.

**Protocol for hard to place children:** (Doug Wright, Access and Inclusion Officer)  
It was confirmed that this paper is to be in place by September 2007

5. **Draft Terms of Reference (Paper A)**

Members discussed the Draft Terms of Reference. As significant changes to Island education are due to take place over the next four years, members decided the terms of reference should be reviewed regularly and amendments made as necessary.

It was noted that a draft model is available on the DfES website.

**Action:** Matt Atkins to check and report back at the next meeting.

Jeannette Adams reported that a copy of the new Admissions Code of Practice Booklet had been ordered for members and will be posted to them when received.

6. **Information on School Re-Organisation (Oral Report – Keith Simmonds)**

Following the Council decision on 23<sup>rd</sup> April 2007, negotiations are now taking place regarding implementation of the new scheme.

The timetable will be as follows:

- **October** - implementation plan to be published
- **November** - Publication of Statutory Notices
- **January 2008** – Secretary of State to make final decision on proposed changes
- **July – November 2008** – funding arrangements with DfES

Duncan Mills has been appointed Project Manager. A new project team will be established which Duncan will lead; this will include staff from planning, Property Services and Finance. Meetings are currently being arranged with schools to assess their needs regarding Year 9 staying in middle schools.

A report is due to be with the Lead Member, Patrick Joyce by July / August.

The earliest the changes will take place is September 2009. However, it will be a stage programmed implementation and is likely to take longer than this.

The first change will be the amalgamation of Archbishop King Catholic and Trinity CE Aided Middle Schools to give all faith secondary provision. Parent consultation is due to take place with the amalgamation likely to be effective from September 2008 admissions.

Matt Atkins thanked Keith for his report. The Forum will be updated on a regular basis regarding the implementation of the process.

Members then discussed the letter addressed to the Chair, from the Governors of Somerton Middle School regarding the increased admissions number at Solent Middle School for the Year 5 intake in September 2007. Members felt it should be noted that no consultation had taken place with the Forum members. Members were advised that Steve Beynon, Director of Children's Services would be invited to attend a future meeting to discuss the issues raised. It was noted that this issue was also minuted in item 6 of the previous minutes.

After discussion, the Forum felt this was still a matter for resolution between the governing body and the LA and it was agreed that the Forum should be appropriately informed by officers on the outcome of any further discussions with the governing body.

7.

**Annual Report on the effectiveness of local school admissions arrangements (Paper B)**

The New Admissions Code gives Admissions Forums the opportunity to submit an annual report to the Schools Commissioner. This will take effect from Autumn 2008 but members agreed to publish a report this year in preparation for 2008.

It was agreed that a small working group be established to oversee this. Members agreed that the group meet with Jeannette Adams to formulate the report.

The information in the report will be circulated to members.

8. **To Consider and approve the Information booklet to be supplied to parents for September 2008 intake**

Members discussed changes to the booklet as follows:

One of the main changes to the information booklet for this year is the introduction of the Equal Preference Scheme which has been determined by the DfES. Admissions procedures have been changed to reflect this.

**Introduction by the Director** A section is to be inserted into the booklet regarding the proposed changes to the education of Island children. At the time of the meeting this had not been received. The appropriate section will be emailed to members as soon as possible.

**Choice Advice Service** As part of the new Act, a Choice Adviser will be appointed to give help and guidance to parents. It has been agreed that Parent Partnership will take on this role; they will be employing an additional member of staff, who must be independent of the Local Authority. A leaflet on the Choice Advice Service will be available via Children's Service Centres.

**Oversubscription Criteria** In line with the New Admissions Code Looked after Children are now Criteria 1 as Special Needs children who have the school named in their statement will automatically have a place at the named school.

**Disability Discrimination Act** It was queried whether this act was now known as a different name.

**CSA** Members agreed that the abbreviation for the Children's Services Authority should be added to the 'Terms used in this booklet' at the front of the booklet, as they felt it was not clear to parents what this meant.

**Admission to Church-Aided Middle Schools** Liz Hodson reported that the wording in this section of the booklet required some changes.

**ACTION:** Liz Hodson and Urszula Topp to liaise with Jeannette Adams to make the necessary amendments.

**ACTION:** JA to check and make the necessary alterations to the information booklet as above.

**AGREED:** Members agreed the draft booklet subject to the amendments noted above.

On behalf of the members of the Forum, Matt Atkins thanked Ian Coles for his services to the Forum, and wished him well on his retirement at the end of July 2007.

9. **Date of Next Meeting**

Tuesday October 16<sup>th</sup> 9.30am at the Convent of the Holy Cross, East Cowes

The meeting closed at 12.00 pm